
21 July 2020

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](#).

Dear Councillor,

A meeting of **SCRUTINY COMMITTEE FOR HOUSING, PLANNING AND ECONOMIC GROWTH** will be held **VIA REMOTE VIDEO LINK** on **WEDNESDAY, 29TH JULY, 2020 at 4.00 pm** when your attendance is requested.

Yours sincerely,
KATHRYN HALL
Chief Executive

A G E N D A

Pages

- | | | |
|----|--|------------------|
| 1. | Roll Call and Virtual Meeting Explanation. | |
| 2. | To note Substitutes in Accordance with Council Procedure Rule 4 - Substitutes at Meetings of Committees etc. | |
| 3. | To receive apologies for absence. | |
| 4. | To receive Declarations of Interests from Members in respect of any matter on the Agenda. | |
| 5. | To confirm the Minutes of the meeting of the Scrutiny Committee for Housing, Planning and Economic Growth held on 11 March 2020. | 3 - 12 |
| 6. | To consider any items that the Chairman agrees to take as urgent business. | |
| 7. | Mid Sussex Design Guide Supplementary Planning Document - Outcome of Consultation | 13 - 186 |
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Working together for a better Mid Sussex



Work Programme 2020/21.

9. Questions pursuant to Council Procedure Rule 10.2 due notice of which has been given.

To: **Members of Scrutiny Committee for Housing, Planning and Economic Growth:**
Councillors N Walker (Chair), C Laband (Vice-Chair), R Bates, M Belsey, P Brown,
E Coe-Gunnell White, R Cromie, R Eggleston, S Hatton, J Henwood, G Marsh,
J Mockford, A Peacock and R Webb

**Minutes of a meeting of Scrutiny Committee for Housing, Planning
and Economic Growth
held on Wednesday, 11th March, 2020
from 7.00 - 8.30 pm**

Present: N Walker (Chair)
C Laband (Vice-Chair)

R Bates	S Hatton	R Webb
M Belsey	S Hicks	M Cornish
E Coe-	J Mockford	R Salisbury
Gunnell White	A Peacock	
R Cromie	C Phillips	
R Eggleston		

Absent: Councillors P Brown and G Marsh

Also Present: Councillors J Ash-Edwards, A Bennett, P Chapman, A Eves,
I Gibson, J Henwood, J Llewellyn-Burke, S Smith, N Webster
and R Whittaker

**Also Present
as Cabinet
Members:** Councillors S Hillier and A MacNaughton

**1 TO NOTE SUBSTITUTES IN ACCORDANCE WITH COUNCIL PROCEDURE
RULE 4 - SUBSTITUTES AT MEETINGS OF COMMITTEES ETC.**

Councillor Cornish substituted for Councillor Brown and Councillor Salisbury substituted for Councillor Marsh.

2 TO RECEIVE APOLOGIES FOR ABSENCE.

Apologies were received from Councillor Brown and Councillor Marsh.

**3 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS IN RESPECT
OF ANY MATTER ON THE AGENDA.**

Councillor Phillips declared a personal interest in Item 6: Site Allocations Development Plan Document - Regulation 19 as he had submitted an objection in the consultation in relation to SA4 - North A264, Copthorne.

Cllr Salisbury commented that he is the Chairman of the District Planning Committee. Tom Clark, Solicitor to the Council confirmed that there is no conflict and Cllr Salisbury can be a substitute on the Scrutiny Committee for Housing, Planning and Economic Growth.

4 TO CONFIRM THE MINUTES OF THE MEETING OF THE SCRUTINY COMMITTEE FOR HOUSING, PLANNING AND ECONOMIC GROWTH HELD ON 22 JANUARY 2020.

After an amendment to item 8 the Minutes of the meeting of the Committee held on 22 January 2020 were agreed as a correct record and signed by the Chairman.

5 TO CONSIDER ANY ITEMS THAT THE CHAIRMAN AGREES TO TAKE AS URGENT BUSINESS.

None.

6 SITE ALLOCATIONS DEVELOPMENT PLAN DOCUMENT - REGULATION 19

The Chairman highlighted the previous work of the scrutiny committee on the Site Allocation Development Plan Document (the Sites DPD) and noted that the adoption of the Sites DPD was a condition of the District Plan. He advised that the methodology and the application of the site selection criteria had been reviewed 7 times by the Scrutiny Committee and scrutinised with due diligence and in accordance with the National Policy Planning Framework (NPPF). The DPD is important as it ensures that the Council can continue to maintain a 5 year housing land supply. This will help to prevent speculative development in Mid Sussex.

Andrew Marsh, Business Unit Leader for Planning Policy introduced the report. He confirmed the adoption of the District Plan in March 2018 following public examination by an independent Planning Inspector who imposed the production of a Sites Development Plan Document (DPD) on the Council. He confirmed that the methodology and findings of the site selection process were considered by the Scrutiny Committee during 2018. 241 sites were submitted to the Council by promoters, these were subject to the site selection process as set out in the agreed methodology. Three options for allocating sites were presented to Scrutiny Committee on 11th 2019. Option 2 was recommended for the draft Sites DPD. This option contained 22 housing sites, totalling 1,962 dwellings. In addition, 7 employment sites, the specific location for a Science and Technology Park and 5 strategic policies were included within the draft Sites DPD.

The draft Sites DPD was subject to public consultation between 9th October and 20th November 2019. Just over 1,300 respondents made over 2,000 individual comments on the document and supporting evidence. The respondents were 19 from Town and Parish Councils, 8 from neighbouring authorities, 12 from specific consultation bodies, 88 from site promoters, 30 from organisations or interest groups, and 1,200 from individuals. On 22nd January 2020, this Scrutiny Committee was provided with a summary of the representations received and were informed of the additional work to be carried out ahead of the next statutory stage. Officers had carefully considered every response received and this resulted in amendments being made to the draft submission Sites DPD.

The Business Unit Leader confirmed that 20 new housing sites were submitted for consideration during the consultation. These were assessed using the same agreed site selection methodology as all other sites previously. 3 sites did not meet the District Plan strategy and were ruled out for further consideration. 13 of the remaining 17 sites did not meet the site selection criteria and therefore do not progress further. Site Selection Paper 3 has been revised to include these assessments. Further work

was carried out on the 4 remaining sites including assessment within the Sustainability Appraisal, the outcomes are listed at Paragraph 20. As a result of this work, these sites have not been considered suitable for allocation at this time.

Paragraph 22 was highlighted to the committee as it detailed 8 new employment sites which were submitted for consideration. A revised Strategic Transport Assessment has been published and is available on the Sites DPD web page. It concluded that mitigation tested within the latest model run would remove the two severe impacts on the highways network, related to the Science and Technology Park, reported at the last stage.

He noted paragraphs 39 and 40 which set out the importance of conserving and enhancing Areas of Outstanding Natural Beauty and that National Planning Policy states that 'major development' in the AONB should be refused unless there are exceptional circumstances. He confirmed the publication of topic paper "Major Development in the AONB" which is available on the Sites DPD web page. This was prepared following a request from the High Weald AONB Unit and Natural England in their response to consultation and assesses whether any proposed sites within the AONB are 'major' development. The list of the sites proposed for allocation that are within the AONB are listed in paragraph 43. The Topic Paper concluded that one site, SA25: Selsfield Road, Ardingly for 100 dwellings has been assessed as 'major'. The Topic Paper assessed an alternative proposal for the Selsfield site. This proposal focusses development towards the eastern parcel of the site. The proposed reduction in the built element of the site reduces the yield to 70 dwellings. The High Weald AONB Unit has indicated that this would significantly reduce the impact on the AONB.

The Committee were directed to Appendix 1, which contains the draft submission Sites DPD. This version of the DPD shows the amendments that have been made since the consultation, as track changes. The amendments are summarised at paragraphs 51-55 of the report. Subject to Council approval, this document will be subject to public consultation and submitted to the Secretary of State, for examination. The Committee were advised that paragraphs 60 and 61 set out the next steps.

The Chairman sought confirmation from all Members that they had received emails from Mr Moon, South of Folders Lane Action Group (SOFLAG) and from Miss Rocks that afternoon. He advised that replies had been sent to Mr Moon and SOFLAG, and a reply would be sent to Miss Rocks in due course. Members confirmed that they had received and read the additional correspondence and the Committee agreed to comment on each matter at the appropriate section of the report.

Members discussed the assessment of newly submitted sites. Judy Holmes, Assistant Chief Executive confirmed that the report stated that the additional sites had been subjected to the same assessment as the original sites and that the criteria had been applied equally. She noted that the Working Group had an advisory role in developing the assessment criteria and that each stage of the assessment process had been reported to Scrutiny Committee for Scrutiny and careful consideration.

A Member asked whether sites that had been rejected would be revisited as part of the review of the District Plan. Sally Blomfield, Divisional Leader for Planning and Economy advised that the Council must have a rolling 5 year land supply and as houses are developed more sites must be identified to maintain this. In response to whether the same criteria would be used during the District Plan review, she noted that the current criteria are applicable to the Sites DPD in helping to determine the

most appropriate way of meeting the District Plan strategy and to be consistent with District Plan policies DP4 and DP6. The District Plan review may contain a different spatial strategy which could therefore lead to different site selection criteria being used and applied at that time.

In response to Members' concerns the Business Unit Leader for Planning Policy commented on why the 4 additional housing sites that had progressed to Stage 4 were not taken forward. Site 998, Old Court House performed well against sustainability appraisal objectives, but deliverability could not be demonstrated. Site 988, Land north of Old Wickham Lane, did not perform well against sustainability appraisal objectives and also did not perform as well as sites already selected within the DPD, there were also issues with ancient woodland and listed buildings. Site 983, Land at Walstead Grange did not perform as well when compared to other category 2 sites which performed better in category 2 and had issues with ancient woodland, listed buildings and part of the site was within a flood risk area. Site 526, Land east of Paynesfield, Bolney did not perform any better than sites that had already been rejected at Bolney, so there was no justification to bring it forward. He also noted that the additional employment sites were not progressed as they did not perform any better than sites in the draft sites DPD, so they were not taken forward.

The Business Unit Leader confirmed that following information from site promoters factual errors within the assessments had been corrected but there was no change to the original conclusions.

Members expressed concern over the revised Strategic Transport Assessment, and the modelling used by SYSTRA. A Member noted that 17 junctions would be affected without mitigation, but mitigation reduces that to 2 junctions. The Divisional Leader noted that mitigation measures were both physical (i.e. additional infrastructure such as junction improvements) and behavioural relating to sustainable transport and modal shift based on advice from the Highways Authority. Mitigation therefore covered a wider area than just the impacted junctions. She noted that there is a difference in the detail required at the plan making stage, and additional evidence that would be required when making decisions on planning applications. SYSTRA modelling had demonstrated that the sites can be delivered in principle, however a separate transport assessment will be required for each development at the planning application stage, this is a requirement set out in the Sites DPD.

The Assistant Chief Executive confirmed that there is continual pressure on Councils to provide housing nationally, but this Council must meet the housing need of Mid Sussex and that of neighbouring authorities who have demonstrated that they cannot meet the needs of their area. The Council is aware of the pressures on housing and government targets to deliver housing. She highlighted that the DPD has been imposed on the Council by the Planning Inspectorate to stop unwanted developments by maintaining a 5 year housing and land supply. The Council must rely on West Sussex County Council (WSCC), as the Highways Authority, and SYSTRA who are experts in this field, who have provided advice on modelling and transport planning. The model has been developed by SYSTRA and signed off by WSCC and Highways England.

Members discussed concern over traffic issues at several sites including Burgess Hill and the Northern Arc. The Business Unit Leader emphasised that the NPPF test is to determine whether the sites in the DPD will cause a severe impact, as defined by the Highways Authority. The modelling accounts for existing conditions and current commitments – both housing/employment sites and transport mitigation. The test then is whether there are any severe impacts caused by the sites DPD. A Member

highlighted that infrastructure works to be implemented as part of the Northern Arc will improve the network and traffic flows. The Divisional Leader noted that within the planning obligations of the Northern Arc the scheme will deliver sustainable infrastructure improvements to the highway network and highlighted the government grant funding for infrastructure works. The Committee were advised that the infrastructure requirements for each site are set out in the Infrastructure Delivery Plan, these requirements are based on a calculation from the adopted Development Infrastructure Contributions DPD.

The Assistant Chief Executive confirmed that the next steps will be a further public consultation and any representations will be submitted to the Secretary of State for consideration and a public examination, where evidence from all sides will be considered.

Members had no comments on the impact assessment for the High Weald AONB.

A Member asked for clarification on the windfall allowance. Alice Henstock, Principal Planner advised that the District Plan housing supply includes a modest windfall allowance agreed by the District Plan Inspector. This was reviewed to take account of DP6 which allows for windfalls on sites of up to 9 units, which has resulted in a modest increase to the windfall allowance. It will be for the District Plan Review to consider if the approach to windfall allowance should change.

Members moved onto discussing the submission draft Site Allocation DPD (Regulation 19) - Appendix 1. In response to a Member's concern the Divisional Leader confirmed that the section on General Principles was now proposed as a Policy and had been improved to include requirements that would apply to all of the sites within the DPD. This includes protection and enhancement of biodiversity and green infrastructure. The Business Unit Leader noted the built-up area boundary was proposed to be redrawn to include allocated sites on the edge of the current boundary; the map for each allocation shows the proposed boundary amendment. He confirmed that Folders Lane was adjacent to the South Downs National Park.

A Member asked for clarification on the allocation of housing sites which might supply more than the residual need. The Divisional Leader advised Members that 3 alternative options were presented to the Scrutiny Committee in September 2019 for consideration. Option 2, with approximately 400 additional dwellings, was considered the best option as it gives some resilience. The Assistant Chief Executive noted that the Planning Inspector had been keen that the Council meets the housing needs with some flexibility. She reminded Members that the Council has no control over the speed of development, a 5 year housing land supply must be maintained and it is important to have flexibility. The Committee were informed that planning never stops and there is continued pressure to provide housing. The Council is required to review the District Plan every 5 years, where further sites will need to be assessed, and the housing requirement may increase. The current strategy allows for development contiguous to the built-up area in accordance with existing Policy. The Council can reconsider the Spatial Strategy for future growth and demand during the District Plan review.

A Member expressed concern over SA24, land north of Shepherd Walk, Hassocks and requested that the policy wording is changed as an application has been approved to provide a tunnel under the railway line. The Divisional Leader advised that the draft Sites DPD reflects the permissions for the site, and as the scheme has not yet been implemented there would be no proposed change to the policy. However, she noted that the prior approval had been given for a tunnel.

A Member expressed concern with the risk of flooding in the allocated sites. The Business Unit Leader confirmed that an evidence-based Sequential Flood Risk test had been completed in accordance with Planning Practice Guidance and advice from the Environment Agency. This directs 'less vulnerable' uses to areas of flood risk such as playgrounds and open space. None of the allocated sites propose housing within a flood risk zone.

As there were no further questions the Chairman took the Committee to the recommendations, 8 Councillors voted in favour, 4 votes against and there were 3 abstentions.

RESOLVED

The Committee:

- (i) Considered and commented on the draft Site Allocations DPD and supporting documentation;
- (ii) Recommends to Council the submission draft Site Allocations DPD, along with supporting documentation, for six-weeks public consultation starting on 11th May 2020;
- (iii) Recommends to Council that, after the conclusion of the public consultation, the submission draft Site Allocations DPD, along with supporting documentation, is submitted to the Secretary of State, for examination;
- (iv) Recommends to Council that authority should be given to the Divisional Leader for Planning and Economy, in consultation with the Cabinet Member for Planning, to make any necessary minor typographical and factual changes to the submission draft Site Allocations DPD prior to public consultation; and
- (v) Recommends to Council that authority should be given to the Divisional Leader for Planning and Economy, in consultation with the Cabinet Member for Planning, to suggest any necessary modifications to the submission draft Site Allocations DPD during the examination process to help secure its soundness (pending further public consultation as required)

7 SCRUTINY COMMITTEE FOR HOUSING, PLANNING AND ECONOMIC GROWTH - WORK PROGRAMME 2019/20.

Tom Clark, Head of Regulatory Services, introduced the Committee's Work Programme for the forthcoming meeting on 8 April 2020. He noted that the report on the Haywards Heath Masterplan would now go to a later Committee.

The Chairman noted that no Member wished to comment on the Work Programme and so moved to the recommendation to note the Committee's Work Programme which was agreed unanimously.

RESOLVED

The Committee noted the Committee's Work Programme as set out at paragraph 5 of the tabled report.

8 QUESTIONS PURSUANT TO COUNCIL PROCEDURE RULE 10, DUE NOTICE OF WHICH HAS BEEN GIVEN.

Councillor Janice Henwood posed a number of questions to the Officers in relation Item 6: Site Allocations Development Plan Document - Regulation 19.

Question 1 from Councillor Henwood:

Sussex Biodiversity Records Centre have verified that the following (- not excluding many other species of animals) found on SA 13, are protected by International or National legislation:

- 7 species of bats,
- 5 species amphibians,
- 2 species of butterflies & moths,
- 3 species of reptiles
- 8 species of Birds

Question - What measures will be taken to ensure suitable habitats will be provided for these listed animals and the many others who inhabit these sites?

Response of Councillor Neville Walker Chairman of Scrutiny for Housing, Planning and Economic Growth

The Government's National Planning Policy Framework (NPPF) is clear that development in the most environmentally sensitive locations should be avoided and specifically requires development plans to identify and safeguard the hierarchy of international, national and local designated sites of importance. The hierarchy of sites includes Sites of Special Scientific Interest, Sites of Nature Conservation Importance (now known as Local Wildlife Sites), Local Nature Reserves and Ancient Woodlands. The Council's Site Selection Criteria mirrors this process.

Site SA13 is not covered by any designated sites of importance.

The Draft Submission Site Allocations DPD makes clear the need to ensure biodiversity is given due consideration and protection when developing proposals for allocated sites. These policies are in addition to the protection provided by District Plan Policies DP37 and DP38. Together these policies seek to protect biodiversity and require development to undertake habitats and species surveys; apply the mitigation hierarchy (avoid, minimise, compensate); take opportunities to conserve and enhance biodiversity; and protect and enhance green infrastructure.

Question 2 from Councillor Henwood:

SA13 represents an historic field system, over 150 years old. Eleven species of grasses have been identified as on the Nature Red List.

Question: -What measures will be taken to ensure that this valuable meadow is not destroyed?

Response of Councillor Neville Walker Chairman of Scrutiny for Housing, Planning and Economic Growth

The Planning Inspector stated in his report into the District Plan Examination (Paragraph 49) that "meeting the housing needs of an area is a core planning principle in the NPPF, and in Mid Sussex this will entail development on greenfield land". Therefore, there is no in principle mandate against allocation of greenfield sites for development including housing.

In fact, most new housing development in Mid Sussex is on greenfields.

Site SA13 is not covered by any designated sites of importance.

Question 3 from Councillor Henwood:

In 2004, 2007, 2013, 2016 Assessments were made that these sites were not suitable for development.

What measures have taken place to now deem them suitable for development?

**Response of Councillor Neville Walker
Chairman of Scrutiny for Housing, Planning and Economic Growth**

The Government's NPPF determines how development is assessed. The site selection criteria are based on the revised NPPF and best practice set out in the government's Planning Practice Guidance. The purpose of the criteria is to assess the suitability of sites.

The Council consulted widely on the draft site selection methodology and the consultation responses and proposed revised criteria were considered by Scrutiny Committee at its meeting on 13 November 2018.

The Site Selection Methodology is set out in the Site Selection Paper 2 which is available on the Council's web pages.

The results of the application of the methodology for all sites, including SA13, are set out in Site Selection Paper 3, available on the Council's web pages.

Question 4 from Councillor Henwood:

NPPF, para 17 states "recognizing the intrinsic character and beauty of the countryside" para 109 "protecting and enhancing valued landscapes"

MSDC

Policy DP7 -"Identify and respond to environmental, landscape and ecological constraints and deliver opportunities to enhance local biodiversity "

Policy DP12- "the countryside will be protected in recognition of its intrinsic character and beauty"

Policy DP 15 "provided that they would not be in conflict with Policy DP12

Policy DP18 "to protect valued landscapes for their visual, historic and biodiversity qualities"

Policy DP 37 " development that will damage or lead to loss of trees, woodland or hedgerows will not normally be permitted"

Policy DP 38 "protects existing biodiversity."

What justification can MSDC give to disregard the above policies?

Response of Councillor Neville Walker
Chairman of Scrutiny for Housing, Planning and Economic Growth

The Council has not disregarded the policies listed by Cllr Henwood.

These policies are used to determine planning applications and are not to determine the allocation of a site, this is a separate process.

When considering allocating sites the Council must have regard to Government national policy. The Council does not have a choice in this matter.

The Site Selection Methodology is a separate matter and includes criteria regarding an assessment of sites in the Area of Outstanding National Beauty (AONB); landscape capacity and suitability for sites outside of the AONB; and biodiversity and trees.

The meeting finished at 8.30 pm

Chairman

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MID SUSSEX DESIGN GUIDE SUPPLEMENTARY PLANNING DOCUMENT – OUTCOME OF CONSULTATION

REPORT OF: DIVISIONAL LEADER FOR PLANNING AND ECONOMY
Contact Officer: Will Dorman
Email: will.dorman@midsussex.gov.uk Tel: 01444 477535
Wards Affected: All
Key Decision: Yes
Report To: Scrutiny Committee for Housing, Planning and Economic Growth
Date of meeting: 29 July 2020

Purpose of Report

1. The purpose of this report is to request that the Scrutiny Committee considers the proposed revisions to the draft Mid Sussex Design Guide Supplementary Planning Document (the Design Guide SPD) following representations made during the consultation carried out in Autumn 2019. The schedule of changes and revised Design Guide SPD are attached at Appendices 1 & 2.
2. Subject to the above consideration, the Committee is requested to recommend to Council the adoption of the Design Guide as an SPD for use in the consideration and determination of planning applications.

Summary

3. This report:
 - a) Summarises the background and context to the preparation of the Mid Sussex Design Guide;
 - b) Summarises the actions agreed to address the issues raised in the representations received from the public consultation;
 - c) Sets out a summary of the proposed amendments to the draft Design Guide SPD in Appendix 1 (schedule of changes); and
 - d) Sets out the revised draft of the Design Guide SPD in Appendix 2.

Recommendations

4. **That the Scrutiny Committee:**
 - (i) **Considers and comments on the proposed changes to the draft Design Guide SPD set out in Appendix 1;**
 - (ii) **Considers and agrees the revised draft Design Guide SPD in Appendix 2; and**
 - (iii) **Recommends Council adopts the Design Guide as an SPD for use in the consideration and determination of planning applications.**
-

Background

5. 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 our 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.

6. 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.
7. This approach is in line with Government policy in the revised National Planning Policy Framework (NPPF); with the new National Design Guide which encourages Local Authorities to formulate local design guides to meet the priorities of its communities based on understanding of the local context; and responds to the Building Better, Building Beautiful Commission's reports.
8. The District-wide Design Guide as a Supplementary Planning Document (SPD) 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.

Scope and Content of Document

9. 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, sustainability, and optimising 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

10. At its meeting on 18th July 2019, this 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 until 20th November 2019.
11. A total of 41 individual respondents commented on the draft Design Guide with 231 individual responses. A detailed schedule of responses received during the consultation is available to view on the Councils' webpage at:
<https://www.midsussex.gov.uk/planning-building/supplementary-planning-documents/>
12. A summary of the representations, comments made by Scrutiny Committee on 22 January and the proposed changes are summarised below and have been grouped around the three themes previously considered by this Scrutiny Committee.

Key Issues and Proposed Changes

Detailed Design Issues

13. 28 respondents (including the Mid Sussex Design Review Panel (DRP)) made comments on detailed design issues, providing a total of 137 individual comments on different parts of the draft Design Guide. At the meeting on 22 January this Scrutiny Committee 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; and

- the need to provide more information on appropriate, locally distinctive materials, including suitable modern or contemporary materials and their application.
14. Accordingly, the detailed design advice has been expanded and clarified particularly in respect of the final chapters covering residential amenity, household extensions and building conversions. The changes made include:
- The office-to-residential conversion section in chapter 10 proposes guidance on the conversion of post-war office blocks rather than traditional commercial buildings as the former is a more typical occurrence than the conversion of older commercial buildings. The latter is covered by the section that deals with conversions of traditional buildings;
 - The Residential Amenity chapter now clarifies how the amenity of future (as well as existing) residents need safeguarding. The daylight / sunlight section now states that it will be necessary to conform to BRE standards;
 - Chapter 6 proposes more detail on facing materials, and a section that covers buildings on sloping sites;
 - The parking section has been sub-divided with design principles that clearly differentiate between on and off-street parking.

Sustainability

15. Some of the respondents, including the DRP, considered that the draft Design Guide should have gone further in addressing the issue of sustainability. At the meeting on 22 January this Scrutiny Committee agreed:
- to the inclusion of a new section on Sustainability in the Introduction to the document to set out the sustainability objectives of the Design Guide;
 - to signpost how the Design Guide covers a wide range of interconnected sustainable design themes relating to green infrastructure, biodiversity, trees, sustainable transport, site optimisation and mixed use as well encouraging the highest standards in the design of buildings to minimise the use of resources and energy;
 - that the start of each chapter be amended to indicate how the topic covered in the Chapter helps to deliver a low carbon and climate resilient future for the District.
16. Accordingly, the contribution that design makes to the sustainability agenda is set out more clearly within the revised document.

Structure and Format

17. A number of respondents considered that the draft Design Guide should be more concise and clearer. In response to this, 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.
18. In response to the representations, the draft Design Guide has been edited. The "Reasons" sections have been omitted in chapters 3-10 to remove repetition where additional supporting information was included in the "Reasons" sections this has now been incorporated as appropriate in the Design Guide (DG) Principles.

19. Finally, to ensure consistency with latest government guidance, references have been made to the National Design Guide (NDG) which was published during the Mid Sussex Design Guide consultation. The NDG sets out 10 characteristics that are cross-referenced in the list of Design Principles under the sub-section of Chapter 1.
20. The schedule of changes is set out in Appendix 1 and the revised draft SPD is set out in Appendix 2.

Next Steps

21. Following consideration of the proposed changes and the proposed revisions to the draft Design Guide, Scrutiny Committee is requested to recommend the adoption of the Design Guide to Council as an SPD to be used as a material consideration in the planning process.
22. Following the consideration of the proposed textual changes by the Scrutiny Committee, the images will be updated for the Full Council draft to reflect the consultation responses and changes to the text.
23. Training on the effective use of the Design Guide will be arranged for Members and Officers in Autumn 2020.

Policy Context

24. 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 Draft Design Guide supplements and adds detail to the District Plan policies.

Other Options Considered

25. An option would be not to 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

26. The cost of the preparation of the Design Guide SPD is £30,000, which includes training, and this has been funded from the Development Plan Reserve.

Risk Management Implications

27. Without the detailed design guidance set out in the Mid Sussex Design Guide, it would be difficult to secure a step change in design quality in the District. Given the growth agenda, there is the risk that this may result in adverse impacts on the character and quality of our towns and villages.

Equality and customer service implications

28. 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

29. Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA) Screening have been undertaken on the draft Design Guide.

Appendix 1 - The schedule of changes

Appendix 2 - The proposed revised Mid Sussex Design Guide

APPENDIX 1 – SCHEDULE OF CHANGES

DRAFT MID SUSSEX DESIGN GUIDE SUPPLEMENTARY PLANNING DOCUMENT

CHAPTER 1		
Section	Explanation for Change	Justification for Change / Consultation Response
Front	Text Omitted as duplicates text within the Overall Objectives Introduction Also for the sake of consistency, all front pages of the chapters should be treated the same.	Refer to 1.1 below
1.1	1.1.1 now succinctly amalgamates the opening sentence in the front page with the previous s 1.1.6 and clearly states that sustainability is a priority in the opening section 1.1.5 Adds the status of the guide which is also incorporated in the sub-heading title	DRP commented: <i>The dominant observation concerns a lack of consistency and clarity in the presentation styles, coupled with a tendency towards literal repetition. This gives rise to the potential for confusion with critical messages being lost amid the plethora of imagery and text.</i> Reference to sustainability responds to comments below under 1.2
1.2	A new section at the beginning of the document demonstrates that sustainability is a priority and is dealt with comprehensively by setting out the multi-level consideration of this issue. Sustainability is then picked up continuously as an integrated theme that is referred to at the beginning of all the chapters.	The following respondents considered that it was important to strengthen the guidance on sustainability: CPRE, Cllr Paul Brown, South East Water, Hassocks Parish Council, West Hoathly PC, Mr R Webb, Mr A Pott (Crest Nicholson), Ms L de Lande Long, Mr G de Lande Long, MSDC DRP, Natural England, Mr J. White.
1.3	<i>Who the Guide is For</i> needed to be more prominent in the text and has been moved from the end of the previous sub section 1.5 (<i>High Quality Design and Innovation</i>) where it was too hidden and not directly relevant to the sub section.	Clarity / conciseness – refer to DRP comments as 1.1 above
1.4	This section has been has moved from the end of the previous sub section 1.6 (the Design Process) to make it more prominent. The section also has been brought forward as it introduces the new <i>National Design Guide (NDG)</i> prior to section 1.5 that deals with the Structure of the Guide with the Design Principles of the MSDG cross-referenced with NDG's ten characteristics. 1.4.1 to 1.4.4 edits the previous 1.6.8 to 1.6.13 and updates by referencing the <i>National Planning Policy Framework (NPPF)</i> , the <i>High Weald Housing Design Guide</i> and <i>Village Design Guides</i> as well as the NDG.	Responds to Pegasus's comment that the Design Guide should now illustrate how the principles relate to the National Design Guide rather than BfL12. Turners Hill PC and Balcombe PC commented that <i>the High Weald Housing Design Guide</i> and <i>Village Design Guides</i> should be referenced. Clarity and conciseness – refer to DRP comments as 1.1 above

1.5	<p>The <i>Structure of the Guide</i> section has been moved from the previous sub section 1.2 to accommodate the above sub sections for the above reasons.</p> <p>1.6.1 updates the previous sub section 1.2.8 by explaining the cross referencing of the NDG design characteristics (instead of the BfL) as well as the development types covered in the MSDG. This also allows the table under figure 1C to occupy the entire pages 10-13.</p> <p>1.6.2 – 1.6.8 is the same as the previous 1.2.1-1.2.7 except that it less prescriptively states that the design principles should normally be followed rather than must be followed.</p>	<p>Responds to Pegasus’s comment that the Design Guide should now illustrate how the principles relate to the National Design Guide rather than BfL12.</p> <p>This is a Design Guide with design principles that are recommended guidelines not prescribed requirements that cover every situation; this change also reflects concerns raised by a number of consultees about a number of design principles being over-prescriptive including the last three chapters.</p>
1.6	<p><i>Opportunities and Constraints</i> has been edited as much of the previous text is included in the overview of the District in chapter 2.</p>	<p>Refer to the same DRP comments as 1.1 above.</p>
1.7	<p><i>The Value of Good Design</i> is unchanged except:</p> <ul style="list-style-type: none"> - It has been moved from previous subs section 1.4 - Para 1.4.3 has been amended to reflect Sports England’s comments - The first 2 paragraphs previously under sub section 1.5 (<i>High Quality Design and Innovation</i>) is now included in this section as the rest of this text is now section 1.3 (refer above). 	<p>Balcombe PC commented that the previous sub section 1.5 could be shortened</p> <p>Sports England stated that Paragraph 1.4.3 (now 1.7.3) should make reference to good design considering opportunities to incorporate inclusive active environments that can have a positive impact on physical health as well as people’s wellbeing and mental health.</p>
1.8	<p><i>The Design Process</i> is mostly the same except <i>Planning and Policy Guidance</i> is now located under 1.4 (refer above) and 1.8.5 has been edited</p>	<p>Refer to the same DRP comments as 1.1 above.</p>
1.9	<p><i>Who to Talk to</i> is mostly the same except that 1.9.1 has been edited and amalgamates previous subsections 1.7.1-1.7.5.</p> <p>Paras 1.9.2 + 1.9.3 have been swapped around as it reads better this way round</p> <p><i>Design Review</i> now references the DRP Terms of Reference re: types of schemes under consideration.</p> <p>Highways England: M23 and A23” added to the list of Relevant Statutory Authorities and Organisations (figure 1F previously 1.4) requiring initial engagement.</p>	<p>The reference to the DRP’s ToR responds to Pegasus’s suggested Amendment: Further clarification should be provided on this point to make it clear if this covers all schemes, for schemes of a particular size, or type and if the Design Review process is in place of or runs parallel to design advice received from officers during the pre-application process.</p> <p>Highways England specifically requested this inclusion under figure 1F</p>

CHAPTER 2		
Section	Explanation for Change	Justification for Change / Consultation Response
Front	Text Omitted as duplicates text within the Introduction Also, for the sake of consistency, all front pages of the chapters should be treated the same.	DRP commented: <i>The dominant observation concerns a lack of consistency and clarity in the presentation styles, coupled with a tendency towards literal repetition. This gives rise to the potential for confusion with critical messages being lost amid the plethora of imagery and text.</i>
2.1.1 to 2.1.5	Concisely edits the text previously in the front page and incorporates in the main text	DRP commented: <i>The dominant observation concerns a lack of consistency and clarity in the presentation styles, coupled with a tendency towards literal repetition. This gives rise to the potential for confusion with critical messages being lost amid the plethora of imagery and text.</i>
	DG1 Now incorporated under section 2.3 and amalgamated with previous DG2-4 (refer to 2.3 below)	Refer to the DRP comments as 2.1.1 above.
2.2.1 to 2.2.8	Text has been edited in response to DRP's comments regarding duplication of text and consistency of approach across the chapters. Section 2.2 has been amended. Text updated to refer to latest guidance.	Refer to the DRP comments as 2.1.1 above. Cllr Paul Brown was also concerned about the previous wording stating: <i>The statement that the District is crossed by railway lines is misleading.</i> HW AONB Guide endorsed since the Consultation
2.3 / DG1	Principle DG1 concisely amalgamates the previous DG1-4 and omits unnecessary repetition, that helps by placing it more prominently at the beginning of the section to give it more status. It also now refers to the sustainability agenda.	Refer to the DRP comments as 2.1.1 above. The following respondents considered that it was important to strengthen the guidance on sustainability: CPRE, Cllr Paul Brown, South East Water, Hassocks Parish Council, West Hoathly PC, Mr R Webb, Mr A Pott (Crest Nicholson), Ms L de Lande Long, Mr G de Lande Long, MSDC DRP, Natural England, Mr J. White.
2.4	Has been amended to reflect the health and well-being dimension of the countryside	Health and well-being is a strong theme that underlies Sports England consultation response who say that good design should consider the opportunities to incorporate inclusive active environments that can have a positive impact on this. Sports England along with Public Health England launched revised guidance 'Active Design' which they consider is relevant to a number of the DG's design principles.

2.5.6 - 2.5.11	Previously 2.5.6 – 2.5.13 - Coarse and fine grain development patterns are given more explanation	BHTC's response states that 'coarse grain and fine grain' are too vague and need clarification.
2.5.12 + 2.5.13	Previously 2.5.14-2.5.16 – "Edwardian" is added to reflect the subtitle. The paragraphs have been combined here.	Refer to the DRP comments above
2.5.15	Previously 2.5.23 / References to examples of nucleated and linear settlements have been omitted.	Ms S Chapman consultation response challenges the description of Ardingly being a linear settlement
2.5.17	Previously 2.5.27-28 / Changes made to make the text more concise	Refer to the DRP comments above
2.6/ 2.6.2 –2.6.4	Previously 2.5.31-34 – Concisely edits the text	Refer to DRP's comments above
	Constraints section moved so that it is together with the Opportunities section where it can be read together; it also needed a sub-section number	Refer to DRP's comments above
2.6.7	New text added to refer to the emerging HH Masterplan	To update the document with the latest guidance
2.6.8	Constraints section moved adjacent to the Opportunities section. The section has been expanded to provide a clearer explanation of the key points including references to the Conservation Areas and listed buildings which characterise HH.	For clarification / To improve the organisation of the document
2.6.9	For the sake of clarity Opportunities is also now prefixed with "Development". This section has been significantly edited as much of the content was repeated in ch5 and in the subsequent sub sections on BH and EG.	Refer to DRP's comments above as per 2.1.1
2.6.10 - 2.6.13	Previously 2.5.39-43 Concisely edits and re-orders the text	Refer to DRP's comments above as per 2.1.1
2.6.17	Constraints section moved (adjacent to the Opportunities section). The section has been slightly expanded to provide a clearer explanation of the key points including references to the Conservation Areas and listed buildings which characterise BH.	For clarification / To improve the organisation of the document
2.6.18+ 2.6.19	For the sake of clarity Opportunities is also now prefixed with "Development". This section has been edited to reduce the duplicated text which	Refer to DRP's comments above

	was previously repeated in chapter 5 and in the sub sections on HH and EG.	
2.6.20 - 2.6.24	Previously 2.5.48-52 - Concisely edits and re-orders the text so that it is historically chronological.	Refer to DRP's comments above
2.6.28	Constraints section moved (adjacent to the Opportunities section). The section has been slightly expanded to provide a clearer explanation of the key points including references to the Conservation Areas and listed buildings which characterise EG.	Refer to DRP's comments above
2.6.29	For the sake of clarity Opportunities is also now prefixed with "Development". This section has been significantly edited as much of the content was repeated in ch5 and in the sub sections on HH and BH.	Refer to DRP's comments above
2.7 / DG2	This Principle is re-titled DG2 (instead of DG5 because DG1-4 have been amalgamated) and is placed more prominently at the beginning of the section. It now incorporates the previous 2.6.1 in its introductory paragraph.	Refer to DRP's comments above
CHAPTER 3		
Section	Explanation for Change	Justification for Change / Consultation Response
Front	Text omitted for the sake of consistency and clarity. The introductions for all the chapters sit better in the main text and have been taken out of the front pages as they provide unnecessary duplication.	DRP commented: <i>The dominant observation concerns a lack of consistency and clarity in the presentation styles, coupled with a tendency towards literal repetition. This gives rise to the potential for confusion with critical messages being lost amid the plethora of imagery and text.</i>
3.1	A new sub heading has been created for the introduction. This section more clearly explains the content and organisation of the chapter including the use of a concept plan to illustrate the principles, while also specifically identifying the sustainability considerations relevant to this chapter	<p>Natural England commented: <i>The SPD may provide opportunities to enhance the character and local distinctiveness of the surrounding natural and built environment; use natural resources more sustainably; and bring benefits for the local community, for example through green infrastructure provision and access to and contact with nature.</i></p> <p>DRP: <i>The subject (sustainability) needs to be addressed much more ambitiously and to cover subheadings including lifespan, biodiversity, renewable energy sources and Passivhaus design amongst others.</i></p>

3.2 / DG3	<p>Previously 3.1 / DG6</p> <p>The Reason section has been removed and incorporated within the DG Principle where it adds explanation. The last paragraph has been added to explain the sustainability benefits associated with green infrastructure.</p>	<p>Natural England as per 3.1 above and also: <i>This SPD could consider making provision for Green Infrastructure (GI) within development. This should be in line with any GI strategy covering your area.</i></p> <p>DRP: <i>The 'Reasons' sections have questionable relevance and their stand-alone benefit is not clear. Their value should be reviewed.</i></p> <p>The reference to GI and healthy lifestyles responds to Sports England's message to consider the <i>opportunities to incorporate inclusive active environments that can have a positive impact on physical health as well as people's wellbeing and mental health.</i></p>
3.2 / DG4	<p>Previously 3.1 / DG7</p> <p>The Reason section has been deleted as it did not add significantly to this DG and overlapped with DG26. Instead there is a cross reference to DG 26</p>	<p>DRP: <i>The 'Reasons' sections have questionable relevance and their stand-alone benefit is not clear. Their value should be reviewed.</i></p>
3.2 / DG5	<p>Previously 3.1 / DG8</p> <p>The text has been updated to provide further examples of types of SuDs.</p> <p>The sustainability benefits of SuDs has been made clearer.</p> <p>Reason section has been deleted as it was repetitious</p>	<p>Updated for clarity</p> <p>DRP: <i>The 'Reasons' sections have questionable relevance and their stand-alone benefit is not clear. Their value should be reviewed.</i></p> <p>DRP: <i>The subject (sustainability) needs to be addressed much more ambitiously</i></p>
Case Study 1	<p>Added reference to the centrally positioned open space incorporating trees, and the buildings positive relationship with the boundaries and countryside as this is relevant to the principles in this chapter.</p>	<p>Provides further relevant explanation of the featured example</p>
3.2/DG6	<p>Previously 3.1 / DG9</p> <p>The Reason section has been edited and added as an introduction to the DG Principle.</p> <p>A sentence has been added that states: <i>New development should establish ecological networks that are more resilient to current and future pressures.</i></p>	<p>DRP: <i>The 'Reasons' sections have questionable relevance and their stand-alone benefit is not clear. Their value should be reviewed.</i></p> <p>CPRE's response:</p> <p><i>We suggest that para 1 should say: Applicants should Delete: "seek to" deliver a net biodiversity gain as a minimum requirement of any development Add: "including by establishing coherent ecological networks that are more resilient to current and future pressures". These</i></p>

		<i>changes will ensure conformity to NPPF para 170(d).</i>
3.2/DG7	<p>Previously 3.1 / DG10</p> <p>The text has been reordered to achieve more clarity and meaning. Both the High Weald and the S Downs are now mentioned in the opening sentence.</p>	<p>CPRE: <i>Please add a reference to the High Weald AONB after the South Downs National Park in para 3. The setting of both is equally important and sensitive. That addition will also ensure consistency between the guidance and Local Plan policy DP16 (last para).</i></p> <p>Balcombe Parish Council: <i>A bit vague and could be more clearly illustrated with good/ poor examples.</i></p>
3.3/DG8	<p>Previously 3.2/DG11</p> <p>The Reason section has been edited and added as an introduction to the DG Principle.</p> <p>The added text <i>coordinate with open spaces and green links</i> is included as it contributes to the emphasis on green infrastructure (refer to DG3 above).</p>	<p>DRP: <i>The 'Reasons' sections have questionable relevance and their stand-alone benefit is not clear. Their value should be reviewed.</i></p>
3.3/DG9	<p>Previously 3.2/DG12</p> <p>The Reason section has been edited and added as an introduction to the DG Principle.</p> <p>The text has been revised in the first para to include <i>active lifestyles</i> to respond to Sports England's advice</p>	<p>Sports England advised that text should be included that referred to: "developments should encourage sustainable and active lifestyles..."</p>
3.3/DG10	<p>Previously 3.2/DG13</p> <p>The Reason section has been largely omitted except for the inclusion of the reference of cul de sacs in the parenthesis</p>	<p>DRP: <i>The 'Reasons' sections have questionable relevance and their stand-alone benefit is not clear. Their value should be reviewed.</i></p>
3.4/DG11	<p>Previously 3.2/DG14</p> <p>The Reason section has been omitted as it needlessly duplicates.</p> <p>The DG Principles has been re-ordered and edited to allow it to read better and to allow the exceptions section in the last paragraph to correspond with the guidance in chapter 5</p>	<p>DRP: <i>The 'Reasons' sections have questionable relevance and their stand-alone benefit is not clear. Their value should be reviewed.</i></p>

CHAPTER 4		
Section	Explanation of Change	Justification for Change / Consultation Response
Front	Text omitted for the sake of consistency and clarity. The introductions for all the chapters sit better in the main text and have been taken out of the front pages as they provide unnecessary duplication.	DRP commented: <i>The dominant observation concerns a lack of consistency and clarity in the presentation styles, coupled with a tendency towards literal repetition. This gives rise to the potential for confusion with critical messages being lost amid the plethora of imagery and text.</i>
4.1	A new sub heading has been created for the introduction based on the text previously on the front page. It identifies the sustainability considerations relevant to this chapter.	DRP: <i>The subject (sustainability) needs to be addressed much more ambitiously and to cover subheadings including lifespan, biodiversity, renewable energy sources and Passivhaus design amongst others.</i>
4.2 / DG12	Previously 4.1 / DG15 The Reason section has been removed and text incorporated within the DG Principle.	DRP: <i>The 'Reasons' sections have questionable relevance and their stand-alone benefit is not clear. Their value should be reviewed.</i> DRP: <i>The dominant observation concerns a lack of consistency and clarity in the presentation styles, coupled with a tendency towards literal repetition.</i>
4.3 / DG13 4.4/ DG14	Previously 4.2 / DG16 The previous DG16 has been divided because it incorporates two different principles (positive frontages and enclosure): a separate principles are now proposed for each topic. The Reason section has been removed and the text incorporated within the DG Principle.	DRP: <i>The 'Reasons' sections have questionable relevance and their stand-alone benefit is not clear. Their value should be reviewed.</i> DRP: <i>The dominant observation concerns a lack of consistency and clarity in the presentation styles, coupled with a tendency towards literal repetition.</i>
4.5/ DG15	Previously 4.3 / DG17 The Reason section has been removed and the text incorporated within the DG Principle.	DRP: <i>The 'Reasons' sections have questionable relevance and their stand-alone benefit is not clear. Their value should be reviewed.</i>
4.5/DG16	Previously 4.3/DG18 The Reason section has been removed and the text incorporated within the DG Principle where it adds explanation and omitted where there is duplication	DRP: <i>The 'Reasons' sections have questionable relevance and their stand-alone benefit is not clear. Their value should be reviewed.</i> DRP: <i>The dominant observation concerns a lack of consistency and clarity in the presentation styles, coupled with a tendency towards literal repetition.</i>

4.6/DG17	<p>Previously 4.4/DG19</p> <p>The Reason section has been removed because of duplication except for the list of Traffic Calming Measures that are included in the DG Principle. The previous para 4.4.2 has been included in the introduction section (refer above) because it links the overall design and sustainability objectives and does not need repeating here.</p> <p>Reference to cycling and WSCC guidance has been added.</p> <p>The 3rd para deletes <i>line of</i> in response to Persimmon's comments</p>	<p>DRP: <i>The 'Reasons' sections have questionable relevance and their stand-alone benefit is not clear. Their value should be reviewed.</i></p> <p>DRP: <i>The dominant observation concerns a lack of consistency and clarity in the presentation styles, coupled with a tendency towards literal repetition.</i></p> <p>BH Town Council response: <i>The Committee noted the valuable guidance in the document 'West Sussex Cycling Design Guide' (August 2019 – prepared to deliver the aims of the adopted West Sussex Walking and Cycling Strategy 2016-2026) and suggested that a reference to this guide be included as a design requirement under DG19</i></p> <p>Persimmon response: <i>A 'line of trees' imposes a certain character(s) on every street and limits diversity of character and interest in the townscape. Emphasis should be given to creating a diversity of street typologies, which reinforce their function and legibility, including tree planting in some instances, as part of achieving this objective. Suggested Amendment: 'Streets should be well defined and use trees and landscaping where appropriate to reinforce their function and legibility'.</i></p>
4.7/DG18 - DG20	<p>Previously 4.4/DG20</p> <p>The parking section has been amended and divided into 3 DG Principles to reduce the text within each box and make it clearer. As elsewhere, the Reasons section has been removed, and the text omitted where there is duplication and incorporated where it adds.</p> <p>Ms L De Lande Long's comments electric charging points cannot be included as they introduce a new requirement that is not referred to in policy DP21</p> <p>Car clubs were previously mentioned; it is now referred to as a way of reducing parking.</p> <p>DG19 is a new DG Principle which looks specifically at off street parking covered by previous DG20.</p>	<p>DRP: <i>The 'Reasons' sections have questionable relevance and their stand-alone benefit is not clear. Their value should be reviewed.</i></p> <p>DRP: <i>The dominant observation concerns a lack of consistency and clarity in the presentation styles, coupled with a tendency towards literal repetition.</i></p> <p>Mr F Berry: <i>Much of the detail and examples contained within this Design Guide appear to discourage off - street parking and actually recommends on - street parking. This is contrary to the objective, and parked cars will dominate the street environment and views from the new houses.</i></p> <p>Balcombe PC: <i>Parking is a very complex section, with some contradictions.</i></p> <p>Persimmon and Thakeham Homes: <i>Principle DG20 'Integrate parking...' requires 'Rear courts will need to be small in scale'. Suggested Amendment: It would be useful to define what 'small' comprises.</i></p> <p>Ms L De Lande Long: <i>Car club and electric charging points: Any development, not just 'larger' ones, that</i></p>

	<p>The 2nd sentence has been re-drafted to make it clear that parking should not dominate the streetscape.</p> <p>A definition has been provided of what is meant by 'small' in the context of rear courtyard parking.</p> <p>DG20 – The 2nd para has been added which states: <i>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.</i></p> <p>The 1st para has been amended and states that: <i>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.</i></p> <p>The 3rd para includes an explanation of why right-angle parking should be limited.</p>	<p><i>includes apartment blocks should provide electric charging points so that those residents are not debarred from charging an EV at home.</i></p>
4.8/DG21	<p>Previously 4.6</p> <p>The text has been edited for brevity and clarity.</p>	<p>DRP: <i>The 'Reasons' sections have questionable relevance and their stand-alone benefit is not clear. Their value should be reviewed.</i></p> <p>DRP: <i>The dominant observation concerns a lack of consistency and clarity in the presentation styles, coupled with a tendency towards literal repetition.</i></p>
4.8/DG22	<p>Previously 4.6</p> <p>The 2nd bullet point has been changed (in italics) to respond to DMH Stallard comment. It now states:</p> <p><i>Carefully designed and located where so they are neither visually obtrusive nor where they obstruct the passive surveillance of the street and avoid having a deadening impact on the façade or threshold.</i></p> <p>The reference to MSDC Waste Storage and Collection Guidance was previously contained in the omitted Reasons section</p>	<p>DRP: <i>The 'Reasons' sections have questionable relevance and their stand-alone benefit is not clear. Their value should be reviewed.</i></p> <p>DRP: <i>The dominant observation concerns a lack of consistency and clarity in the presentation styles, coupled with a tendency towards literal repetition.</i></p> <p>DMH Stallard: <i>Principle DG22 and 23 (NB: should read DG24) discuss bin and cycle stores and indicate that external stores would usually be inappropriate. This fails to take into account the impact that internal bike stores can have on the creation of active frontage and in our view is too prescriptive when there are acceptable means of accommodating external bin</i></p>

		<i>and bike stores within development (although clearly not appropriate in every case).</i>
4.8/DG23	<p>Previously 4.6</p> <p>Unchanged except for the reference to <i>consideration of their location must take place early in the design process</i></p>	<p>DRP: <i>The 'Reasons' sections have questionable relevance and their stand-alone benefit is not clear. Their value should be reviewed.</i></p> <p>DRP: <i>The dominant observation concerns a lack of consistency and clarity in the presentation styles, coupled with a tendency towards literal repetition.</i></p>
4.8/DG24	<p>Previously 4.6</p> <p>The Reason section has been removed and the text incorporated within the DG24 where it adds explanation and omitted where there is duplication.</p> <p>The previous para 4.6.4 now provides the introduction to DG24. The 2nd sentence has been edited for the sake of brevity/clarity.</p> <p>The 2nd para has been prefixed that <i>In houses</i> cycle parking should normally be accommodated within the rear garden, car port, garage or outbuilding as it needs to be distinguished from apartments that are considered in the 3rd para.</p>	<p>DRP: <i>The 'Reasons' sections have questionable relevance and their stand-alone benefit is not clear. Their value should be reviewed.</i></p> <p>DRP: <i>The dominant observation concerns a lack of consistency and clarity in the presentation styles, coupled with a tendency towards literal repetition.</i></p> <p>DMH Stallard: <i>Principle DG22 and 23 (NB: should read DG24) discuss bin and cycle stores and indicate that external stores would usually be inappropriate. This fails to take into account the impact that internal bike stores can have on the creation of active frontage and in our view is too prescriptive when there are acceptable means of accommodating external bin and bike stores within development (although clearly not appropriate in every case).</i></p>
4.9/DG25	<p>Previously 4.7</p> <p>The Reason section has been incorporated within the DG25 where it adds explanation and omitted where there is duplication.</p> <p>Additional text added to the first sentence which now reads: <i>Open spaces make an important contribution to the character of an area and "encourage healthy lifestyles"....</i></p> <p>The 3rd para has been organised as bullet points for the sake of clarity/brevity.</p> <p>The 4th para has been added re: land for productive use for residents.</p>	<p>DRP: <i>The 'Reasons' sections have questionable relevance and their stand-alone benefit is not clear. Their value should be reviewed.</i></p> <p>DRP: <i>The dominant observation concerns a lack of consistency and clarity in the presentation styles, coupled with a tendency towards literal repetition.</i></p> <p>Sports England: <i>DG26 page 76 should refer also to taking opportunities to create environments and facilities that provide for and encourage inclusive activity for all age groups and abilities.</i></p> <p>CPRE: <i>On larger developments (e.g. 300+ homes), we would urge you to promote that some public realm land be set aside for productive use by residents: e.g. land (to be communally owned) for allotments, orchards, children's riding school, etc. This also chimes with policy DG36 (Sense of place).</i></p>

4.9/DG26	<p>Previously 4.7</p> <p>The Reason section has been incorporated within the DG26 where it adds explanation and omitted where there is duplication.</p>	<p>DRP: <i>The 'Reasons' sections have questionable relevance and their stand-alone benefit is not clear. Their value should be reviewed.</i></p> <p>DRP: <i>The dominant observation concerns a lack of consistency and clarity in the presentation styles, coupled with a tendency towards literal repetition.</i></p>
4.9/DG27	<p>Previously 4.7</p> <p>The Reason section has been incorporated within the DG27 where it adds explanation and omitted where there is duplication.</p> <p>The guidance is now less prescriptively worded.</p>	<p>DRP: <i>The 'Reasons' sections have questionable relevance and their stand-alone benefit is not clear. Their value should be reviewed.</i></p> <p>DRP: <i>The dominant observation concerns a lack of consistency and clarity in the presentation styles, coupled with a tendency towards literal repetition.</i></p> <p>Persimmon and Thakeham Homes : Principle DG27 'Enhance the environment and sense of place through tree planting and soft landscape' requires in the 1st para, second sentence that 'Tree planting and soft landscape should be provided on all street types as a matter of principles'. This is too prescriptive</p>
4.9/DG28	<p>Previously 4.7 + part of DG27 reasons section</p> <p>The Reason section has been removed and previous para 4.7.18 incorporated within DG28.</p> <p>The text has been amended in line with officer's recommendations and to suggest tree species appropriate for different hierarchy of streets</p>	<p>DRP: <i>The 'Reasons' sections have questionable relevance and their stand-alone benefit is not clear. Their value should be reviewed.</i></p> <p>MSDC's Tree Officer and WSCC's Trees and Woodland Officer's requirements.</p>
4.9/DG29	<p>Previously 4.7/DG28</p> <p>The Reason section has been removed (and throughout the Guide) and the text, except where stated below, has been omitted because of duplication.</p> <p>The first para cross references soft landscaping as this also needs coordinating.</p> <p>The second para adds <i>surface materials, maintenance and management</i> as they are relevant considerations. Other changes are for clarification purposes. The last sentence under previous para 4.7.21 in the Reasons section has been added.</p>	<p>DRP: <i>The 'Reasons' sections have questionable relevance and their stand-alone benefit is not clear. Their value should be reviewed.</i></p> <p>DRP: <i>The dominant observation concerns a lack of consistency and clarity in the presentation styles, coupled with a tendency towards literal repetition.</i></p> <p>Persimmon and Thakeham Homes : Principle DG28: 'Deliver a high quality, co-ordinated and attractive public realm' identifies that 'Concrete or tarmac should be used with caution as their uniform appearance and sharp finish can undermine the character of new development'. This statement needs to be more balanced, recognising that natural stone, setts or cobbles or brick are not viable or appropriate in many locations, and that the objective</p>

	<p>The Surface Materials section now states that: <i>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.</i></p> <p>The Lighting section has been edited to avoid repetition.</p> <p>The public art section has been edited / amended and now states: <i>On larger schemes there is often an opportunity to incorporate public art in the proposals.</i></p>	<p><i>of a coordinated and attractive public realm can be achieved using concrete and tarmac as part of a considered and holistic public realm strategy. Suggested Amendment: ‘Natural stone either as flags, setts or cobbles or brick may be the most appropriate, especially in historic and rural locations. Where concrete or tarmac are used, these should form part of a considered and holistic public realm strategy that include other materials and planting to ensure a co-ordinated and attractive public realm.’</i></p> <p>DMH Stallard: <i>Principle DG28 seeks to prescribe what materials are appropriate for hard landscaping within different contexts and it is considered this is inflexible. It should be clarified that public art is only expected to be provided on major (10 – 300), strategic or mixed use development proposals. Clearly the provision of public art should not be expected on minor residential proposals or extensions.</i></p>
4.9/DG30	<p>Previously 4.7/DG29</p> <p>The Reason section has been removed to avoid duplication.</p>	<p>DRP: <i>The ‘Reasons’ sections have questionable relevance and their stand-alone benefit is not clear. Their value should be reviewed.</i></p> <p>DRP: <i>The dominant observation concerns a lack of consistency and clarity in the presentation styles, coupled with a tendency towards literal repetition.</i></p>
Refer to chapter 7	<p>Previously 4.8/DG30</p> <p>Incorporated in a new chapter 7 along with the previous 6.3/DG40</p>	<p>DRP: <i>It is felt that a separated chapter centred on ‘Employment’ related buildings would be of use, enabling a clearer focus on this key development category. At present two pages at the end of Chapter 4 addressing commercial buildings is considered inadequate.</i></p>
CHAPTER 5		
Section	Explanation of Change	Justification for Change / Consultation Response
Chapter Title	The chapter title has been changed with <i>Community</i> substituted for <i>Mixed-use</i>	<p>DRP commented: <i>Chapter 5 - ‘Site Optimisation and Community Focused Layouts’ - is also queried. Site optimisation is an important element of the Guide but specifically integrating</i></p> <p><i>Community seems inappropriate. Community should be at the heart of all chapters.</i></p>
Front	Text omitted for the sake of consistency and clarity. The introductions for all the chapters sit better in the main text and have been	DRP commented: <i>The dominant observation concerns a lack of consistency and clarity in the presentation styles, coupled with a tendency towards</i>

	taken out of the front pages as they provide unnecessary duplication.	<i>literal repetition. This gives rise to the potential for confusion with critical messages being lost amid the plethora of imagery and text.</i>
5.1/DG31	<p>The name of the sub-title has been changed as <i>planning for increased density</i> is a clearer explanation of the guidance.</p> <p>This is the introductory section that provides the overview of the chapter, as with the other introductions it makes the link with the relevant sustainability considerations more explicit.</p> <p>DG31's title has been shortened for purposes of clarity.</p> <p>The following additional text has been included as brownfield sites in town centres do present an opportunity for increasing density. <i>"sites close to town centres that have been identified in MSDC's Brownfield Register as having the capacity to accommodate additional scale of development"</i></p> <p>The Reason section has been omitted as it duplicates.</p>	<p>DRP: <i>The subject (sustainability) needs to be addressed much more ambitiously and to cover subheadings including lifespan, biodiversity, renewable energy sources and Passivhaus design amongst others.</i></p> <p>DRP: <i>The 'Reasons' sections have questionable relevance and their stand-alone benefit is not clear. Their value should be reviewed.</i></p> <p>Mr J. White: <i>I feel that there should be more emphasis on brownfield sites. Where there is support for it, it seems to be focused towards large scale development which</i></p> <p><i>necessitates the use of sites which are in poorly served locations. Much more emphasis needs to be placed on sites in good urban and sub-urban locations which will</i></p> <p><i>help mitigate the need for development that will cause excessive burden on roads, schools, surgery's etc. There is no reference to any brownfield register, or any council ambition to produce one.</i></p>
5.2/DG32+33, 5.3/DG34	<p>Previously 5.1/DG32 + DG33</p> <p>While the content covers the same ground this part of chapter 5 has been reorganised for clarification reasons and to reduce repetition.</p> <p>DG32 and 33 have been given a separate section entitled Town Centre Intensification to clearly distinguish it from Urban Extensions that is considered separately under section 5.3 and the new DG34. The two case studies are also separated so they relate to the appropriate section / DG principle.</p> <p>The Reason section has been incorporated within DG32 to 34 (as appropriate).</p> <p>The guidance on town centres in the new DG32 now cross refers to the analysis in</p>	<p>DRP commented: <i>The dominant observation concerns a lack of consistency and clarity in the presentation styles, coupled with a tendency towards literal repetition. This gives rise to the potential for confusion with critical messages being lost amid the plethora of imagery and text.</i></p> <p>DRP: <i>The 'Reasons' sections have questionable relevance and their stand-alone benefit is not clear. Their value should be reviewed.</i></p>

	sections 2.5 and 2.6 which set the framework for the location and acceptable height and massing for the town centres. Figures 5B, C, D have also been relocated from section 2.5 to 5.2 as they illustrate the locations where intensification is appropriate.	
5.4/DG35	<p>Previously 5.2/DG34</p> <p>First sentence added in order to make clear the sustainability benefits of mixed-use schemes</p> <p>The remainder of DG35 has been re-organised for the sake of clarity.</p> <p>The Reason section has been removed as it duplicates text in the DG</p>	<p>DRP: <i>The 'Reasons' sections have questionable relevance and their stand-alone benefit is not clear. Their value should be reviewed.</i></p> <p>DRP: <i>The subject (sustainability) needs to be addressed much more ambitiously and to cover subheadings including lifespan, biodiversity, renewable energy sources and Passivhaus design amongst others.</i></p>
5.4/DG36	<p>Previously 5.2/DG35</p> <p>The Reason section has been removed (and throughout the Guide) and the text incorporated where it adds explanation and omitted where there is duplication.</p> <p>The previous para 5.2.5 and part of 5.2.4 has been included as an introduction to DG36.</p> <p>The sentence re: v narrow buildings has been omitted as it is ill-defined.</p>	<p>DRP: <i>The 'Reasons' sections have questionable relevance and their stand-alone benefit is not clear. Their value should be reviewed.</i></p>
CHAPTER 6		
Section	Explanation of Change	Justification for Change / Consultation Response
Front	Text omitted for the sake of consistency and clarity. The introductions for all the chapters sit better in the main text and have been taken out of the front pages as they provide unnecessary duplication.	DRP commented: <i>The dominant observation concerns a lack of consistency and clarity in the presentation styles, coupled with a tendency towards literal repetition. This gives rise to the potential for confusion with critical messages being lost amid the plethora of imagery and text.</i>
6.1	A new sub heading has been created for the introduction incorporating edited text previously in the front page	Refer to DRP comment above
6.2/DG37	Previously section 6.4/DG41	DRP: <i>The 'Reasons' sections have questionable relevance and their stand-alone benefit is not clear. Their value should be reviewed.</i>

	<p>To ensure sustainability considerations are given appropriate priority this section has been moved from the end to the beginning of the chapter and has been expanded to include additional points raised by consultees.</p> <p>Principle DG37 also now accommodates the previous “Reason” section in the introductory paragraphs.</p> <p>The introductory paragraphs now make reference to the <i>Government’s Future Homes Standard</i></p> <p>The DG now emphasises that 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 on after completion.</p> <p>The additional principles have been included</p> <ul style="list-style-type: none"> • <i>Incorporating high levels of insulation in combination with air tightness</i> • <i>Incorporating ground or air source heat pumps;</i> • <i>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)</i> • <i>Maximising solar gain</i> <p>The DG now requires applicants to demonstrate how the principles have informed their design.</p> <p>Policy framework provided by DP39: Sustainable Design and Construction is now referred to.</p> <p>The Wilmington Way example is now included at the beginning of the chapter and</p>	<p>The following respondents considered that it was important to strengthen the guidance on sustainability: CPRE, Cllr Paul Brown, South East Water, Hassocks Parish Council, West Hoathly PC, Mr R Webb, Mr A Pott (Crest Nicholson), Ms L de Lande Long, Mr G de Lande Long, MSDC DRP, Natural England, Mr J. White. These include the following comments:</p> <p>The DRP: <i>The subject (sustainability) needs to be addressed much more ambitiously and to cover subheadings including lifespan, biodiversity, renewable energy sources and Passivhaus design amongst others.</i></p> <p>Ms de Lande Long: <i>It is commonly agreed that addressing climate change is one of the most urgent issues facing humanity. Given the contribution of CO2 emissions involved in housebuilding, I was shocked to see how little emphasis is placed here on the importance of low carbon, energy efficient design. Sustainability is mentioned as point number 9 of 11 in the overall objectives and receives no significant mention until p.99 (Section 6) of the 146 pages. The description of ‘sustainable buildings’ at 6.4 is lamentably short on detail by comparison with the amount of detailed example devoted to most other aspects of design in the guide...For example, the orientation of the buildings should also be linked to the suitability of roof positions for solar panels.</i></p> <p>Mr J White: <i>No reference to future homes initiative..... No mention of super-insulated buildings, passivhaus or passivhaus principles this is disappointing as it is often discussed in relevance to schemes before the panel.</i></p> <p>Mr de Lande Long: <i>Bullet points under DG41 do not go far enough in support of incorporating renewable energy provisions. They should not only include "Orientation and design of buildings to maximise daylight and sun penetration" but also "Orientation and design of roofscape to maximise potential installation of PV or solar heating panels at maximum effective orientation".</i></p> <p>CPRE: <i>This DG41 guidance, or equivalent guidance, should be expanded to address energy efficiency retrofitting expectations in the case of building</i></p>
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	<p>expands upon how the roof design <i>maximises solar collection</i>.</p> <p>However more changes have not been made because an SPD cannot introduce new policy and is constrained by the District Plan and policy DP39 and by para 34 of the NPPF. As per para 26 of the February Committee report there are no changes to the DG seeking the inclusion of specific carbon reduction standards such as Passivhaus standards.</p>	<p><i>modifications, extensions, conversions etc.....Doesn't DG41 need to be better reconciled to Local Plan policy DP39? E.g. DP39 requires design to ensure that water use is limited to water use to 110 litres/person/dayWe are surprised that DG41 fails to recognise that renewably sourced timber framed houses can be as thermally efficient as brick buildings, often more so.</i></p> <p><i>Cllr Paul Brown: Every new dwelling that is not built to Passivhaus or equivalent net zero energy performance indicators, contributes to an increase in CO2 emissions. Therefore the layout and design of the roof-scape should allow for and maximise the opportunity for solar energy collection.</i></p>
6.3/DG38	<p>Previously section 6.2/DG38.</p> <p>The introductory sentence of the new DG38 incorporates the Reason section of the previous design principle DG36 as it sets the historical background for why it is important to respond to the context of the place.</p> <p>DG38 has been amended to make a clearer link between architectural integrity and the need to respond to the character of the existing built form, while also giving more emphasis to good quality contemporary design.</p> <p>The Reason section has been removed as it has throughout the Guide. In this case it duplicates.</p> <p>The Façade and Elevations sub section has been removed for clarity and consistency reasons as the guidelines are better covered in other sections (Balconies is now a separate sub section / Utility meters and rainwater downpipes are covered in Accommodation of services / Chapter 2</p>	<p>DRP commented: <i>The dominant observation concerns a lack of consistency and clarity in the presentation styles, coupled with a tendency towards literal repetition. This gives rise to the potential for confusion with critical messages being lost amid the plethora of imagery and text.</i></p> <p>DRP: <i>The 'Reasons' sections have questionable relevance and their stand-alone benefit is not clear. Their value should be reviewed.</i></p> <p>Mr P. Hewitt comments: <i>The Guide should bring forward much greater detail regarding materials as it seems light in content. Many Guides provide character assessments that include extensive details regarding materials, features such as windows, doors and chimneys etc</i></p> <p>Mr A. Potts (Crest Nicholson) comments: <i>There is a move to explore a slightly more modern approach to façade treatment (I'm loath to call it contemporary) which entails the use of floor to ceiling fenestration and simpler porch formats but still within a traditional envelope. I think that it might be worth the design guide picking up on this direction as I'm seeing more of this approach currently coming to the market both in terms of what we are designing as well as our competitors.</i></p>

	<p>Character study reference is now in DG38 / application of materials in Facing Materials).</p> <p><u>Window Design</u> covers the same ground as the previous Windows sub section stating that the choice of window design should be determined by the overall design approach. However, it has been expanded to take on board comments received and is more clearly presented in bullet point form.</p> <p><u>Balcony Design</u> was previously included under the Façade and Elevation sub section however it has been given its own sub section with more design advice provided.</p> <p><u>Roof Design</u> is now more comprehensively covered, and includes gable-fronted houses.</p> <p>The guidance now states that shallow-pitched roof profiles, visible crown-topped roofs and inconsistent roof pitches should be avoided.</p> <p>Sustainability/orientation considerations now cross-referenced with DG38 and Wilmington Way case study example.</p> <p>The 1st and 2nd paras of the original sub section are omitted as they duplicate advice contained elsewhere</p> <p><u>Chimneys</u> sub section - The second sentence in 6.3.11 now defines the conditions in which chimneys are encouraged (<i>where they positively contribute to the architecture and perform a function</i>) rather than just saying they will be encouraged. 6.3.15 also states that <i>Chimneys or stack features can be used in modern ways such as part of a sustainability strategy for thermal stacks to aid ventilation in summer, to as flues.</i></p>	<p>Cllr Paul Brown: <i>the layout and design of the roof-scape should allow for and maximise the opportunity for solar energy collection.</i></p> <p>The Council has current guidance on dormers that will be replaced by the MSDG. This has been incorporated in an updated form where it is still appropriate.</p> <p>This section is also relevant to the Building Extensions chapter 9 (and a cross reference link is now included).</p>
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	<p>Rather than prescribing where the chimneys can be located, the guidance now states that it should be guided by both external design and internal layout .</p> <p><u>Dormers and Rooflights</u> has been significantly extended because it will replace the current Council guidance and because this section is also relevant to the Building Extensions chapter 8 (where a cross reference link is now included). The new text states:</p> <p>The guidance now states that dormer windows should normally be visually subordinate to the roof slope, and explains how this can be achieved, The guidance also now explains that rooflights can be an appropriate substitute for a dormer.</p> <p><u>The Facing Materials</u> sub section has been expanded to explain the application of materials on traditionally-designed and contemporary buildings. It also states that materials should be consistently applied to all sides of the building, and that render should be avoided as a principal material as it is not typical to Mid Sussex.</p>	
6.4/DG39	<p>Previously 6.1/DG36 - This section has swapped order with the previous section as 6.3/DG38 is better placed before as it deals holistically with building design.</p> <p>The guidance on height and scale in DG39 has been expanded to respond to the type of concerns raised by Ms Rendall.</p> <p>This section now explains more fully how architectural articulation can help to break down scale, this includes through vertical articulation, set-back top floors and stepping down the height of the building adjacent to lower scale frontages.</p> <p>There is now no sub sections as the text within the apartment and corner buildings section are now covered under section 6.5 as they are more appropriately considered under Active Frontages. There are some aspects that are dealt with elsewhere</p>	<p>DRP commented: <i>The dominant observation concerns a lack of consistency and clarity in the presentation styles, coupled with a tendency towards literal repetition. This gives rise to the potential for confusion with critical messages being lost amid the plethora of imagery and text.</i></p> <p>DRP: <i>The 'Reasons' sections have questionable relevance and their stand-alone benefit is not clear. Their value should be reviewed.</i></p> <p>Ms D. Rendall: <i>Dismayed to see so many buildings around HH station and neighbouring roads designated for high rise development. I have always enjoyed the human sized scale of our town. There are a few buildings, which have been poorly designed, but the scale of their replacements should be kept at 3 storeys, to avoid creating cold, shadow-casting and loss of the sense of place, if the views of the surrounding countryside are lost.</i></p>

	<p>including chapter 5 (intensification of town centres) and chapter 8 (north facing flats).</p> <p>The Reason section has been removed (and throughout the Guide) and text incorporated at beginning of DG38 where it relates to sense of place and omitted where it duplicates or lacks relevance/clarity.</p>	
6.5/ DG40	<p>Section 6.5 covers the previous design principle DG37 but has been reorganised to reduce an otherwise over-long DG Principle (with the addition of Addressing Corners). It now just includes just the main principles in the introductory para of the previous DG37 with a list of bullet point list that references the subsequent sub headings</p> <p>The subsequent text is now outside the principles box and covered by sub sections (as per section 6.3) which deals with Apartment Buildings / Addressing Corners (which has been moved from DG36 – refer above) / Building Entrances / Boundary Treatment.</p> <p>The Apartment section covers paras 2+3 in the previous DG37.</p> <p>The Addressing Corners section covers the same text that was previously contained less relevantly in DG36. it also includes a paragraph that states:</p> <p><i>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 its articulation.</i></p> <p>The Boundary Treatment section includes additional text that states that while boundaries should be reflective of their area, <i>this should be balanced with the need for natural surveillance</i>. The Building Entrances section now includes a less prescriptive advice on canopies.</p>	<p>DRP commented: <i>The dominant observation concerns a lack of consistency and clarity in the presentation styles, coupled with a tendency towards literal repetition. This gives rise to the potential for confusion with critical messages being lost amid the plethora of imagery and text.</i></p>

6.6/DG50	<p>A new section has been included that looks at the implications of building on sloping sites.</p> <p>This section has been added as the District is characterised by its undulating topography and typically most new development sites require the building design to address the sloping conditions.</p> <p>Building Regulations require dwellings and gardens that can be easily accessed at front and back.</p> <p>If inadequate consideration is given to this then the enabling work necessary to make houses, gardens and parking spaces accessible may undermine the quality/attractiveness of the building frontages, their street thresholds and the rear gardens may be compromised because of the additional enabling work that may necessitate the need for retaining walls or more hard-edged and engineered spaces</p>	.
6.7	<p>Section 6.7 covers the same ground as the previous design principle DG39. The previous Reason section now provides the introductory paragraph. The following additional paragraph has been included as the positioning of rainwater pipes is a common issue and has been re-located from the deleted Façade and Elevations in the previous section 6.2:</p> <p><i>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.</i></p>	<p>DRP commented: <i>The dominant observation concerns a lack of consistency and clarity in the presentation styles, coupled with a tendency towards literal repetition. This gives rise to the potential for confusion with critical messages being lost amid the plethora of imagery and text.</i></p> <p>DRP: <i>The 'Reasons' sections have questionable relevance and their stand-alone benefit is not clear. Their value should be reviewed.</i></p>
Refer to chapter 7	<p>The Commercial Buildings section (previously section 6.3) is now incorporated under the new Employment chapter 7 along with previous 4.8/DG30</p>	<p>DRP: <i>It is felt that a separated chapter centred on 'Employment' related buildings would be of use, enabling a clearer focus on this key development category. At present two pages at the end of Chapter 4 addressing commercial buildings is considered inadequate.</i></p>

CHAPTER 7		
Section	Explanation of Change	Justification for Change / Consultation Response
7.1	An introduction has been added setting out the anticipated growth in this sector.	As it opens a new chapter.
7.2/DG51	<p>Previously 4.8/DG30</p> <p>The first para has been amended and now refers to the size and scale of commercial buildings as being an added consideration in terms of their impact upon the surrounds. Where it is adjacent to the countryside, it also states that a Landscape Visual Impact Assessment should be undertaken.</p> <p>The bullet points provide additional clarification of the previous points. For example, the reference to rationalise parking has been omitted and instead it refers to: <i>Parking and servicing softened/screened with vegetation and located at the rear of buildings where it has less impact upon the public realm.</i></p> <p>The last sentence of the previous DG30 refers to the impact upon residential amenity. This has been omitted as it is covered by chapter 8.</p> <p>The Reason section has been omitted in line with the rest of the document and because it does not significantly add to the DG principle.</p>	<p>DRP: <i>It is felt that a separated chapter centred on 'Employment' related buildings would be of use, enabling a clearer focus on this key development category. At present two pages at the end of Chapter 4 addressing commercial buildings is considered inadequate.</i></p> <p>DRP: <i>The 'Reasons' sections have questionable relevance and their stand-alone benefit is not clear. Their value should be reviewed.</i></p> <p>Burgess Hill Town Council: <i>The Committee stated that the following phrase was too vague: page 83, DG30, 'rationalise parking'.</i></p>
7.3/DG52	<p>Previously 6.3/DG40</p> <p>Re-named sub heading to distinguish it from the other sub headings in this chapter</p> <p>The text has been edited for reasons of clarity and a sentence has been added about the need to consider the: <i>careful selection of facing materials that blend with the surroundings and/or complement existing adjacent buildings.</i></p> <p>The reason section has been deleted as it duplicates</p>	<p>DRP: <i>It is felt that a separated chapter centred on 'Employment' related buildings would be of use, enabling a clearer focus on this key development category.</i></p> <p>DRP: <i>The 'Reasons' sections have questionable relevance and their stand-alone benefit is not clear. Their value should be reviewed.</i></p>

	A sentence has been added to ensure cross reference to DG37 on sustainability	
CHAPTER 8 (previously chapter 7 in the Consultation document)		
Section	Explanation of Change	Justification for Change / Consultation Response
Front	Text omitted for the sake of consistency and clarity. The introductions for all the chapters sit better in the main text and have been taken out of the front pages as they provide unnecessary duplication.	DRP commented: <i>The dominant observation concerns a lack of consistency and clarity in the presentation styles, coupled with a tendency towards literal repetition. This gives rise to the potential for confusion with critical messages being lost amid the plethora of imagery and text.</i>
8.1	A new sub heading has been created for the introduction with an edited version of the text previously on the front page.	As above
8.2/DG46	<p>Previously 7.1/DG42</p> <p>The guidelines in DG46 been expanded to provide further clarity.</p> <p>DG46 now states the following additional factors can have an impact on privacy: topography and the relationship of the parking, gardens, front defensible space, balconies with the adjacent buildings/dwellings; the position and arrangement of habitable rooms.</p> <p>The following additional guidance is proposed: <i>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.</i></p> <p>The Reason section has been removed as duplicated text in the DG.</p>	<p>DRP: <i>The content of Chapters 7, 8 and 9 appears lightweight and disproportionate.</i></p> <p>DRP: <i>The 'Reasons' sections have questionable relevance and their stand-alone benefit is not clear. Their value should be reviewed.</i></p>
8.3/DG47	<p>Previously 7.2/DG43</p> <p>The guidelines in DG47 have been edited where appropriate for the sake of clarity and brevity.</p> <p>The guidelines have been caveated with the word <i>normally</i>.</p>	<p>DRP: <i>The content of Chapters 7, 8 and 9 appears lightweight and disproportionate.</i></p> <p>DRP: <i>The 'Reasons' sections have questionable relevance and their stand-alone benefit is not clear. Their value should be reviewed.</i></p> <p>Persimmon and Thakeham Homes: <i>Principle DG43 'Provide attractive and usable external amenity space for all homes' states 'All dwellings should have</i></p>

	The Reason section has been incorporated into DG47.	<i>access to private outdoor amenity space'. A more flexible approach should be considered in the context of where development is taking place and access / proximity to high quality outdoor space. This model has been pursued elsewhere with success and does not undermine efficient use of land in key locations.</i>
8.4/DG48	<p>Previously 7.3/DG44</p> <p>The guidelines in DG 48 have been edited where appropriate for the sake of clarity and brevity.</p> <p>In addition, it has also been updated to refer to BRE Standards which are the relevant standards for daylight/sunlight.</p>	<p>DRP: <i>The content of Chapters 7, 8 and 9 appears lightweight and disproportionate.</i></p> <p>DRP: <i>The dominant observation concerns a lack of consistency and clarity in the presentation styles</i></p>
8.5/DG49	<p>Previously 7.4/DG45</p> <p>The guidelines in DG 49 have been edited where appropriate for the sake of clarity and brevity. DG49 now states the following additional mitigation measures to reduce noise and air/light pollution:</p> <ul style="list-style-type: none"> - <i>Using landscape features (including trees and earth mounding) to absorb noise/air pollution and deflect light; and</i> - <i>Avoiding parking where it will create noise and headlight nuisance from vehicle movements.</i> 	<p>DRP: <i>The content of Chapters 7, 8 and 9 appears lightweight and disproportionate.</i></p> <p>DRP: <i>The 'Reasons' sections have questionable relevance and their stand-alone benefit is not clear. Their value should be reviewed.</i></p>
CHAPTER 9 (previously chapter 8 in the Consultation document)		
Section	Explanation of Change	Justification for Change / Consultation Response
Front	Text omitted for the sake of consistency and clarity. The introductions for all the chapters sit better in the main text and have been taken out of the front pages as they provide unnecessary duplication.	DRP commented: <i>The dominant observation concerns a lack of consistency and clarity in the presentation styles, coupled with a tendency towards literal repetition. This gives rise to the potential for confusion with critical messages being lost amid the plethora of imagery and text.</i>
9.1	<p>Previously 8.1 - This Section has been amended where appropriate for the sake of clarity and brevity.</p> <p>Additional paras set out the sustainability /environmental advantages of extensions as they provide the opportunity to re-purpose rather demolish.</p>	DRP: <i>The content of Chapters 7, 8 and 9 appears lightweight and disproportionate.... If it is decided to proceed with 7,8 and 9 as an integral part of the Guide, the Panel would wish to address a number of concerns. These include (the need for) encouragement to retrofit and refurbish.</i>

		<p>Ms Lewin: <i>The guide as it stands inadvertently encourages demolition rather than retrofit and re-design..... No examples or mention of the re-purposed, recycled, re-furnished house extended and given a new identity where the extension is intentionally not read as such</i></p>
9.2/ DG49	<p>Previously 8.3 + 8.4/ DG46+48 + 49</p> <p>DG50 combines previous DG's and has been amended where appropriate for the sake of clarity and brevity and in order to allow cases to be determined on their meritsDG49.</p> <p>The DG now makes clear that <i>are two general approaches to extending a property:</i></p> <ul style="list-style-type: none"> • <i>Designing in the style of the existing building by closely matching its facing materials, architectural features, window sizes and proportions.</i> • <i>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.</i> <p><i>Both approaches can create well-designed extensions that can be mutually beneficial to both the house and the wider area.</i></p>	<p>DRP: <i>If it is decided to proceed with 7,8 and 9 as an integral part of the Guide, the Panel would wish to address a number of concerns. These include the inference that extensions and details (such as dormers in section 8) should follow strict guidelines</i></p> <p>DRP: <i>The dominant observation concerns a lack of consistency and clarity in the presentation styles, coupled with a tendency towards literal repetition. This gives rise to the potential for confusion with critical messages being lost amid the plethora of imagery and text.</i></p> <p>Ms Lewin: <i>Too prescriptive, simplistic, outdated and suggest that the only way to extend a house is by a dropped ridge line side extension - Page 130..... Many traditional houses which would be regarded as desirable heritage have been extended from one era to the next in ways that are shown with a 'not allowed' cross..... Photo examples show period houses and say that the original house must always be the dominant element - this is not a universal truth..... It is perfectly possible to continue ridge lines through to good effect in many situations.....A blanket ban on flat roof dormers ignore the success of well-proportioned lead-topped Georgian flat roof box dormers and long low Arts and Crafts dormers as a form that can be successfully used</i></p> <p>DRP: <i>The 'Reasons' sections have questionable relevance and their stand-alone benefit is not clear. Their value should be reviewed.</i></p>
9.2/DG50	<p>Previously 8.5 / DG50+51</p> <p>The previous DGs on front and side extensions have been combined in DG50 as they both principally impact upon the street scene.</p>	<p>DRP: <i>If it is decided to proceed with7,8 and 9 as an integral part of the Guide, the Panel would wish to address a number of concerns. These include the inference that extensions and details (such as dormers in section 8) should follow strict guidelines</i></p> <p>Ms Lewin: <i>Too prescriptive, simplistic, outdated and suggest that the only way to extend a house is by a</i></p>

	<p>and the DG now omits or re-phrases guidance in order to allow cases to be determined on their merits:</p> <p>Previous guidance on Front extensions replaces the following guidelines “<i>When located close to a neighbouring property, front extensions or porches should not normally project more than 1.4 metres in front of the dwelling.</i></p> <p><i>They should normally be designed with a pitched roof.” With: “They (front extensions) are less likely to be acceptable in streets with a strong consistent building form as they risk disrupting the underlying order.” And “</i></p> <p><i>Where front extensions are considered acceptable, they should normally be limited to a modest single storey extension that reflects the character of the existing property unless it can be otherwise be demonstrated that a larger addition enhances the quality of the street frontage, for instance by repairing a building that has been previously insensitively altered.”</i></p> <p>The Reason section has been deleted.</p>	<p><i>dropped ridge line side extension - Page 130..... Many traditional houses which would be regarded as desirable heritage have been extended from one era to the next in ways that are shown with a ‘not allowed’ cross..... Photo examples show period houses and say that the original house must always be the dominant element - this is not a universal truth..... It is perfectly possible to continue ridge lines through to good effect in many situations.....A blanket ban on flat roof dormers ignore the success of well-proportioned lead-topped Georgian flat roof box dormers and long low Arts and Crafts dormers as a form that can be successfully used</i></p> <p>DRP: <i>The ‘Reasons’ sections have questionable relevance and their stand-alone benefit is not clear. Their value should be reviewed.</i></p>
9.2/DG51	<p>Previously 8.5 / DG52</p> <p>This Section has been amended where appropriate for the sake of clarity and brevity.</p> <p>The Reason section has been deleted</p>	<p>DRP: <i>If it is decided to proceed with 7,8 and 9 as an integral part of the Guide, the Panel would wish to address a number of concerns. These include the inference that extensions and details (such as dormers in section 8) should follow strict guidelines</i></p> <p>DRP commented: <i>The dominant observation concerns a lack of consistency and clarity in the presentation styles, coupled with a tendency towards literal repetition. This gives rise to the potential for confusion with critical messages being lost amid the plethora of imagery and text.</i></p> <p>DRP: <i>The ‘Reasons’ sections have questionable relevance and their stand-alone benefit is not clear. Their value should be reviewed.</i></p>
9.2/DG52	<p>Previously 8.5 / DG53</p> <p>A cross reference is now included as the guidelines in ch6 under Dormer Windows and Rooflights are also relevant which</p>	<p>DRP: If it is decided to proceed with 7,8 and 9 as an integral part of the Guide, the Panel would wish to address a number of concerns. These include the inference that extensions and details</p>

	<p>together with this section pick up previous guidance on loft conversions and roof extensions The guidance has been amended where appropriate for the sake of clarity and brevity and in order to be less prescriptive.</p> <p>The text in the Reason section has now been incorporated in DG51.</p>	<p>(such as dormers in section 8) should follow strict guidelines</p> <p>Ms Lewin: Too prescriptive, simplistic, outdated and suggest that the only way to extend a house is by a dropped ridge line side extension - Page 130.....</p> <p>Many traditional houses which would be regarded as desirable heritage have been extended from one era to the next in ways that are shown with a 'not allowed' cross..... Photo examples show period houses and say that the original house must always be the dominant element - this is not a universal truth..... It is perfectly possible to continue ridge lines through to good effect in many situations.....A blanket ban on flat roof dormers ignore the success of well-proportioned lead-topped Georgian flat roof box dormers and long low Arts and Crafts dormers as a form that can be successfully used</p> <p>DRP: <i>The 'Reasons' sections have questionable relevance and their stand-alone benefit is not clear. Their value should be reviewed.</i></p>
CHAPTER 10 (previously chapter 9 in the Consultation document)		
Section	Proposed Changes	Justification for Change / Consultation Response
Front	Text omitted for the sake of consistency and clarity. The introduction has been moved from the front page to the main text to reduce duplication.	DRP commented: <i>The dominant observation concerns a lack of consistency and clarity in the presentation styles, coupled with a tendency towards literal repetition. This gives rise to the potential for confusion with critical messages being lost amid the plethora of imagery and text.</i>
10.1	<p>A new sub heading has been created for the introduction.</p> <p>The introduction edits the text on the front page for the sake of brevity and clarity. It now includes more emphasis on the sustainability benefits of conversions.</p> <p>For clarity DG53 relate to conversions of traditional buildings and DG54 relates to the conversion of office buildings to residential use.</p>	<p>As above</p> <p>DRP: <i>The content of Chapters 7, 8 and 9 appears lightweight and disproportionate.... If it is decided to proceed with 7,8 and 9 as an integral part of the Guide, the Panel would wish to address a number of concerns. These include (the need for) encouragement to retrofit and refurbish.</i></p> <p>DMH Stallard: <i>Principle DG55 and DG56 appears to refer principally to the conversion of historic commercial, religious or leisure buildings but this is not reflected by the title for each 'principle'. Clearly the requirements for converting a modern commercial building should (subject to its context) be</i></p>

		<i>much less onerous than conversion of a historic building.</i>
10.2/DG53	<p>Previously 9.1 + 9.3 / DG54+55</p> <p>This chapter has been made clearer and more concise with DG53 covering the principles behind the conversion of traditional buildings with duplicated text omitted</p> <p>A sentence has been added on contemporary alterations in response to the comments from Balcombe PC.</p> <p>Where appropriate the Reason section has been incorporated in DG53, otherwise it has been deleted.</p>	<p>DRP commented: <i>The dominant observation concerns a lack of consistency and clarity in the presentation styles, coupled with a tendency towards literal repetition. This gives rise to the potential for confusion with critical messages being lost amid the plethora of imagery and text.</i></p> <p>DRP: <i>The 'Reasons' sections have questionable relevance and their stand-alone benefit is not clear. Their value should be reviewed.</i></p> <p>Balcombe PC: <i>modern features can integrate well with conversion of barns, stables, older buildings very well so long as the distinct nature of the addition is made as in the principle of extensions.</i></p> <p>DRP: <i>If it is decided to proceed with Chapters 7,8 and 9 as an integral part of the Guide, the Panel would wish to address a number of concerns. These include the inference that extensions and details (such as dormers in section 8) should follow strict guidelines</i></p>
10.3/DG54	<p>Previously 9.3/DG56</p> <p>Following the DMH Stallard objection Principle DG54 has been reframed to deal with conversion of office to residential. DG56 recognises that office to residential conversions fall within PD.</p> <p>Traditional commercial buildings are uncommon in the District; furthermore, as they are bespoke designs it is difficult to generalise about them; for these reasons they are not included in DG54 but are covered by DG53 alongside all traditional building conversions.</p> <p>The Reason section has been omitted as it has throughout the Guide. However, the second para of the previous DG and para 9.3.2 is incorporated.</p>	<p>DMH Stallard: <i>Principle DG55 and DG56 appears to refer principally to the conversion of historic commercial, religious or leisure buildings but this is not reflected by the title for each 'principle'. Clearly the requirements for converting a modern commercial building should (subject to its context) be much less onerous than conversion of a historic building. These principles should also acknowledge rights to carry out works under permitted development.</i></p> <p>DRP: <i>The 'Reasons' sections have questionable relevance and their stand-alone benefit is not clear. Their value should be reviewed.</i></p>

MID SUSSEX DISTRICT COUNCIL

Mid Sussex Design Guide

Supplementary Planning
Document SPD

Post-consultation Draft - Updated Text

Scrutiny Committee July 2020



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1 Purpose of the Design Guide



1 Purpose of the Design Guide Objectives and Status



“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

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.

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



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.

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 1A: Local Plan Policy DP26: Character and Design

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 6.3.14 to 6.3.17) 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 1B.

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.

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



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

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 1.3 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							
			Strategic housing developments and urban extensions (300+ homes)	Major residential development (10 - 300 dwellings)	Brownfield and urban infill	Commercial or employment	Mixed use scheme	Individual houses	Household extensions	Building conversions
2 Understanding the Context	DG1: Character Study	1/2								
	DG2: Site appraisal	1/2								
3 Establishing the Structure	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								
4 Site Layout, Streets and Spaces	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 1C: Table setting out the structure of the design guide, the design principles and the type of developments to which they are applicable.

1 Purpose of the Design Guide

A User-friendly Guide

Design Guide Chapter	Design Principles	National Design Guide Characteristics	DEVELOPMENT TYPES							
			Strategic housing developments and urban extensions (300+ homes)	Major residential development (10 - 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 1C (Part 2 continued): Table setting out the design guide principles and the type of developments to which they are applicable

1 Purpose of the Design Guide

A User-friendly Guide

Design Guide Chapter	Design Principles	National Design Guide Characteristics	DEVELOPMENT TYPES							
			Strategic housing developments and urban extensions (300+ homes)	Major residential development (10 - 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 1C (Part 3 continued): Table setting out the design guide principles and the type of developments to which they are applicable

1 Purpose of the Design Guide

A User-friendly Guide

Design Guide Chapter	Design Principles	National Design Guide Characteristics	DEVELOPMENT TYPES							
			Strategic housing developments and urban extensions (300+ homes)	Major residential development (10 - 300 dwellings)	Brownfield and urban infill	Commercial or employment	Mixed use scheme	Individual houses	Household extensions	Building conversions
9 Household Extensions	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								
10 Building Conversions	DG53: Principles for conversions of traditional buildings with heritage value	1/2/9								
	DG54: Converting office buildings to residential	1/2/9								

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

1 Purpose of the Design Guide

The Opportunity



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.

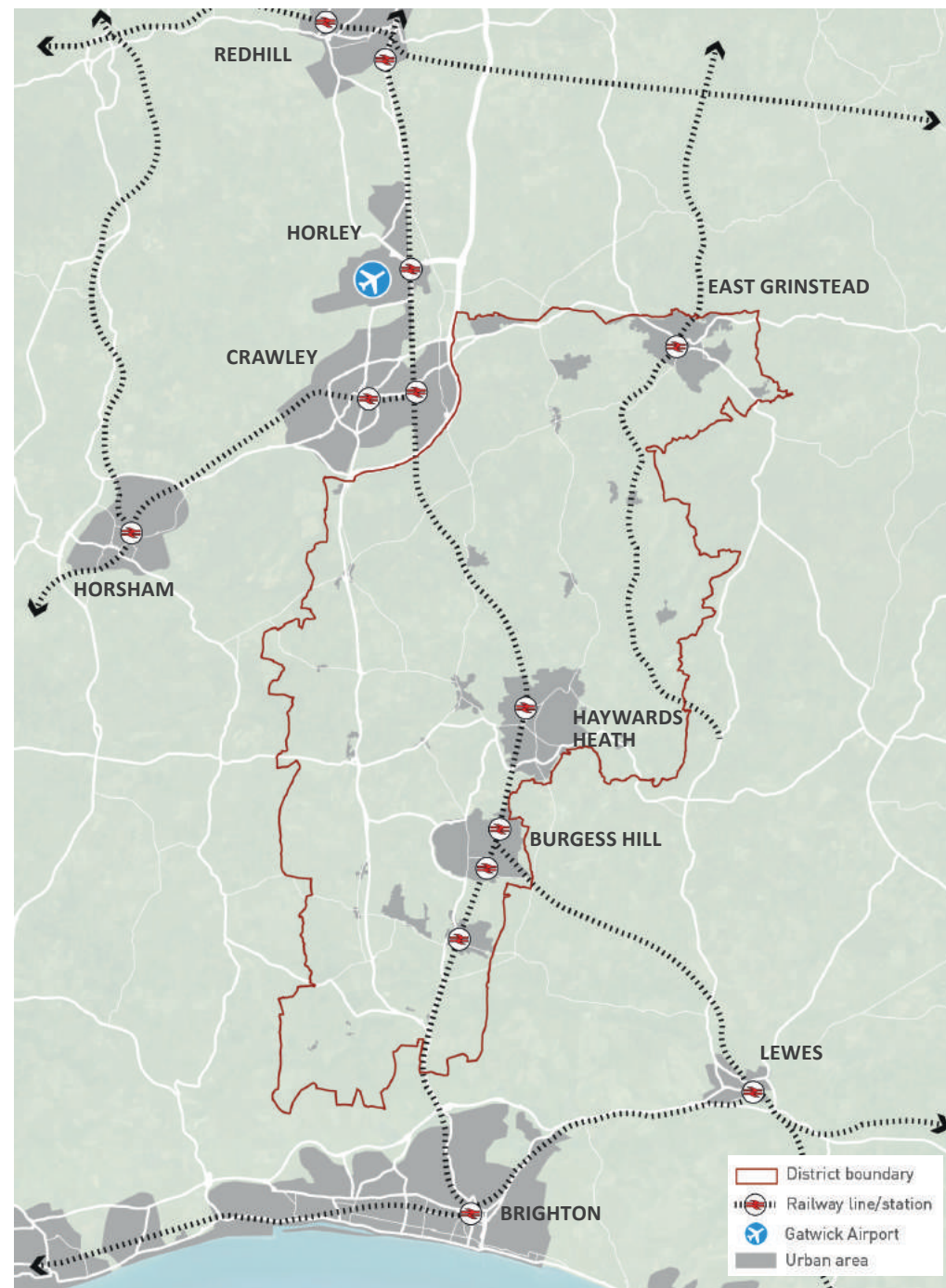


Figure 1D: Mid Sussex Context Plan

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, CLOCKWISE FROM TOP: Turners Hill Road, Crawley Down (facade detailing / use of materials); housing at Tobias School of Art, East Grinstead (contemporary architectural form); apartments on Rocky Lane, Haywards Heath (materials and detailing).

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 1E.

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

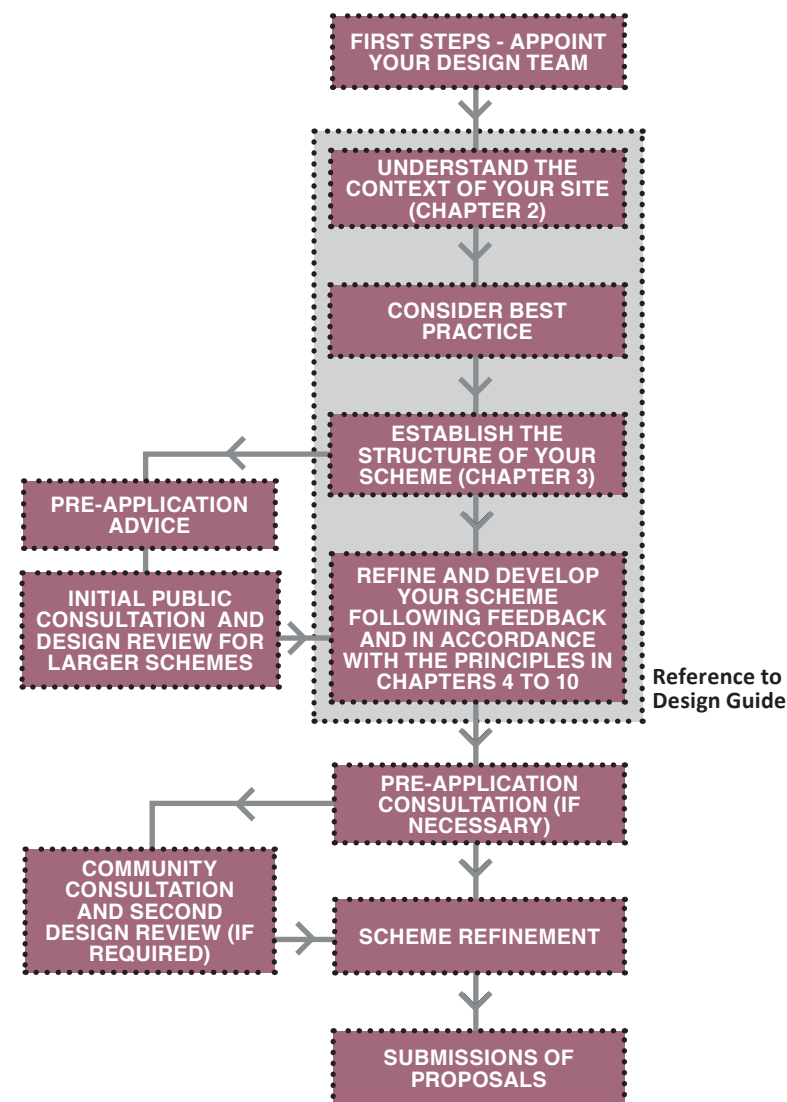


Figure 1E: Flow chart setting out the design process for preparing a design proposal

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 1F) 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 1F: Organisations that might be relevant to consult to provide initial advice

2

Understanding the Context



2 Understanding the Context Introduction



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.

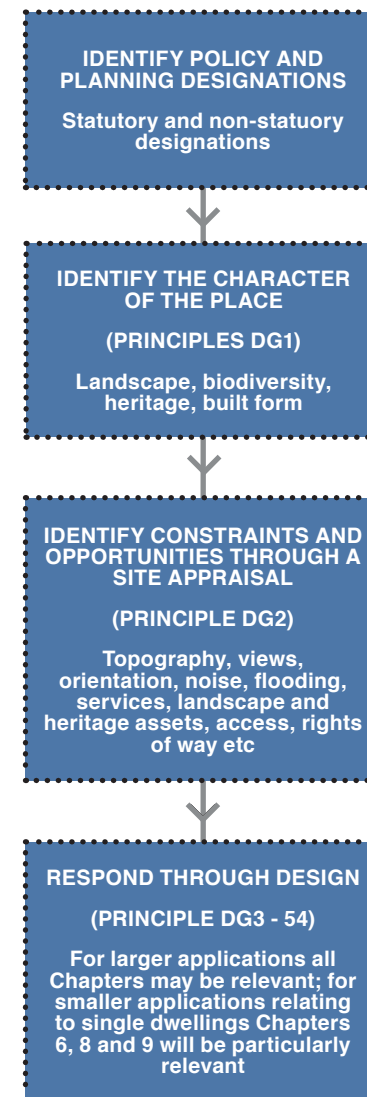


Figure 2A: Flowchart indicating the process applicants should follow to 'Understand the context' of their site

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.

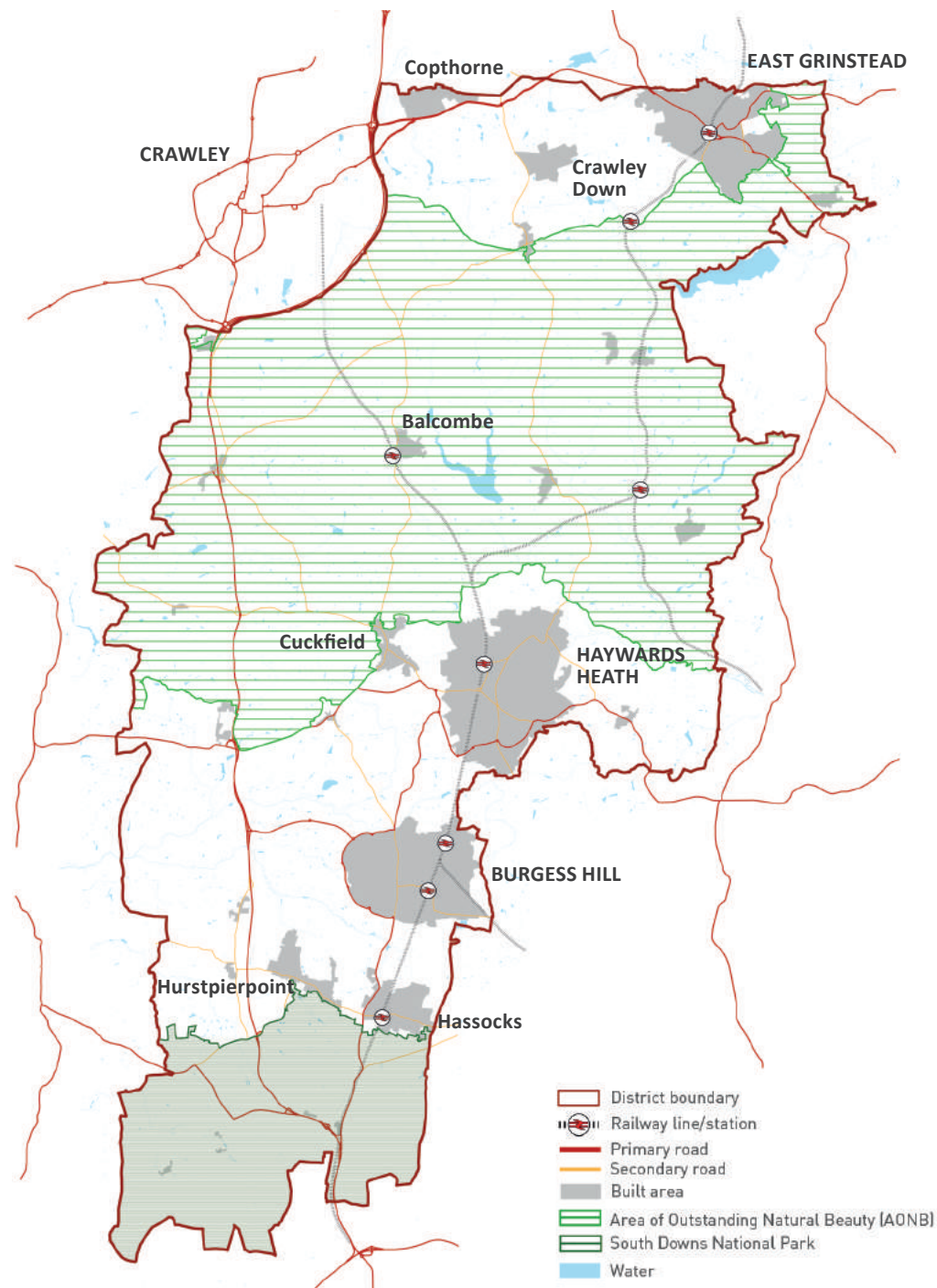


Figure 2B: Mid Sussex Overview Plan

2 Understanding the Context Overview of the District

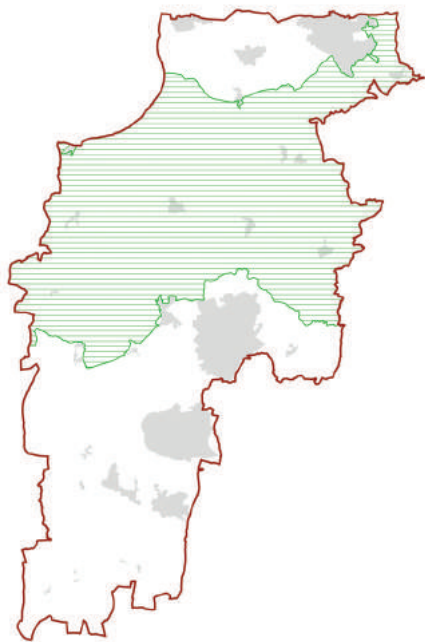
REFERENCES

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.

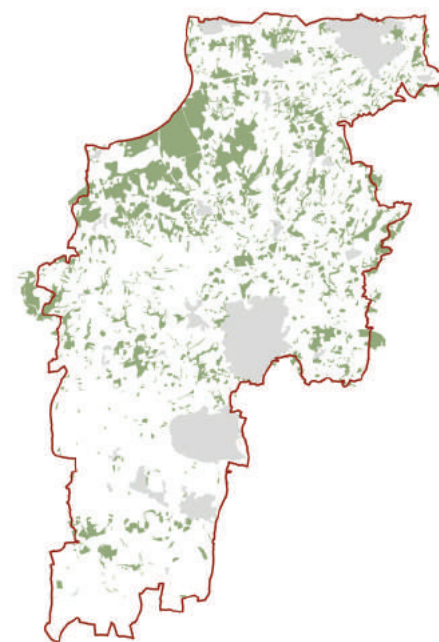


Woodland

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

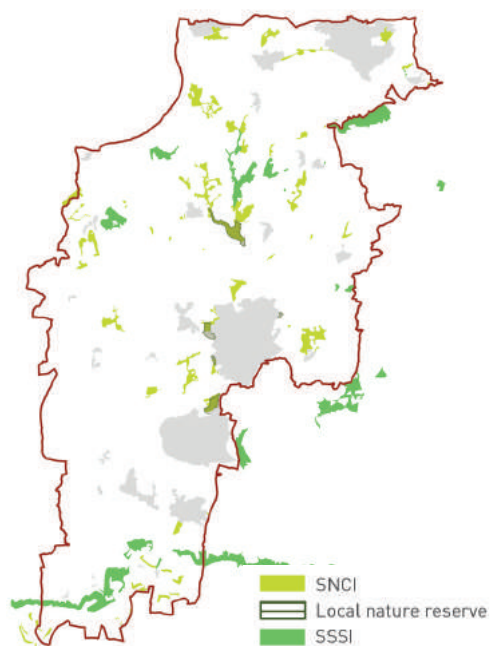
REFERENCES

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.

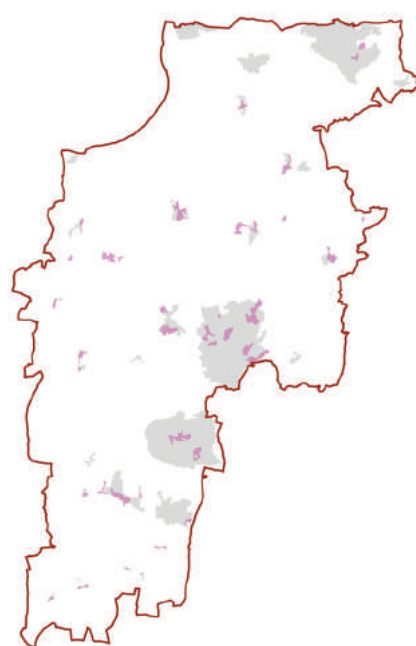


Water and Rivers

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.

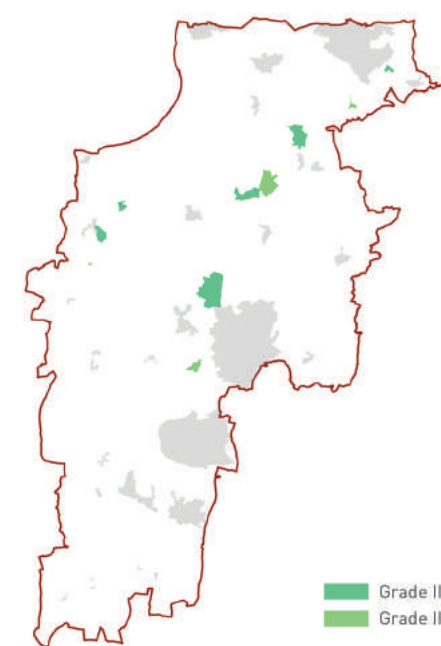


Conservation Areas / Heritage

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



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.

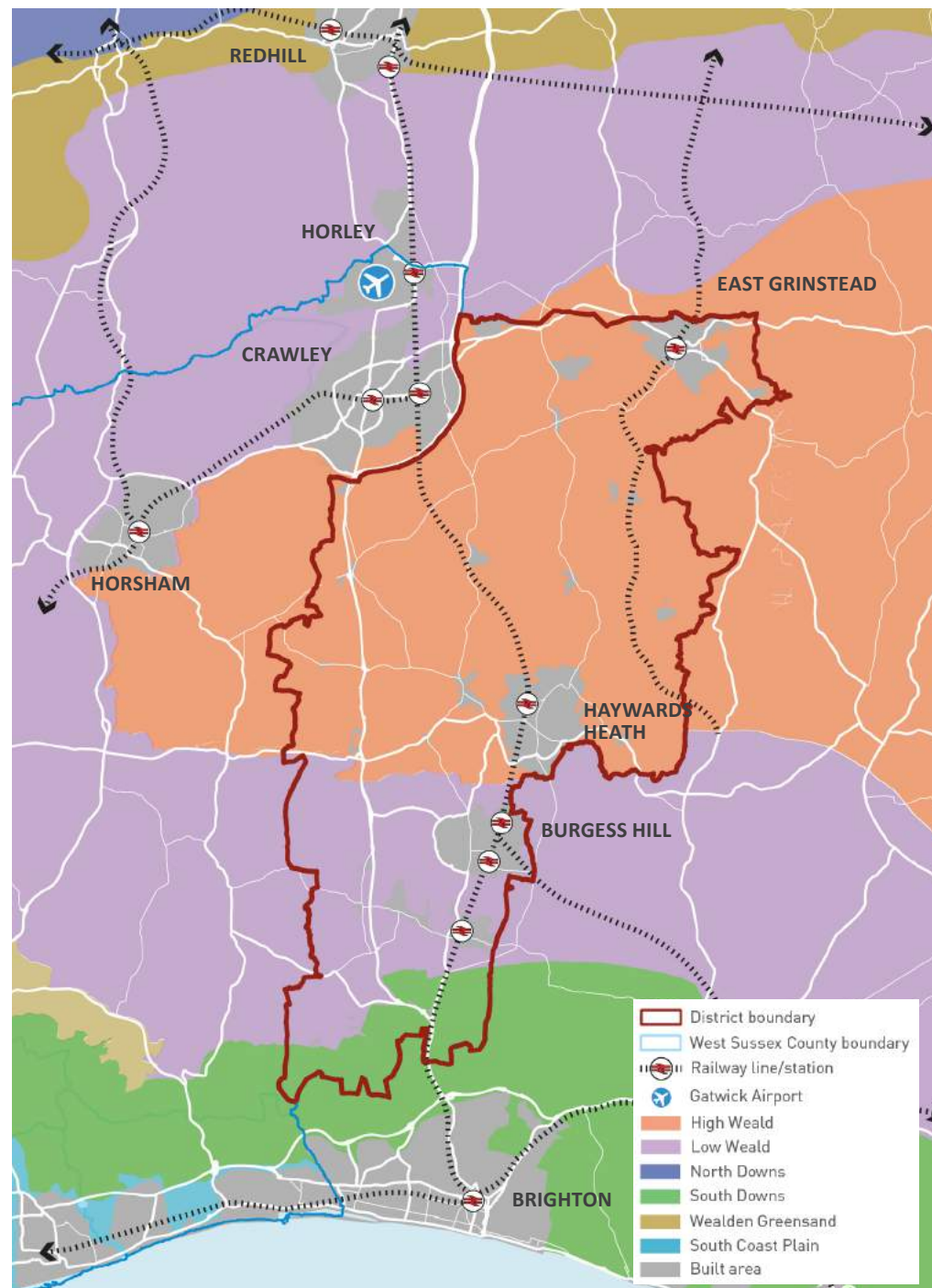


Figure 2C: National landscape character areas

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.




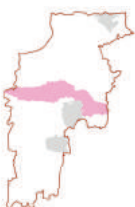

Area	Landform and Landscape	Settlement Pattern	Local Materials
 High Weald	Hilly landscape of ridges and secluded valleys with significant woodland cover and a dense network of hedgerows and copses, creates a sense of enclosure	Historic settlements on high ridges, hilltops and high ground and connected 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
 High Weald Plateau	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
 Worth Forest	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
 Ouse Valley	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
 High Weald Fringes	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

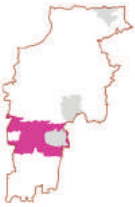




Area	Landform and Landscape	Settlement Pattern	Local Materials
 Hickstead Low Weald	Lowland mixed arable and pastoral landscape with a strong hedgerow pattern.	Mix of farmsteads and hamlets often in ridgeline locations, and with Burgess Hill to the east.	Diverse materials including timber-framing, weatherboarding, Horsham Stone roofing and varieties of local brick and tile-hanging.
 Upper Adur Valley	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
 Hurstpierpoint Scarp Footslopes	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.
 Fulking to Clayton Scarp	Distinctive steep, abrupt chalk escarpment with precipitous north-facing slopes.	Few buildings on the step slopes.	
 Devil's Dyke and Clayton Downs	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

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

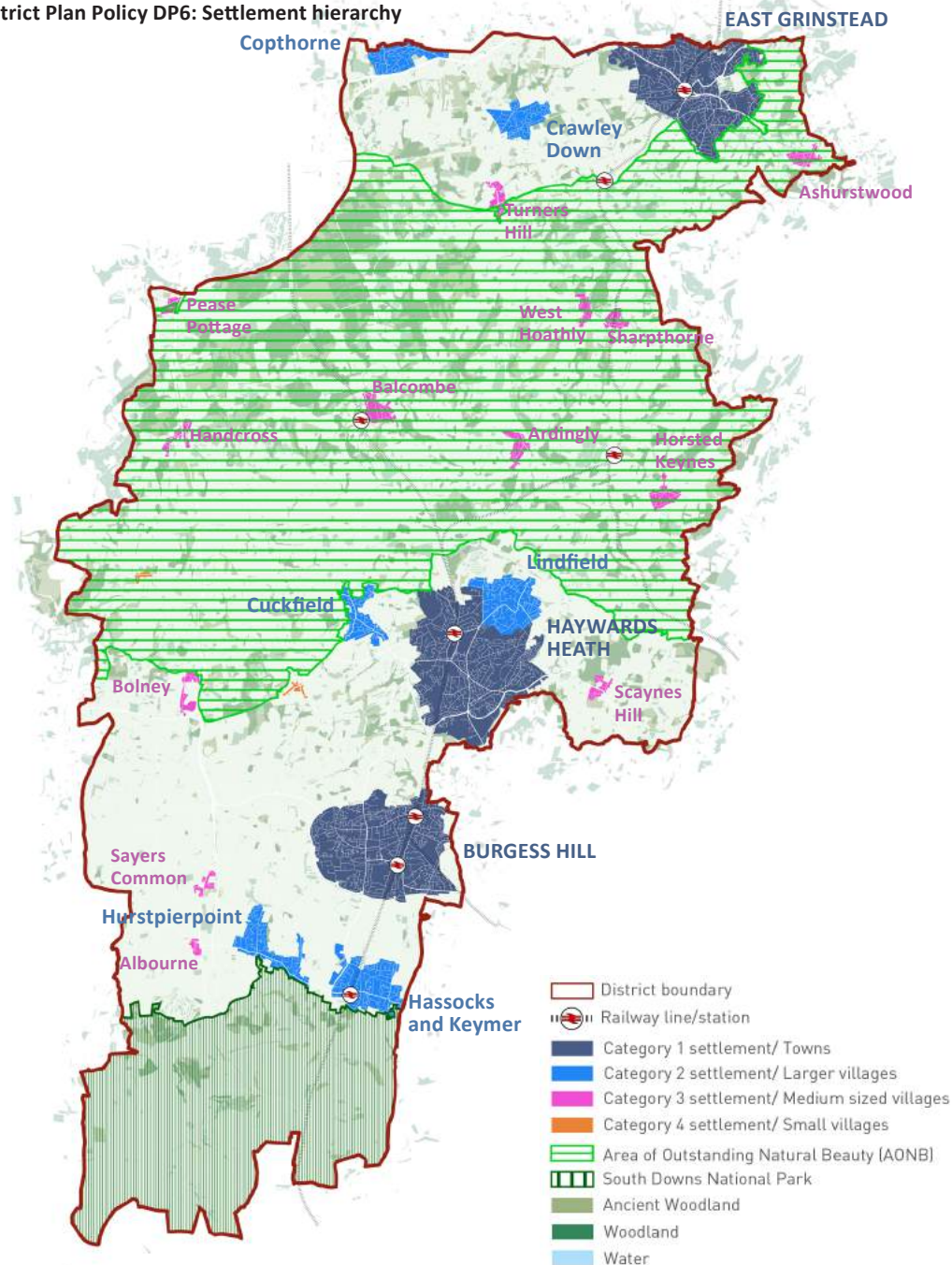


Figure 2E: Mid Sussex's settlements

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 Haywards Heath

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.

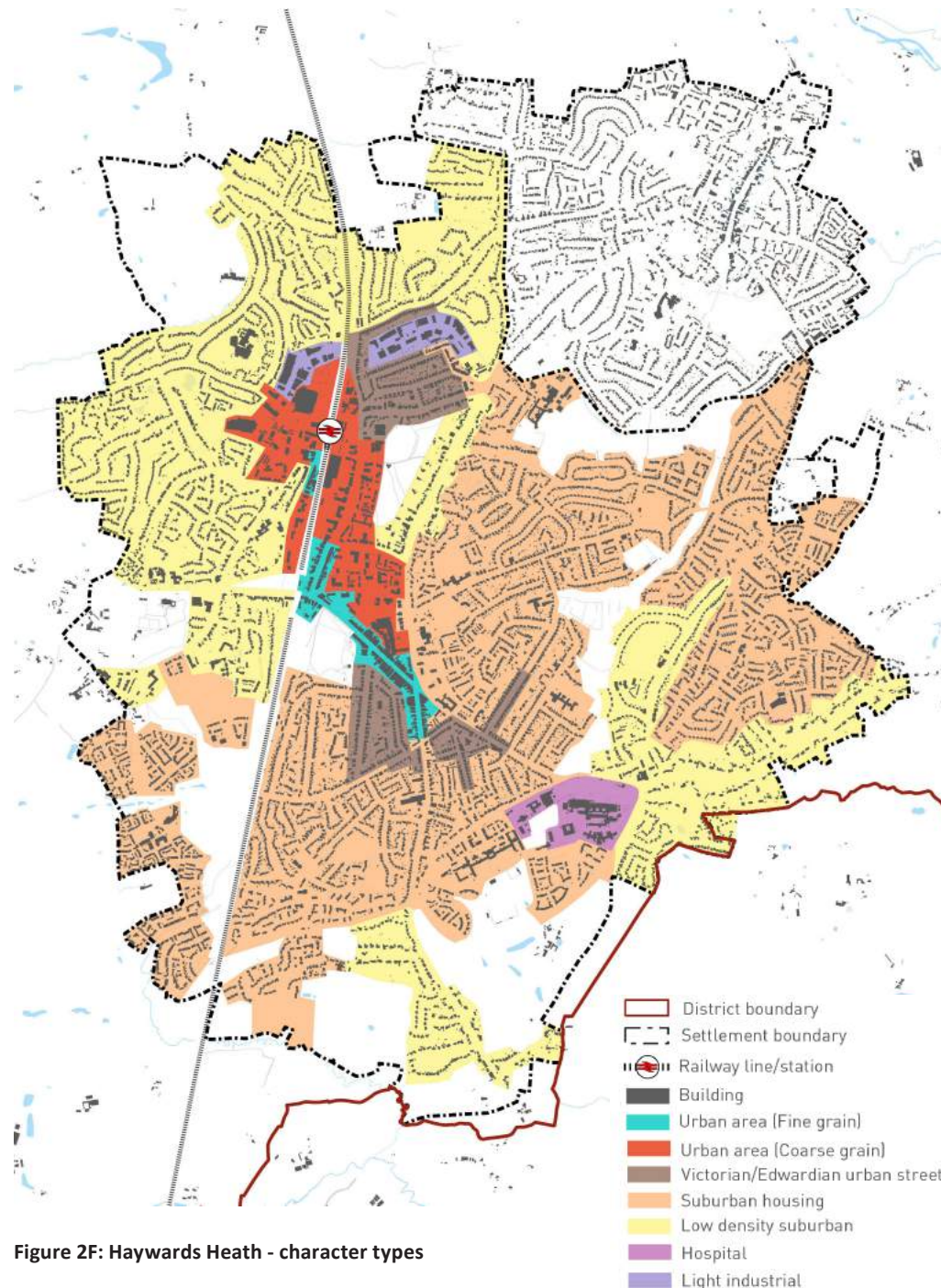


Figure 2F: Haywards Heath - character types

2 Understanding the Context 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.

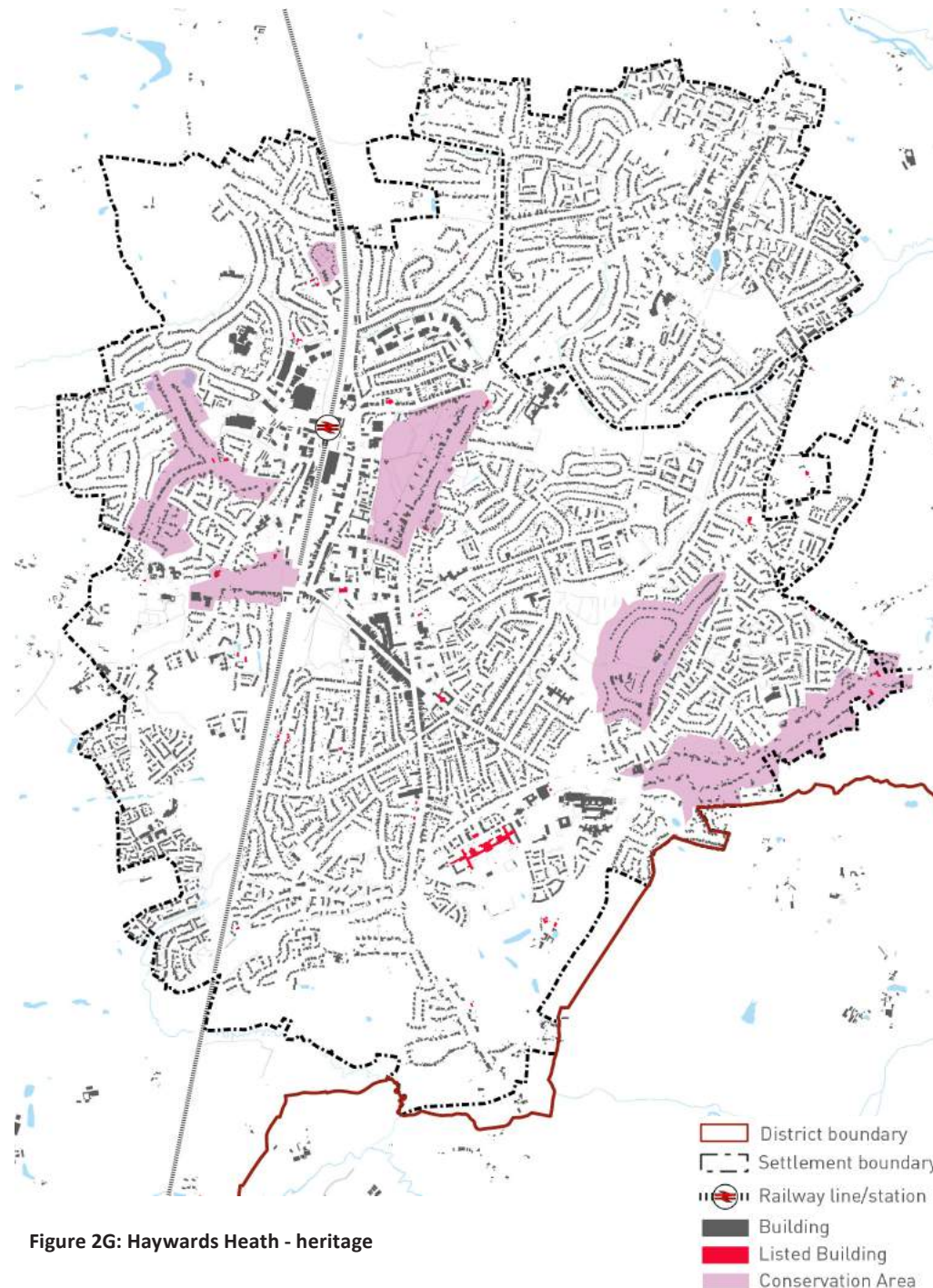


Figure 2G: Haywards Heath - heritage

2 Understanding the Context Haywards Heath



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).

2 Understanding the Context 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.

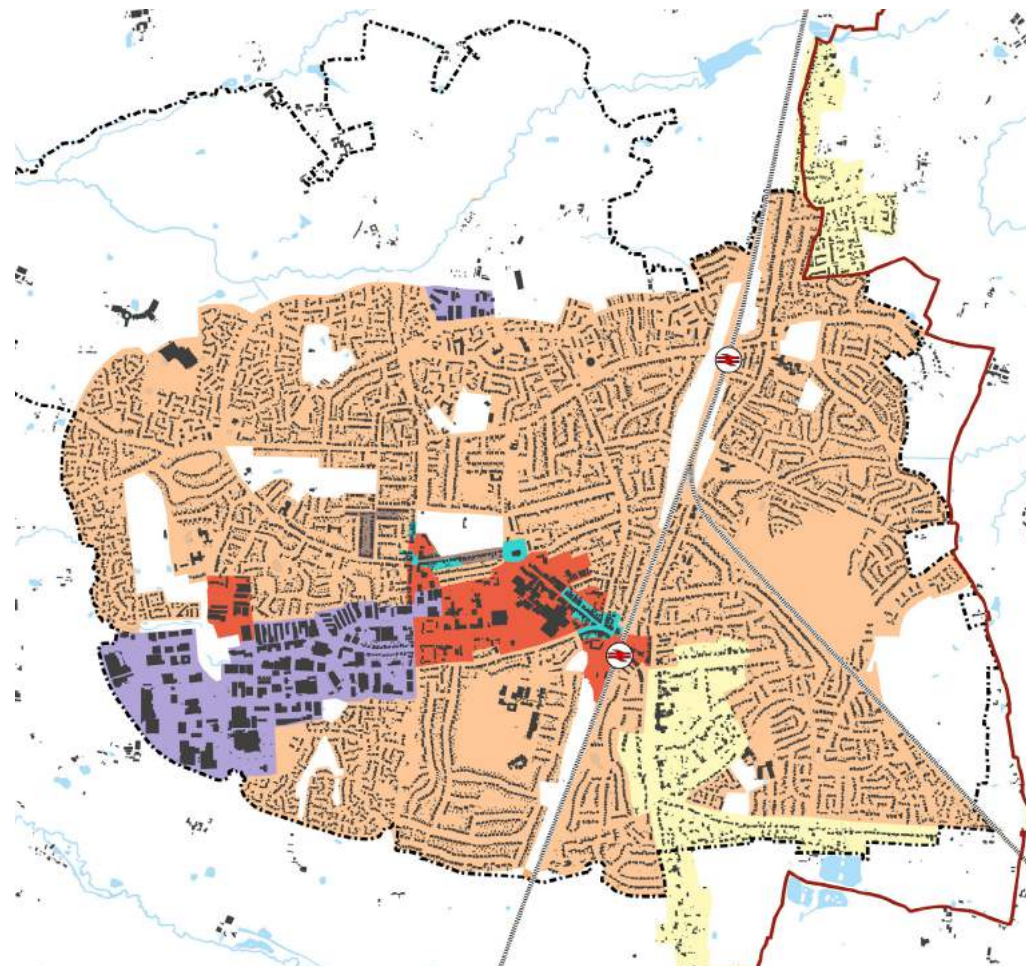


Figure 2H: Burgess Hill - character types

- 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

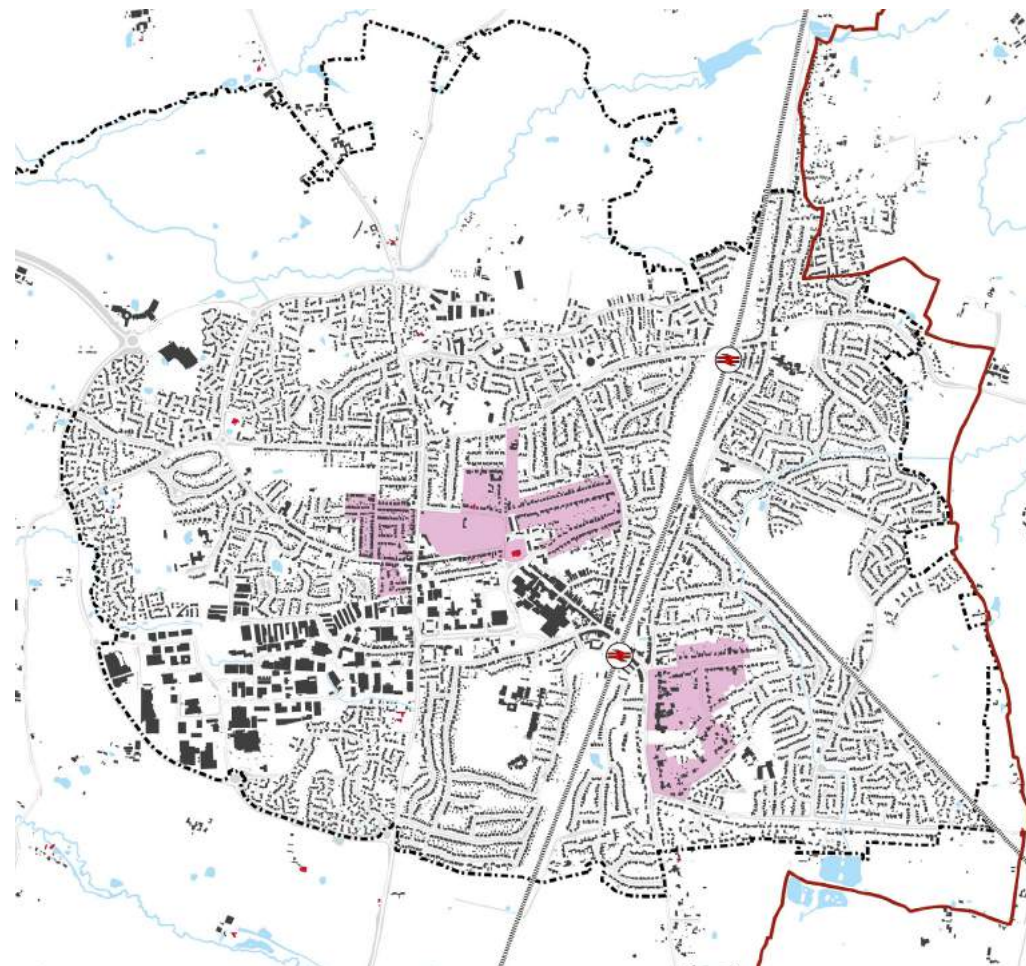


Figure 2I: Burgess Hill - heritage

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



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.

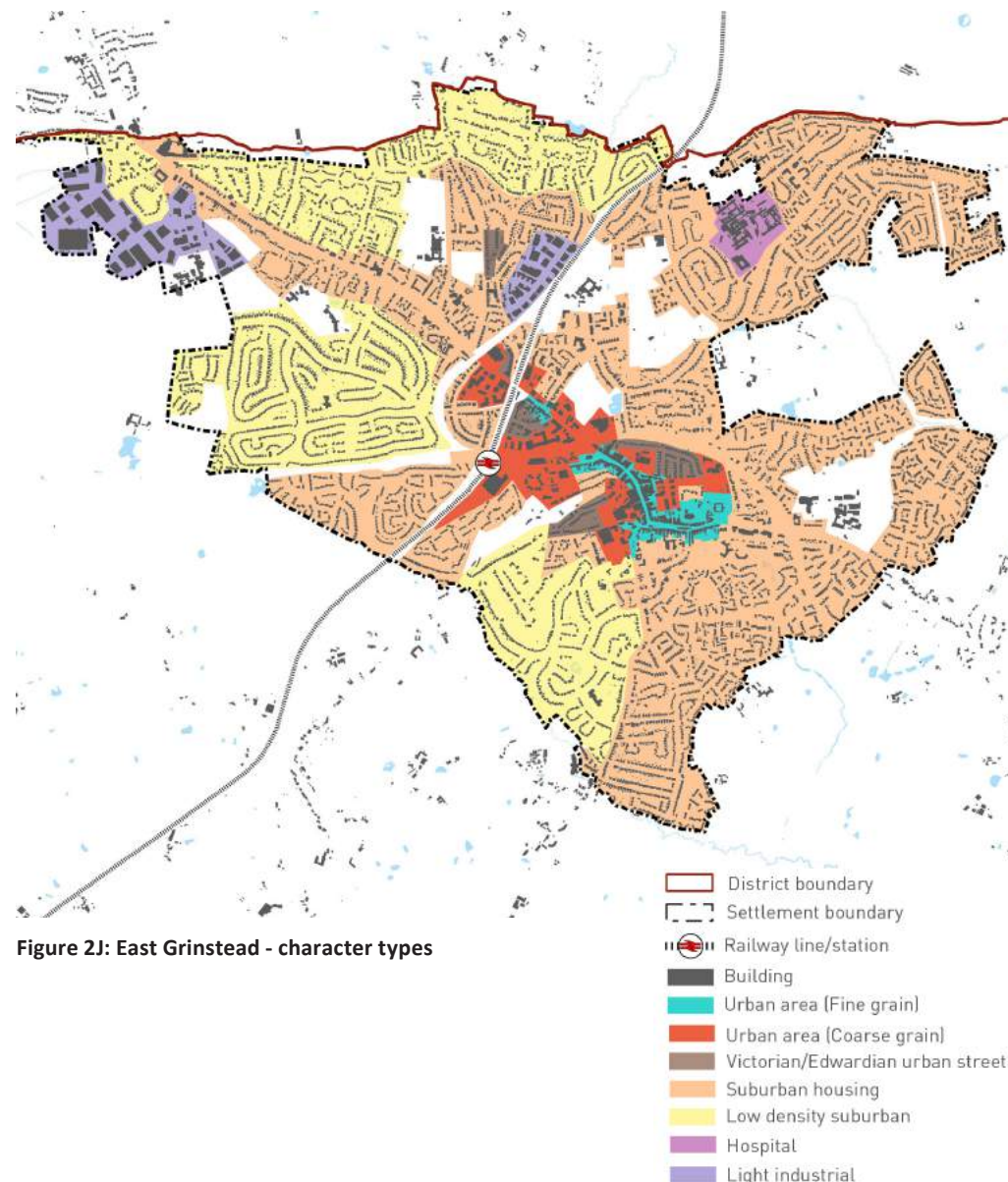


Figure 2J: East Grinstead - character types

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.

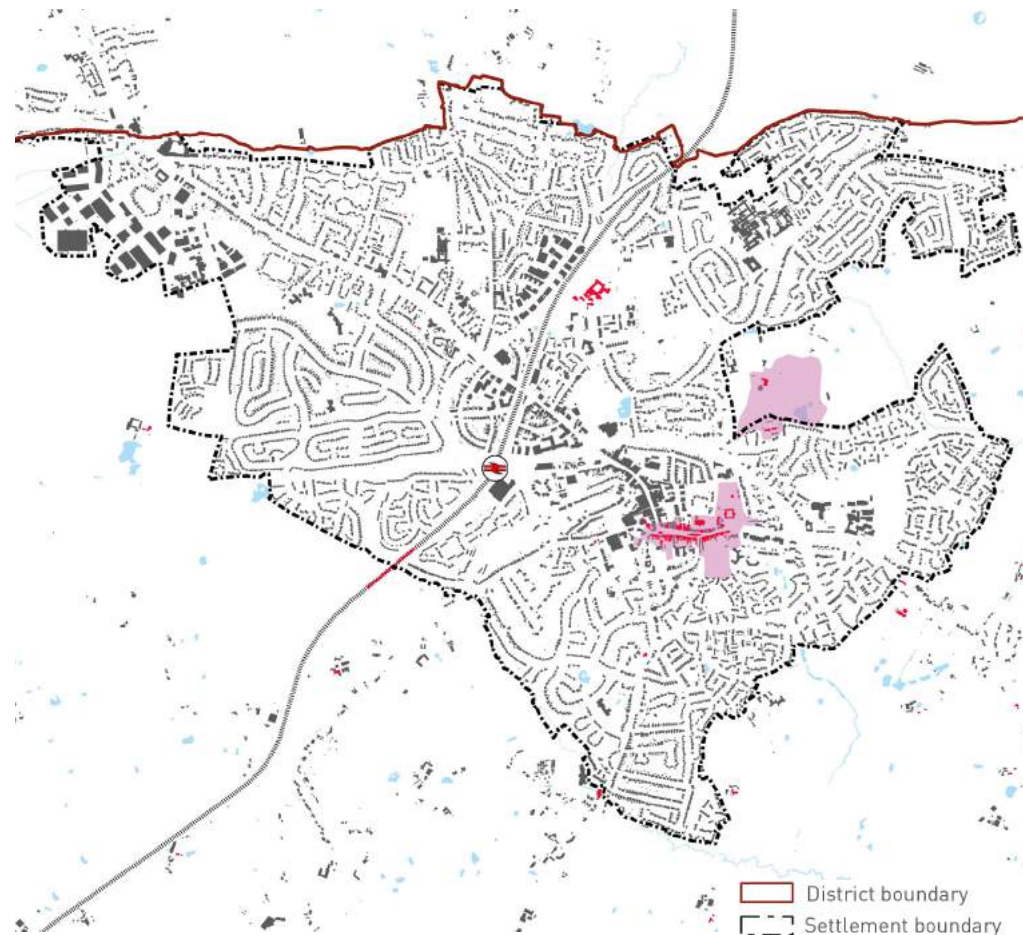


Figure 2K: East Grinstead - heritage

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. 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.

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
Wider setting	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	
Settlement structure	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	
Landscape character/ natural features/ topography	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	
Streets and public spaces	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	
Built character	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
DG1: Character Study	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?	
DG2: Site Appraisal	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.

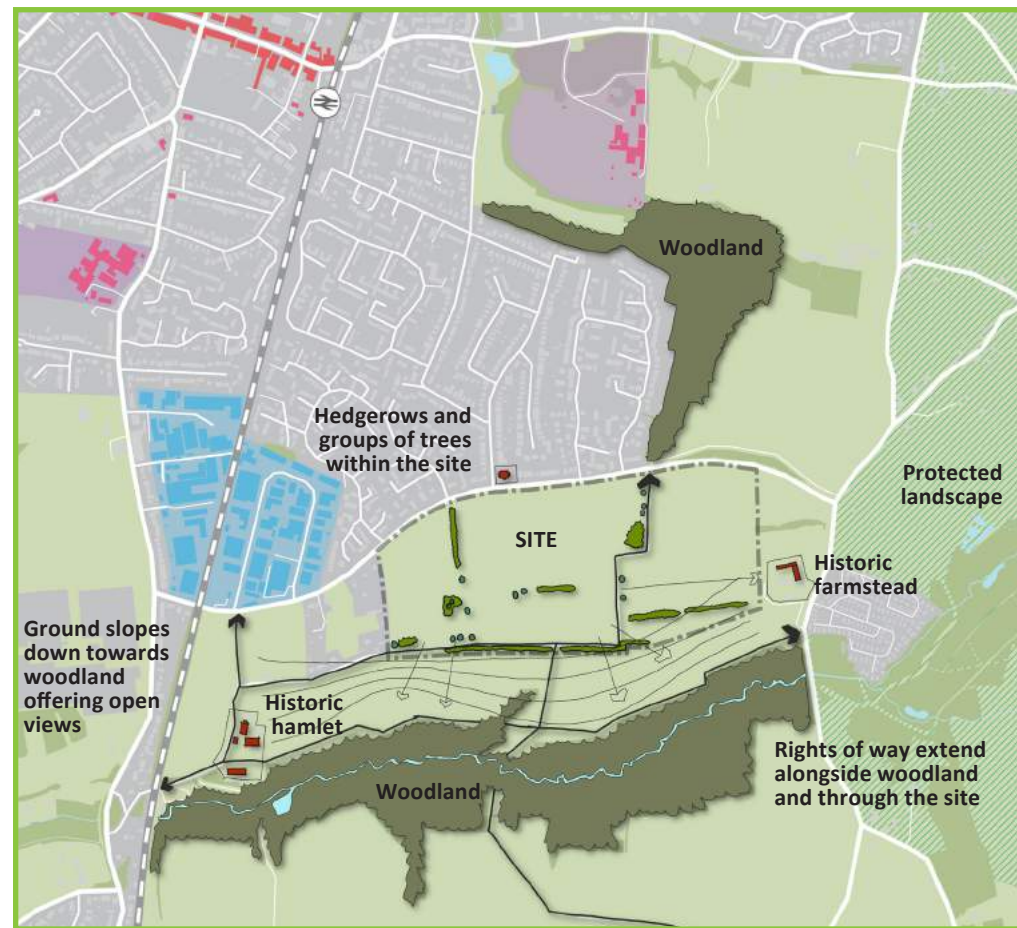


Figure 3A: INDICATIVE SITE CONCEPT PLAN 1 - Identifying natural features and resources

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).

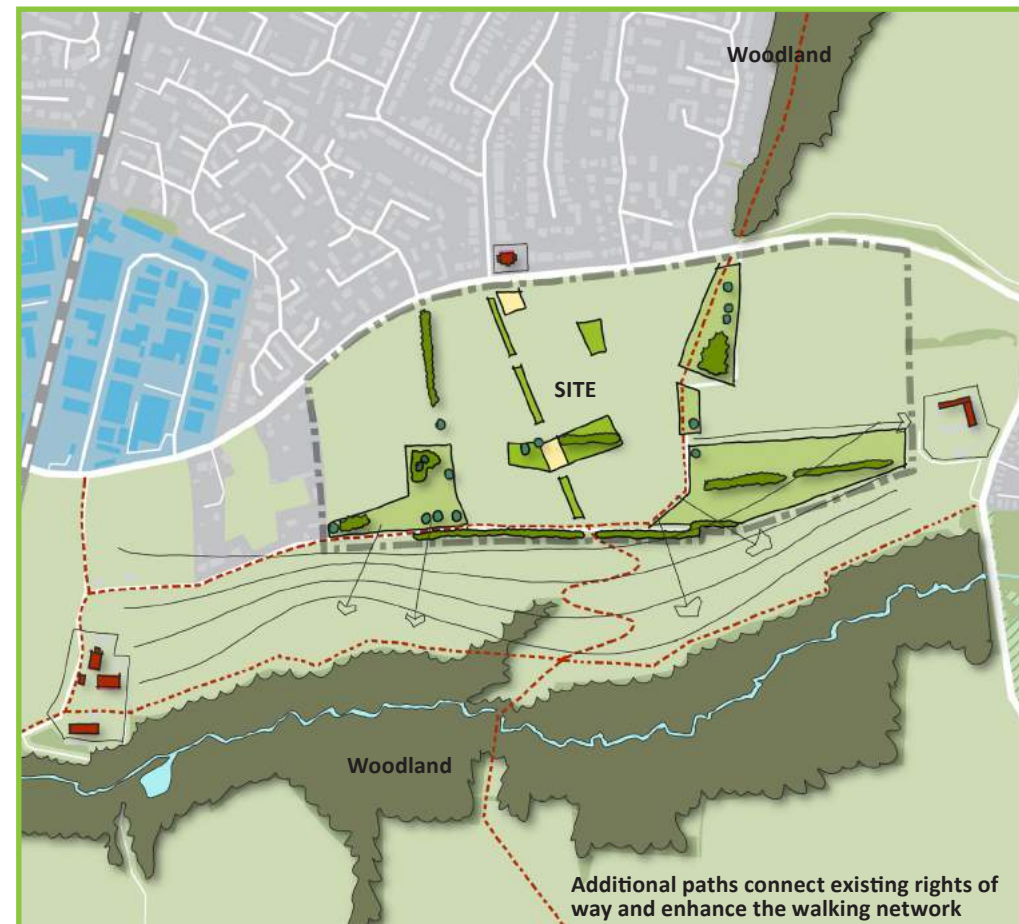


Figure 3B: INDICATIVE SITE CONCEPT PLAN 2 - Establishing a landscape strategy
A network of connected open spaces is proposed through the site. These are strategically located to:

- 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



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



SuDs feature at Maltings Park, Burgess Hill



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.

3 Establishing the Structure Topography and Views



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.

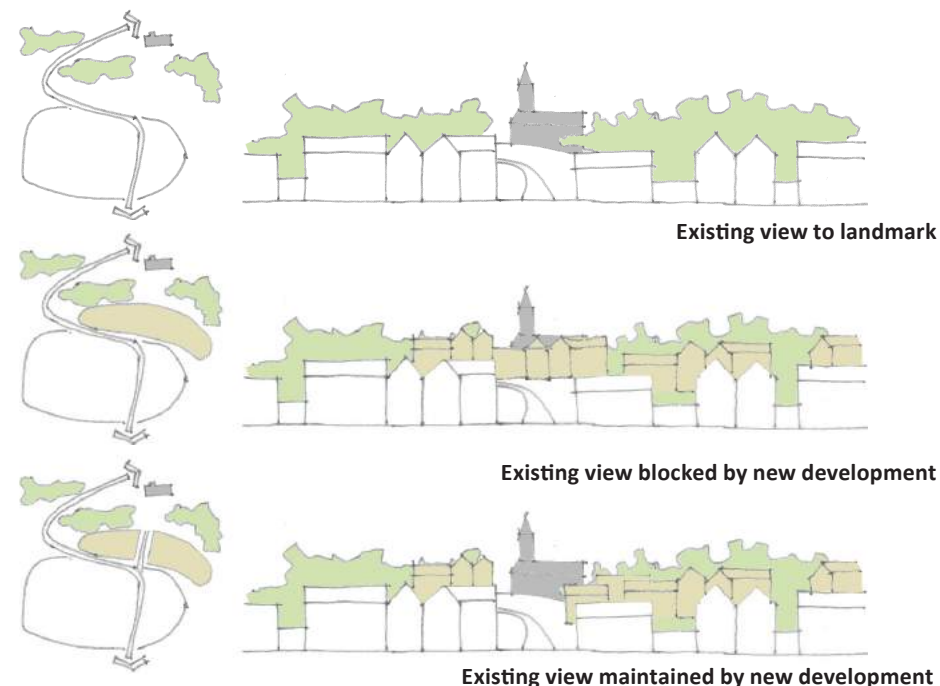


Figure 3C: Landmarks and views

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.

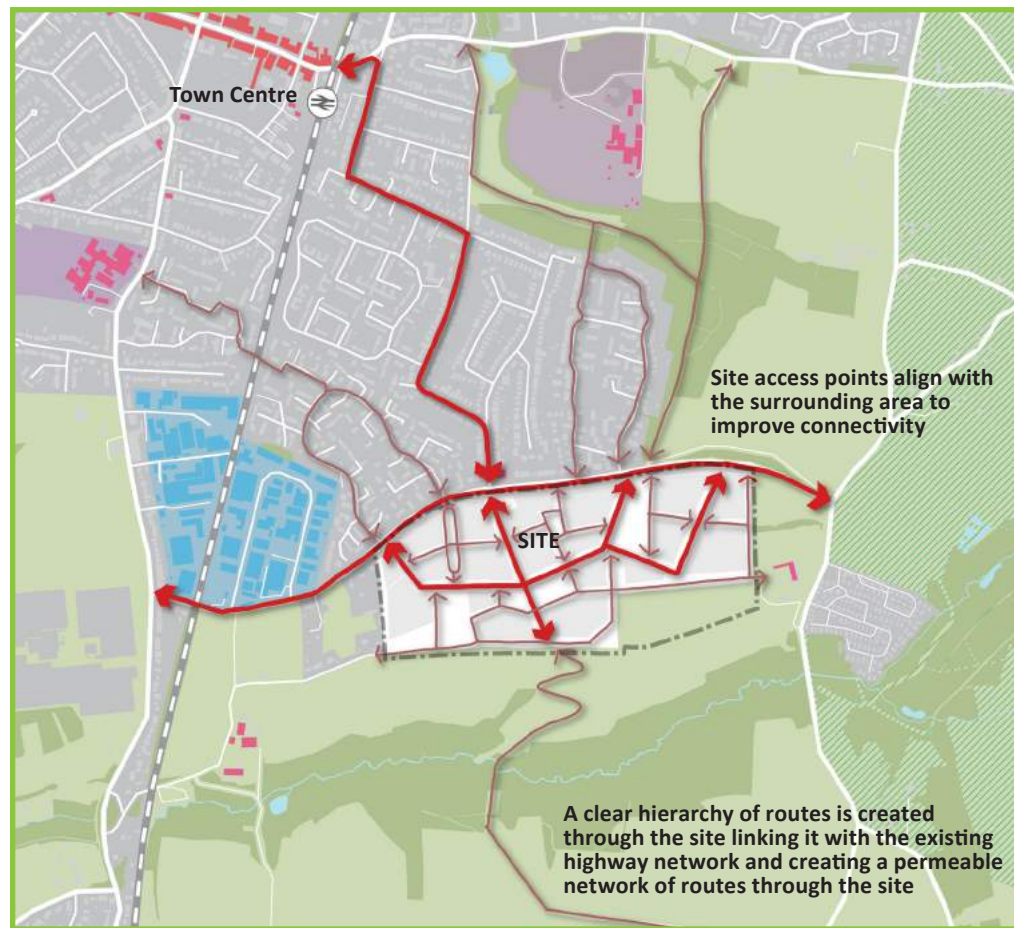


Figure 3D: INDICATIVE SITE CONCEPT PLAN 3 - Establishing a clear movement network

3 Establishing the Structure Movement Network

Security Committee for Housing, Planning and Economic Growth - 29 July 2020



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.

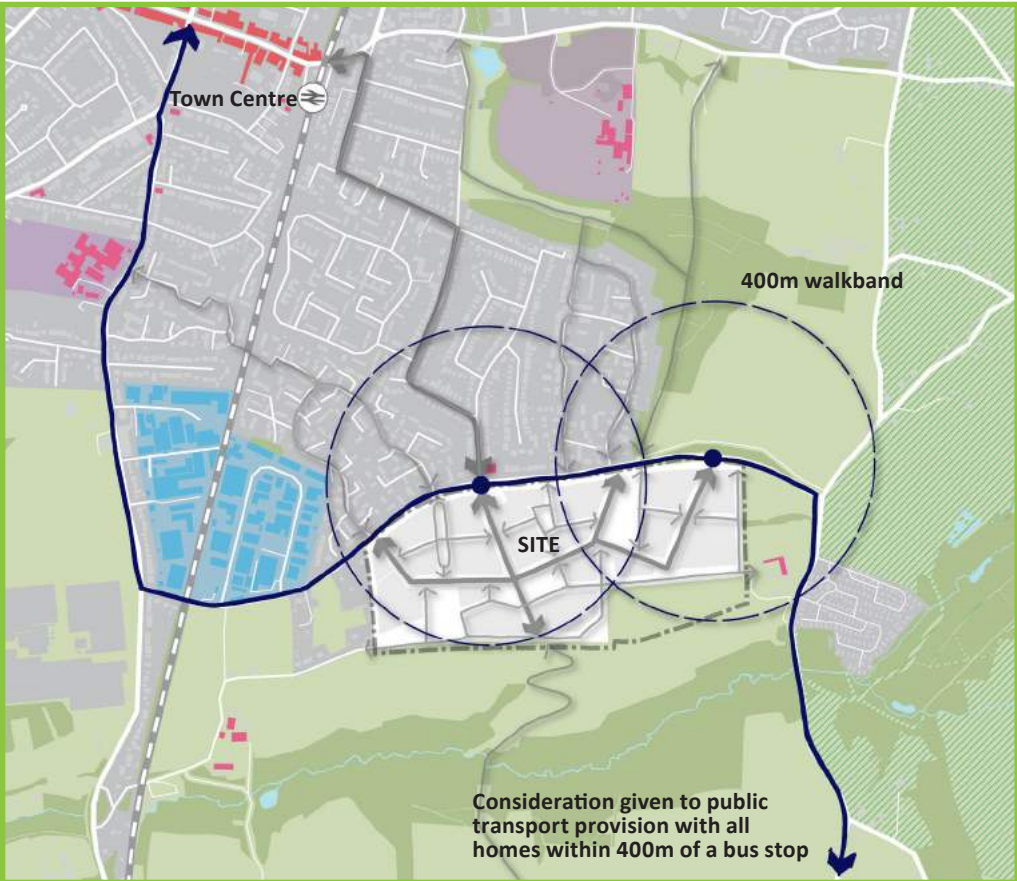


Figure 3E: INDICATIVE SITE CONCEPT PLAN 4 - Accommodating public transport within the proposal

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



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



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.

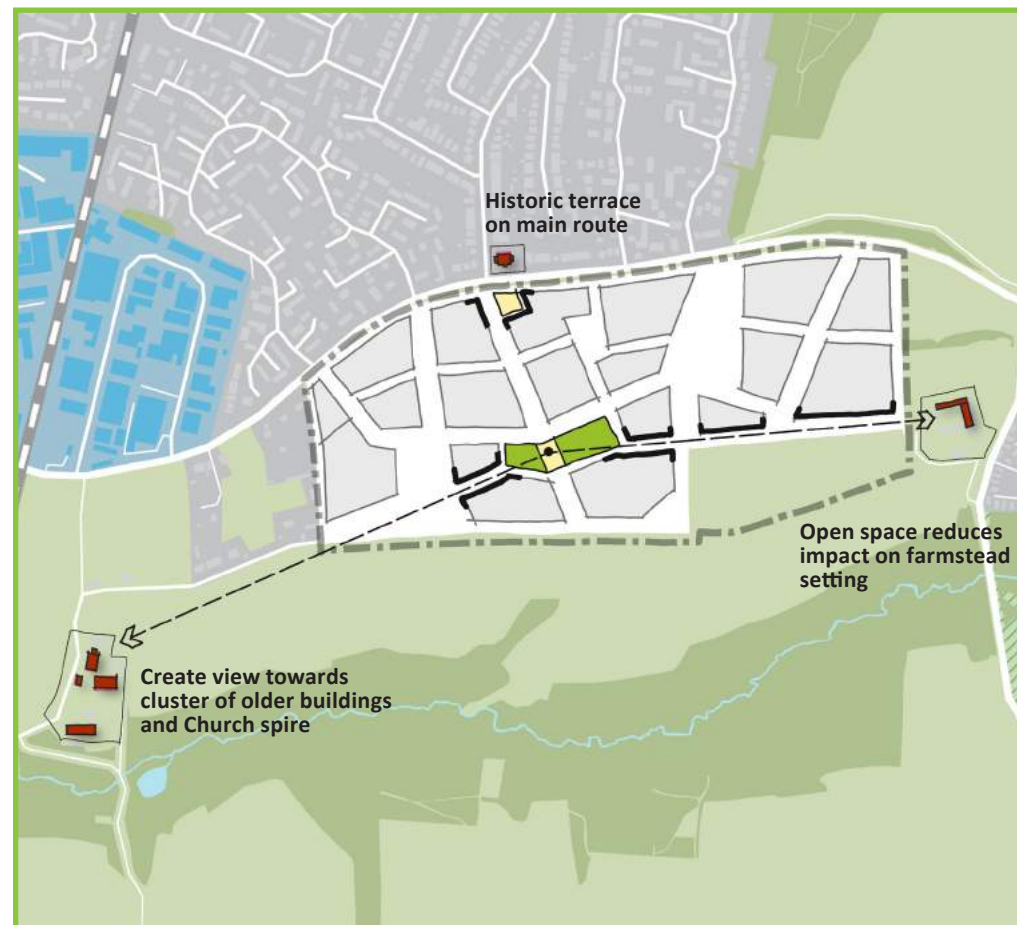


Figure 3H: INDICATIVE SITE CONCEPT PLAN 6 - Scheme responding to existing townscape and heritage

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.

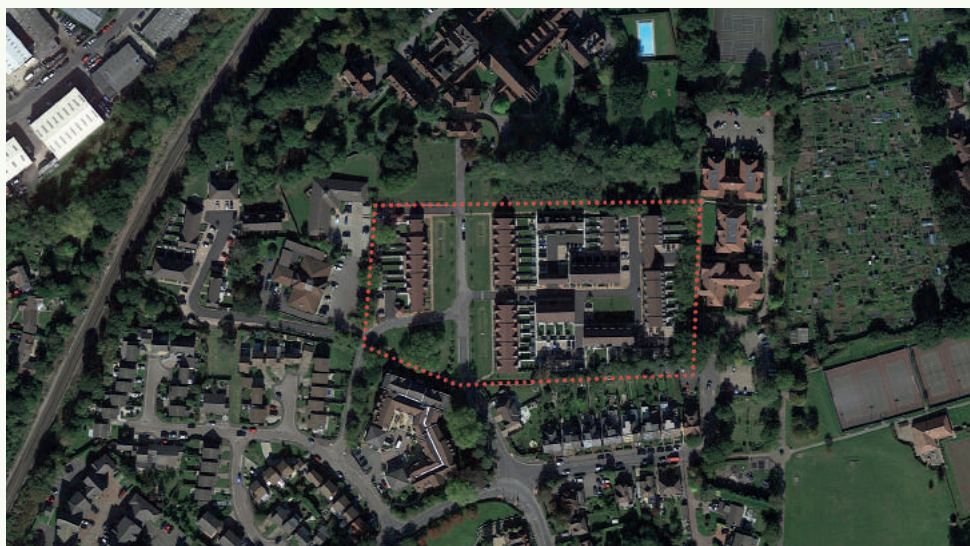


IMAGE DRAFT



IMAGE DRAFT

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
DG3 and 4: Natural Resources	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?	
DG5: Water Features and SuDs	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?	
DG6: Ecology and Biodiversity	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?	
DG7: Topography and Strategic Views	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?	
DG8: Connect with the Existing	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?	
DG9: Reduce the Reliance on the Car	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?	
DG10: Anticipate Future Development	Is the design future proofed by providing streets that later phases of development can connect into at the edge?	
DG11: Heritage Assets and the Historic Landscape	Does the design respond to, celebrate, enhance and preserve any heritage assets and historic landscapes within the proposals?	

4

Site Layout, Streets and Spaces



IMAGE DRAFT



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 4D: 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

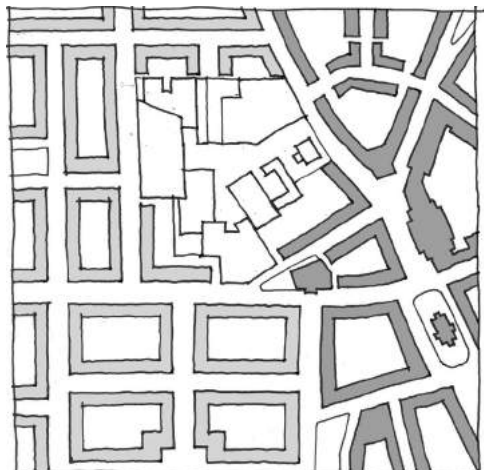


Figure 4E: Regular gridded street pattern (west) and historic pattern (east)

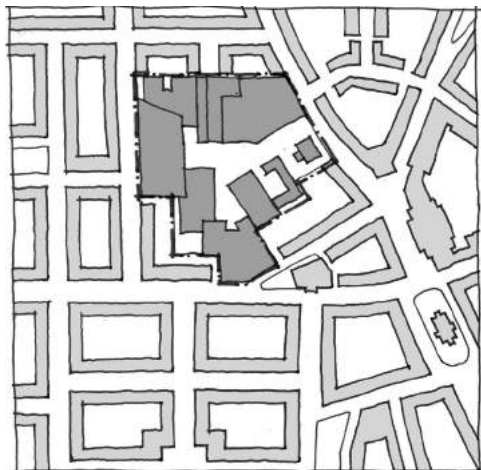


Figure 4F: Development site of former industrial buildings identified for change

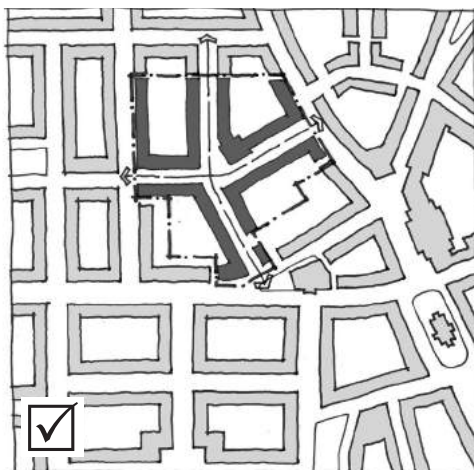


Figure 4G: Development proposes a connected network of streets with blocks contributing to the existing pattern

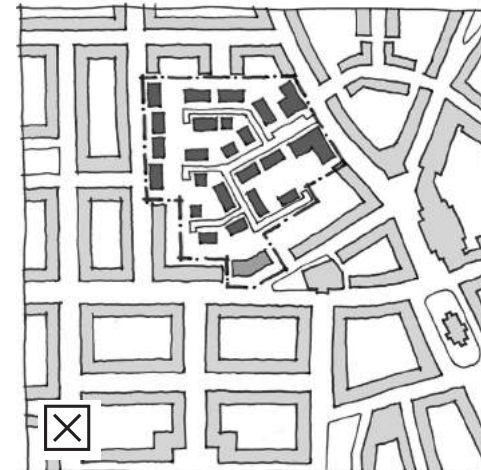


Figure 4H: Development proposal is internalised with new buildings accessed via cul-de sac streets

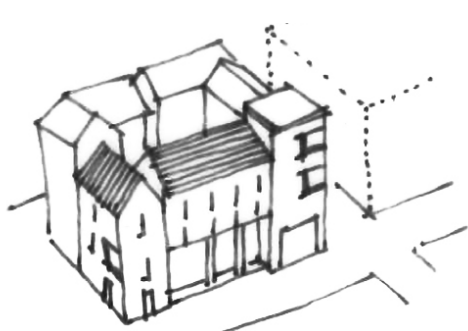


Figure 4I: Higher density, urban blocks are suitable in more urban locations

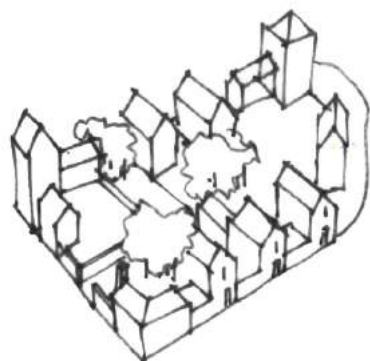
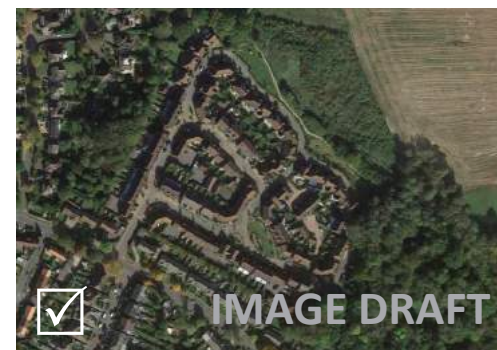


Figure 4J: Lower density, blocks are more suitable in rural locations



Properties expose their rear boundaries to the street providing no animation or overlooking of the streetspace



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

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.

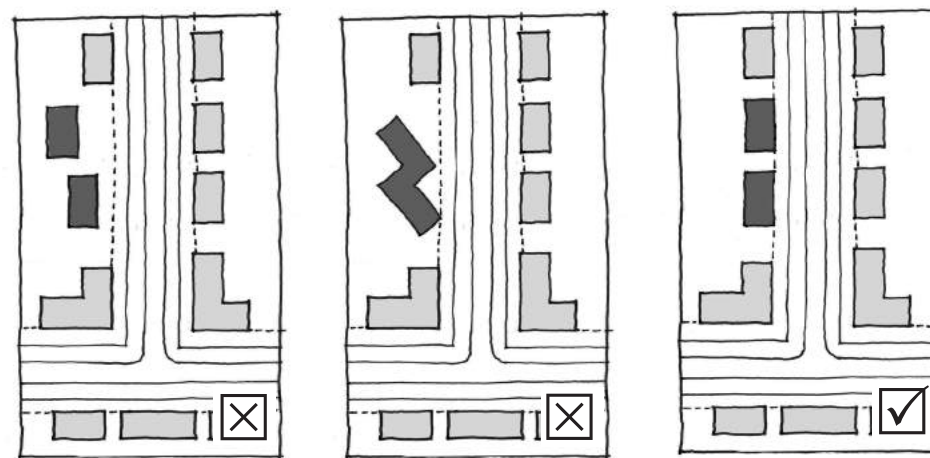


Figure 4K: New buildings in a street should follow the established building line

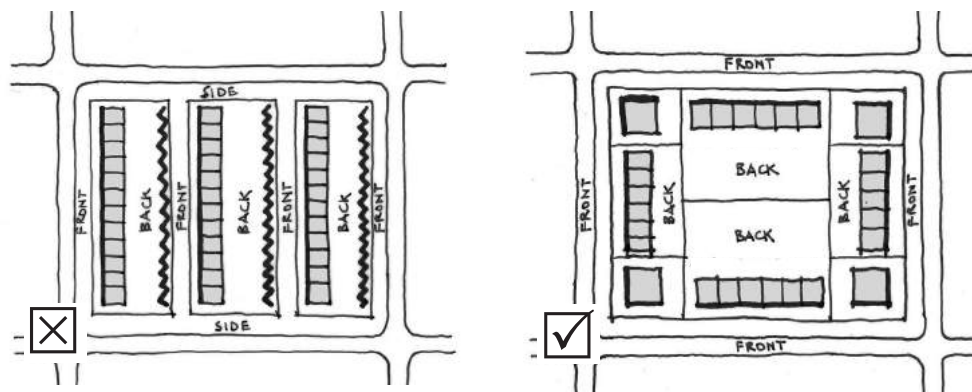


Figure 4L: Streets should not mix fronts and backs

Figure 4M: 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

4.4 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).

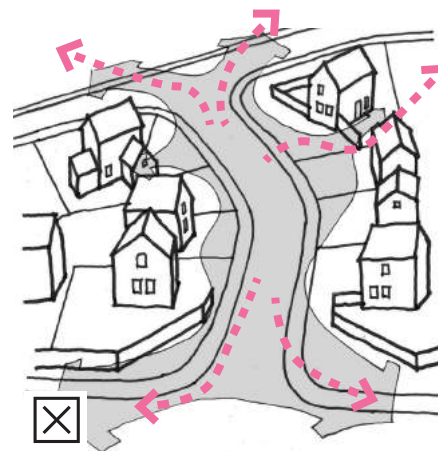


Figure 4N: Road dominated: lack of enclosure

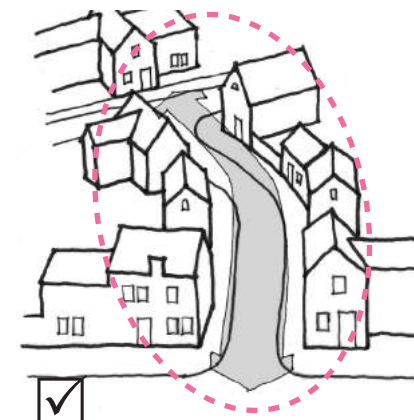


Figure 4O: Place focused: enclosure provided by buildings creates a better street environment



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



Exposed blank flanks to buildings fail to address the street

4 Site Layout, Streets and Spaces Legibility and Image



Distinctive corner buildings enhance legibility at Bolnore, Haywards Heath

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.

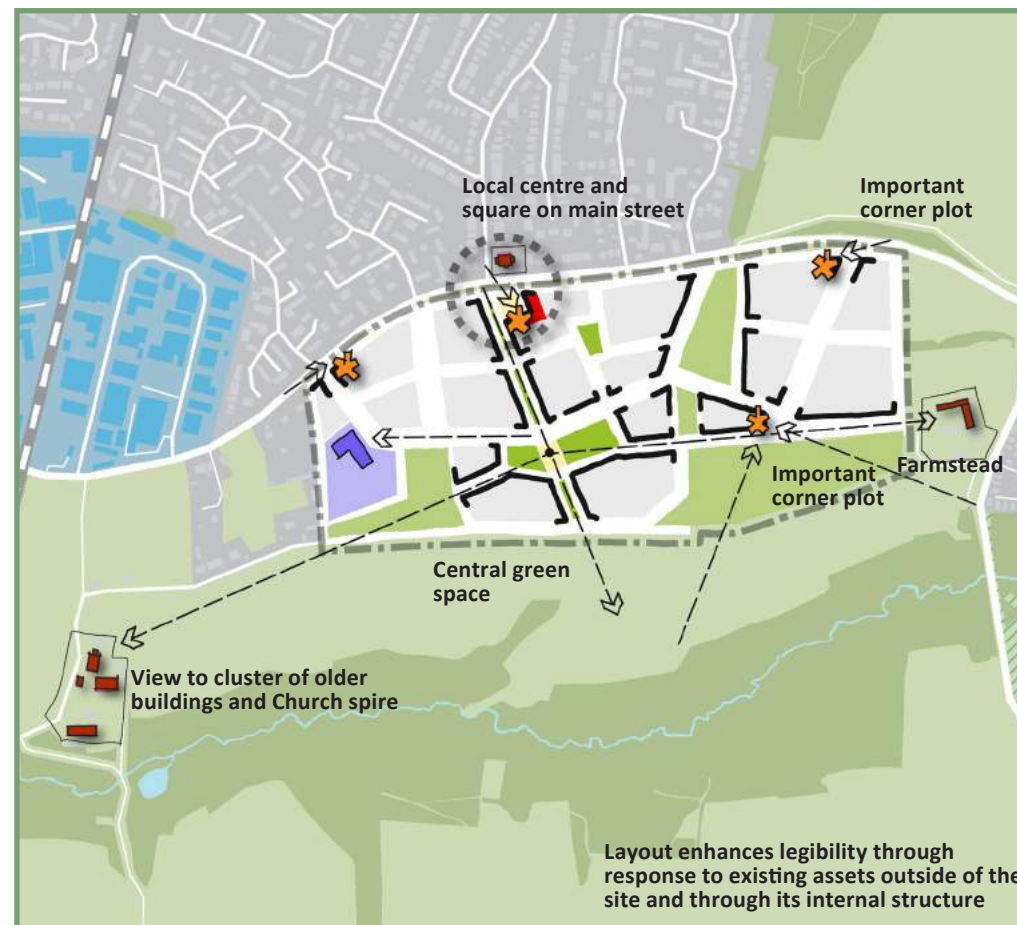


Figure 4P: INDICATIVE SITE CONCEPT PLAN 8 - Enhancing legibility

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 edge at Wychwood, Crawley Down



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.

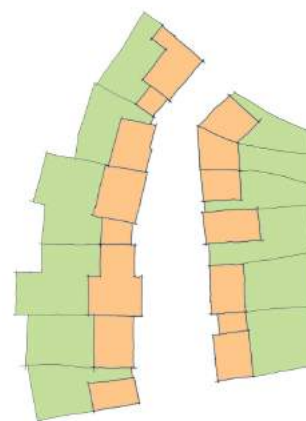
(* Refer to West Sussex Cycling Design Guide)



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 4A: Design streets as social spaces

4 Site Layout, Streets and Spaces

Pedestrian Friendly Streets

IMAGE DRAFT



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

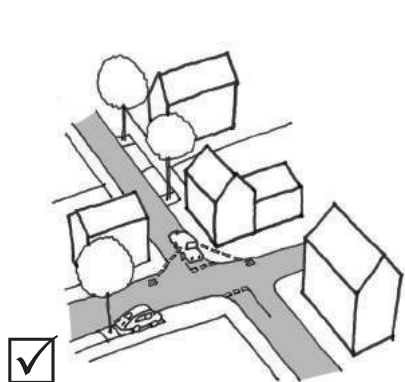


Figure 4B: Frequent changes in directions and tight corners with narrow sight lines to control speed

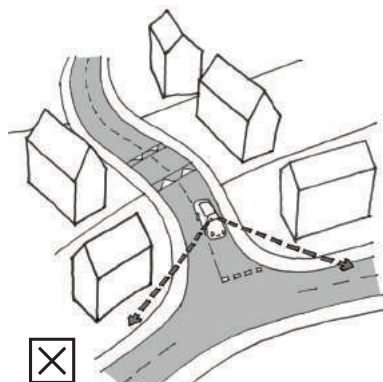


Figure 4C: 'Fast' road with gentle bends and wide sight lines controlled by speed bumps gives mixed messages and can encourage speed



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



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.

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.

On-street (right-angle and parallel parking) and front threshold parking will need to 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.

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.

4 Site Layout, Streets and Spaces Parking



On street parking broken up with street trees at Bolnore, Haywards Heath



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



Large car parking courts may impact on security of the surrounding properties



The use of gates rather than garage doors can be beneficial in ensuring the space is used for parking cars and not storage



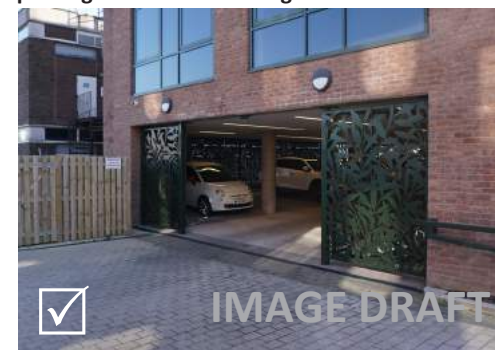
Parking square broken up by mature planting which 'softens' the appearance of parked cars



Access to rear parking court is discretely located and means that less car parking is located on the street



Parking court and garages are exposed to the street



Entrance to parking area under apartment block in Haywards Heath is made discrete by attractive metalwork panels



Parking in front of properties reduces street enclosure and here lack of planting creates a somewhat bleak streetscape



Flats over garages (FOGs) provide natural surveillance to the rear parking court



Integrated garages at ground floor level reduce natural surveillance of the street space



Access to undercroft car parking is discretely located on the street however the setting back of the gate presents a security risk

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 4Q: 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)

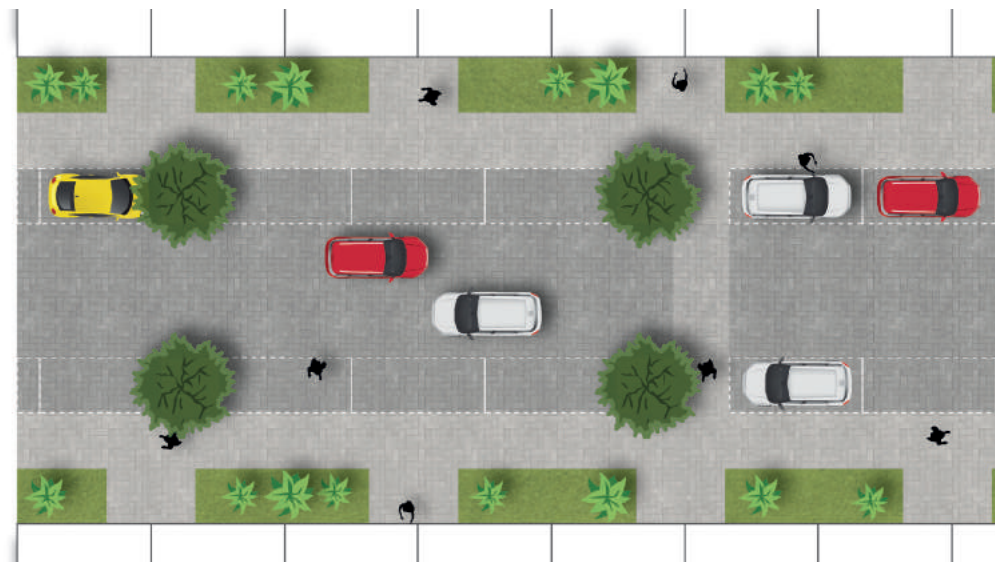


Figure 4R: A good formal arrangement for a primary street that incorporates parallel parking with regular tree planting within kerb build outs reducing its impact on the street space (Plan)



Keymer Tiles, Burgess Hill - on some streets the carriageway is too narrow to accommodate car parking and residents park across the footway



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



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

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



If refuse facilities are not considered at an early design stage then bins often dominate the streets



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

4 Site Layout, Streets and Spaces Plan for Cyclists

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.

REFERENCES
Development Infrastructure and Contributions SPD
West Sussex Cycling Design Guide

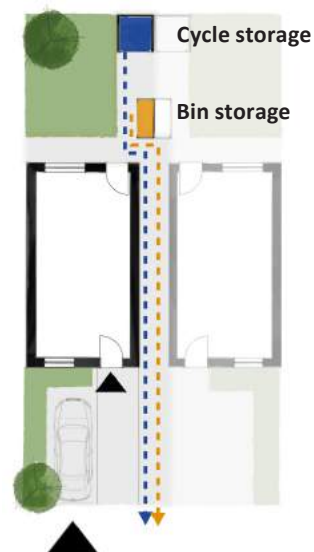


Figure 4S: Accommodating refuse and cycle storage in rear garden for semi-detached house

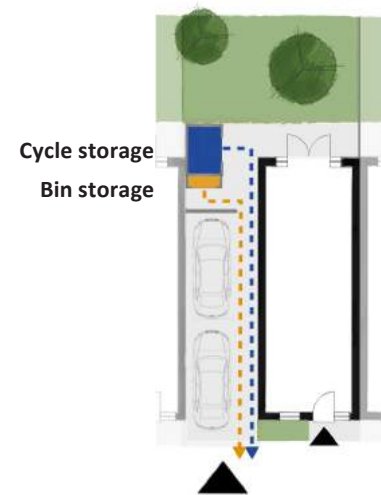


Figure 4T: Accommodating refuse and cycle storage to rear of car port

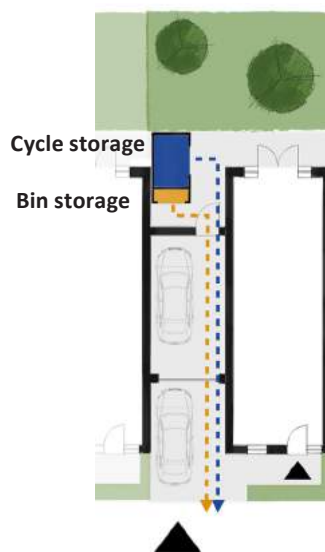


Figure 4U: Accommodating refuse and cycle storage to rear of garage

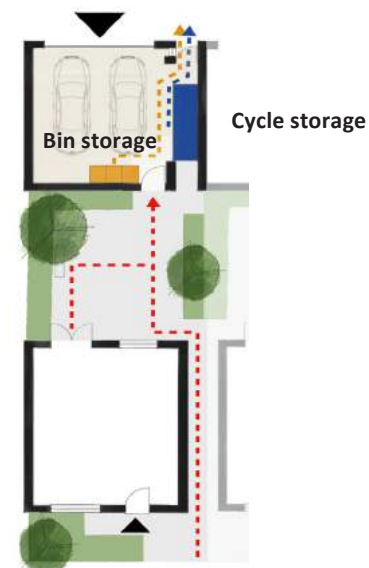


Figure 4V: Accommodating refuse and cycle storage in garage accessed from rear shared court

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



Figure 4W: Informal space and buildings



Figure 4X: 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



Central open space, Imberhorne Lane, East Grinstead

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 colurna* (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 lavallei*;
- *Crataegus* species (hawthorn);
- *Ligustrum lucidum*;
- *Malus* 'Evereste' (crab apple); and
- *Sorbus aucuparia* (rowan).

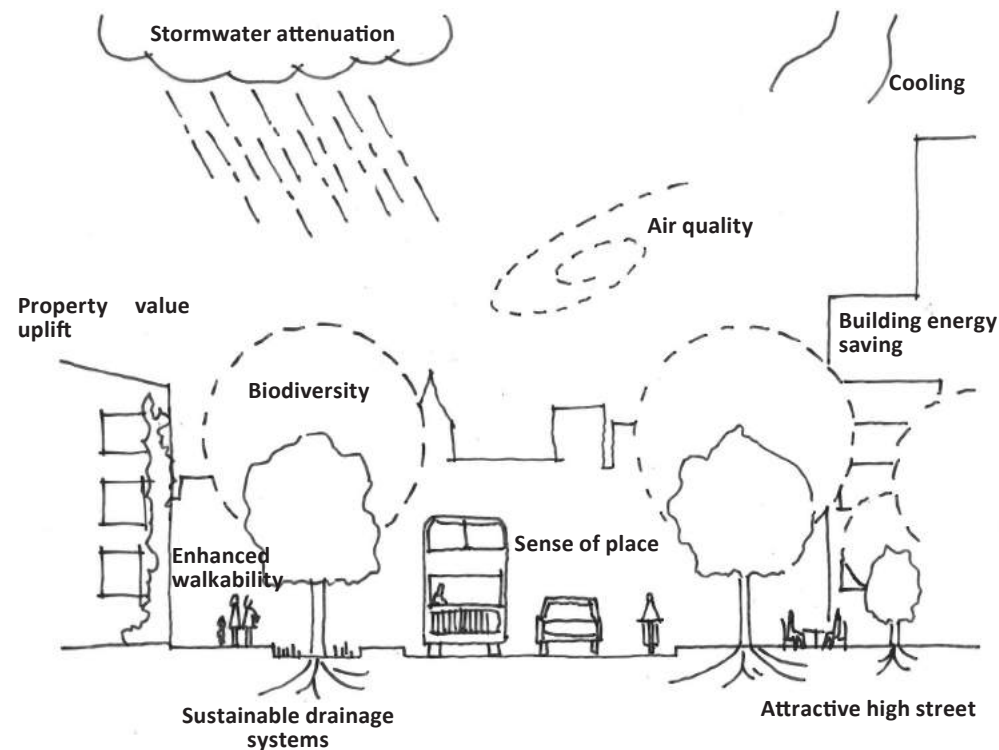


Figure 4Y: The benefits of tree planting and soft landscaping

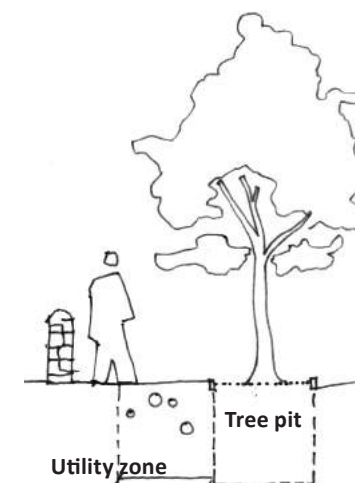


Figure 4Z: Professionally designed tree pits should be used to provide the necessary soil volume required to successfully establish the tree. Tree pit design needs to consider any adjacent service runs and particular care is needed for trees in hard surfaces

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.



High quality public realm recently delivered in Aylesbury town centre and incorporating public art as part of the streetscene

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
DG12: Connected Street Network	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?	
DG13: Frontage	Does the design provide enclosure of street space and continuous frontages with corners of blocks appropriately emphasised?	
DG14: Enclosure	Does the proposal provide an appropriate sense of enclosure appropriate to the street hierarchy and achieve a human scale?	
DG15: Legibility, and Street Hierarchy	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?	
DG16: The Development Edge	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.	
DG17: Pedestrian Friendly Streets	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?	
DG18 - 20: Car Parking	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)	
DG21-23: Refuse, Storage and Utilities	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
DG24: Plan for Cyclists	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?	
DG25: Open Space	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?	
DG26: Play Space	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)?	
DG27 - 28: Trees and Soft Landscape	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?	
DG29: Public Realm	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?	
DG30: Inclusive Design	Has the applicant demonstrated that the principles of inclusive design have been considered and incorporated within the design from the outset?	

5 Site Optimisation and Mixed-Use Layouts



IMAGE DRAFT



5 Site Optimisation and Mixed Use Increased Density



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.



5 Site Optimisation and Mixed Use Increased Density

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.

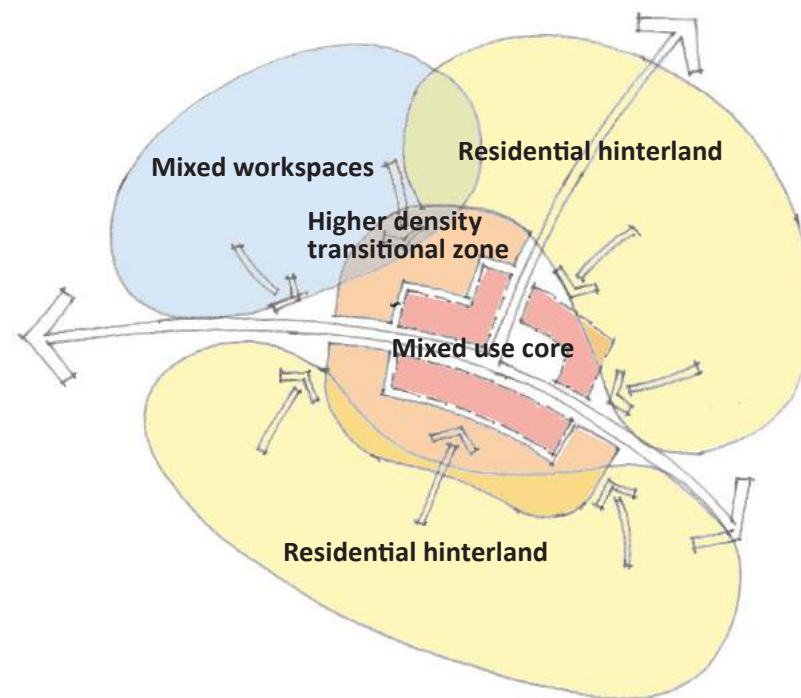


Figure 5A: Promote higher density development in more sustainable locations

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



A poor residential conversion of an office building in East Grinstead. The fascia boarding above the second floor windows undermines the vertical articulation

5 Site Optimisation and Mixed Use Intensification in Town Centres

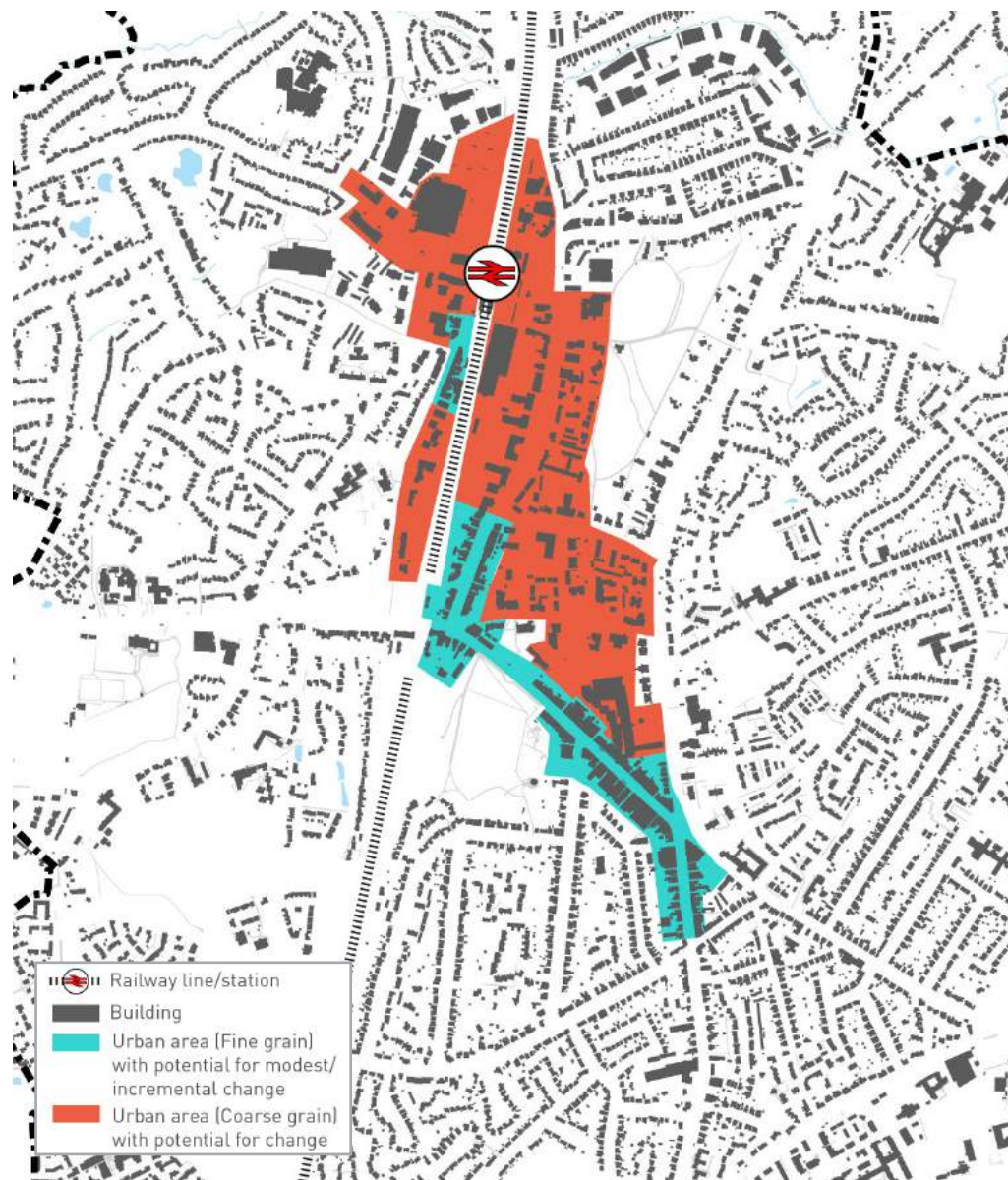


Figure 5B: Haywards Heath - opportunities



Figure 5C: Burgess Hill - opportunities



Figure 5D: East Grinstead - opportunities

5 Site Optimisation and Mixed Use Best Practice Case Study

Case Study Three: Town Centre Intensification - Walthamstow High Street

Delivering compact higher density development

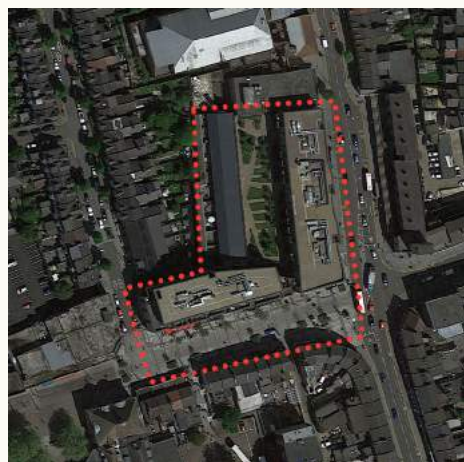
Overview

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

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 townscape 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

Security Committee for Housing, Planning and Economic Growth - 29 July 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.

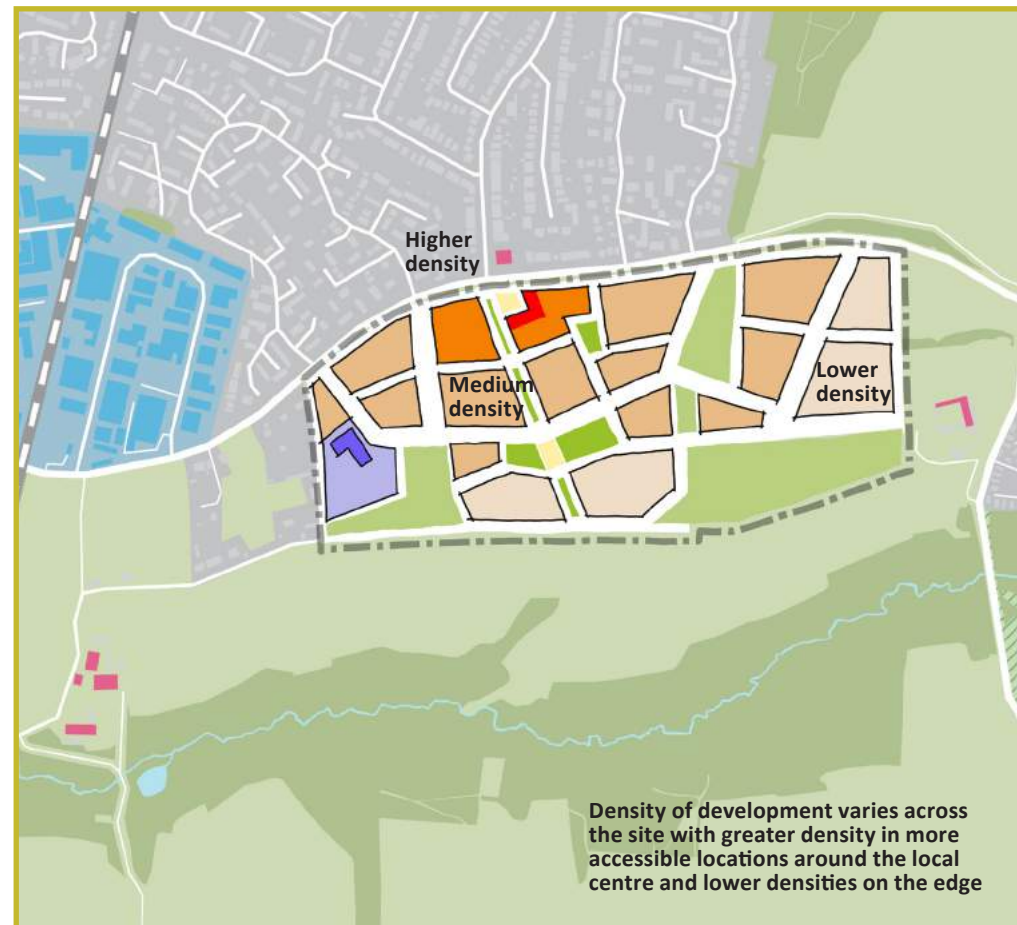


Figure 5E: INDICATIVE SITE CONCEPT PLAN 9 Increasing density in relation to accessibility

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

5.4 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.



A public square enclosed by buildings with shops and facilities at ground floor provides an attractive and distinctive hub at Bolnore, Haywards Heath



Foodstore presents a blank facade onto Perrymount Road in Haywards Heath

5 Site Optimisation and Mixed Use

Mix of Uses

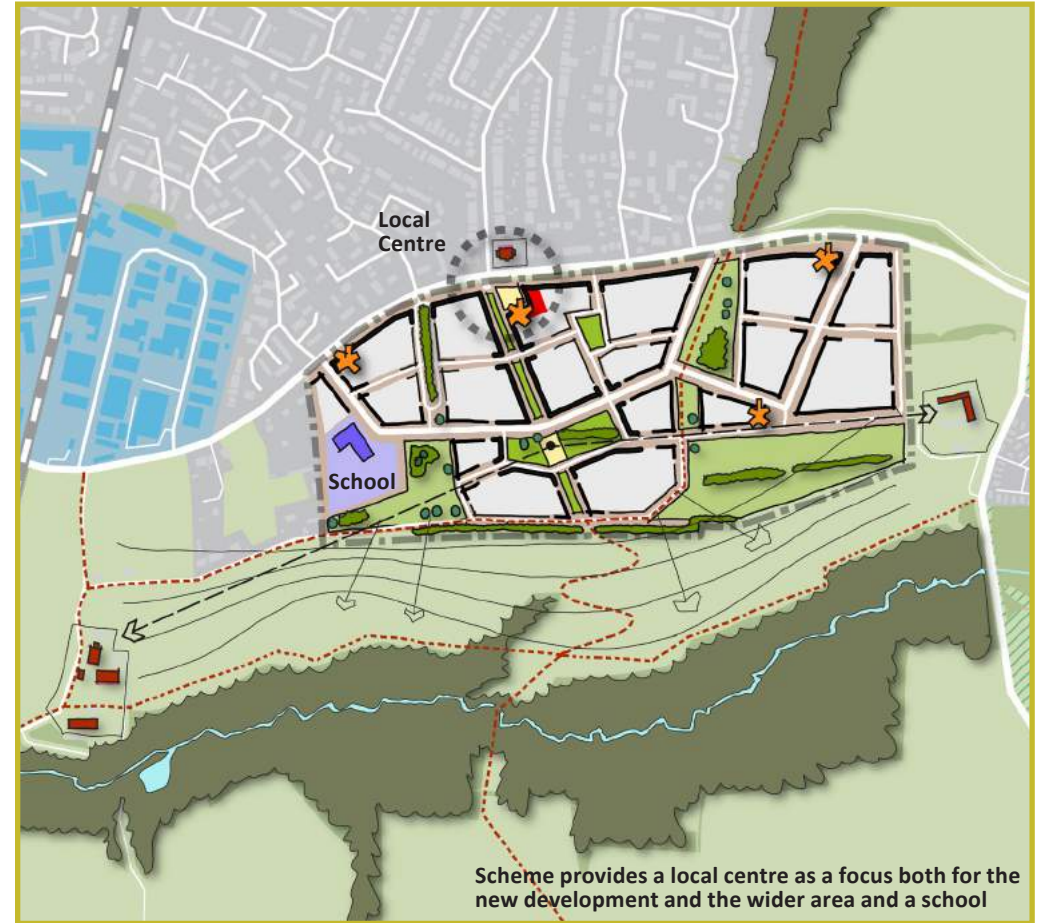


Figure 5F: INDICATIVE SITE CONCEPT PLAN 10 - Provide a mix of uses

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

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
DG31-32: Increased Density	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?	
DG33: Tall Buildings	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?	
DG34: Increased density in Urban Extensions	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?	
DG35: Mix of Uses	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?	
DG36: Mixed Community	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



IMAGE DRAFT



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



Photovoltaic panels incorporated into roof design to minimise impact



Photovoltaic panels are intrusive to the street scene

- 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 6A: Applicants should assess the prevailing scale, form and massing of successful development within the locality to inform their proposals

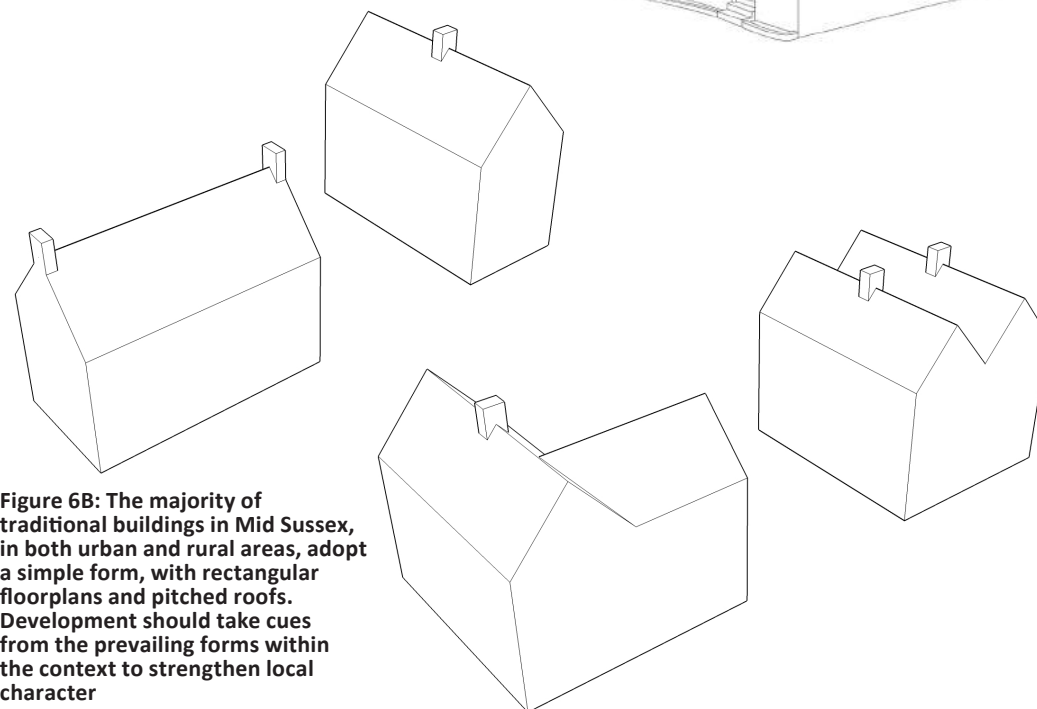


Figure 6B: The majority of traditional buildings in Mid Sussex, in both urban and rural areas, adopt a simple form, with rectangular floorplans and pitched roofs. Development should take cues from the prevailing forms within the context to strengthen local character

6 High Quality Building Design Architectural Integrity

Responding to Context



Contemporary design examples that respond appropriately to rural (left and centre) and urban contexts (right)



Contemporary re-interpretation of a traditional terrace in East Grinstead. Repetition achieves order and rhythm as well as architectural interest



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



Applying different facing materials on the same standard building types fails to achieve a sense of variety and undermines the opportunity to achieve some architectural integrity and underlying order / form / rhythm

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.



Incorporating projecting bay windows can articulate and add interest to elevations



Top hung windows pretending to be sash windows are not acceptable



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



Poorly integrated porch and ground floor window projection which appear as 'bolt on' features



Window openings are too small



Too many different types of windows can result in an untidy and poorly coordinated façade

6 High Quality Building Design Architectural Integrity



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

Balcony Design

6.3.5 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.

6.3.6 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.

6.3.7 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 façade



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

6 High Quality Building Design Architectural Integrity

Roof Design

6.3.8 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.

6.3.9 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.

6.3.10 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



Gable fronted roofs work more successfully for narrow fronted properties



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



Roof articulation adds interest on the main frontage overlooking park



Crown topped roofs should be avoided particularly where they are visible



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

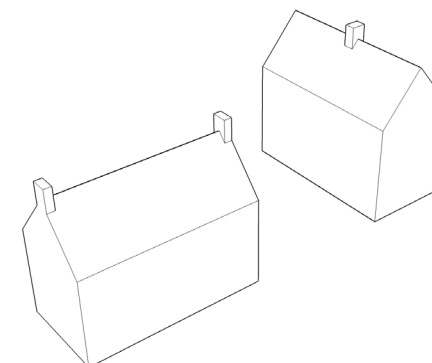


Figure 6D: Simple pitched roof (model)

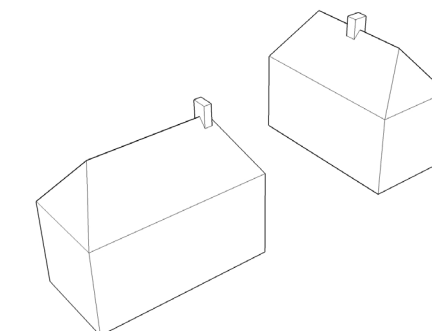


Figure 6E: Hipped roofs (model)

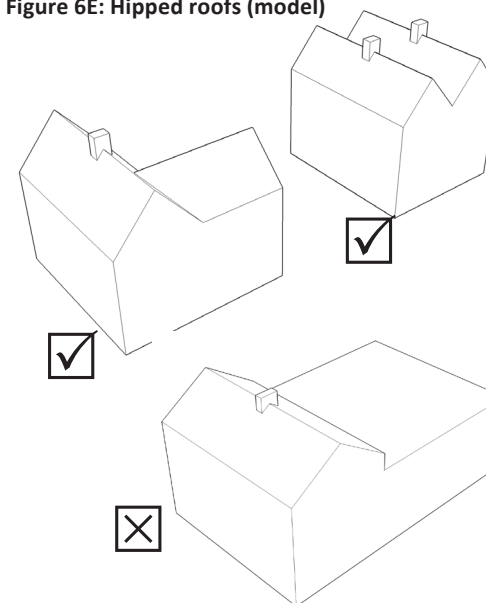


Figure 6F: Breaking down larger floorplan buildings into a number of simple roof profiles (model)

6 High Quality Building Design Architectural Integrity

Chimneys

6.3.11 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.

6.3.12 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.

6.3.13 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.



Chimney is integrated into the dwelling design at Imberhorne Lane, East Grinstead



Contemporary chimneys designed to provide ventilation but also articulate the roofline



Contemporary chimney designed to provide ventilation but also articulate the roofline

Dormer Windows and Rooflights

6.3.14 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.

6.3.15 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.

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

6.3.17 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. Avoid dormers that are out of proportion with the facade



Town houses on Station Road, Burgess Hill incorporating contemporary dormers as an integral part of the design



Dormer windows are too big resulting in a top-heavy appearance, and with the squeezed-in skylights present a cluttered roof

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.



Turners Hill Road, Crawley Down - attention is given to the detailing and materials in the building facade



Render facades at Quarry Rise, East Grinstead are not aging well



Secondary materials (tiles) poorly integrated on the facade

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.

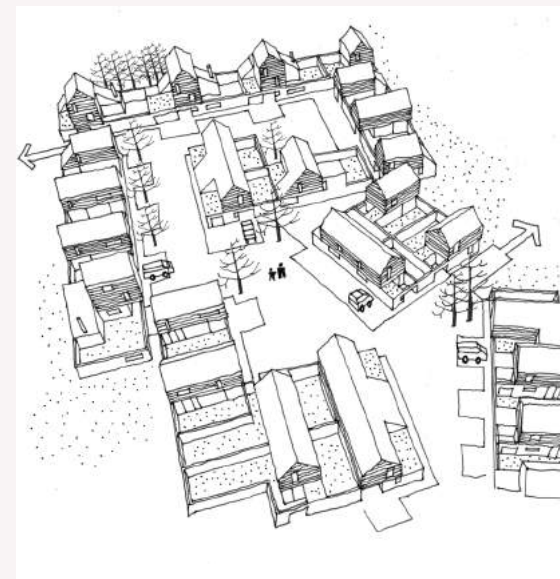
The detailing of the landscape and building facades creates a distinctive and contemporary reworking of traditional building forms.

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 6G: Development should reflect the scale, grain and diversity of the existing settlement



Figure 6H: 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



Apartment block in Haywards Heath provides frontage to the street and addresses the corner

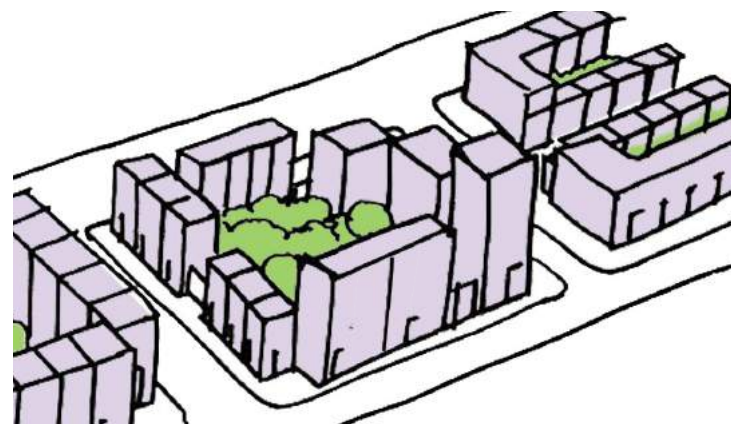


Figure 6I: Apartments should be proposed at appropriate locations within urban areas and add to the legibility of an area



A block of flats in Garland Road, East Grinstead with set back top floor and vertical articulation to reduce its scale



The block has been designed so that it evokes the repeated rhythm of a run of terraced houses



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.

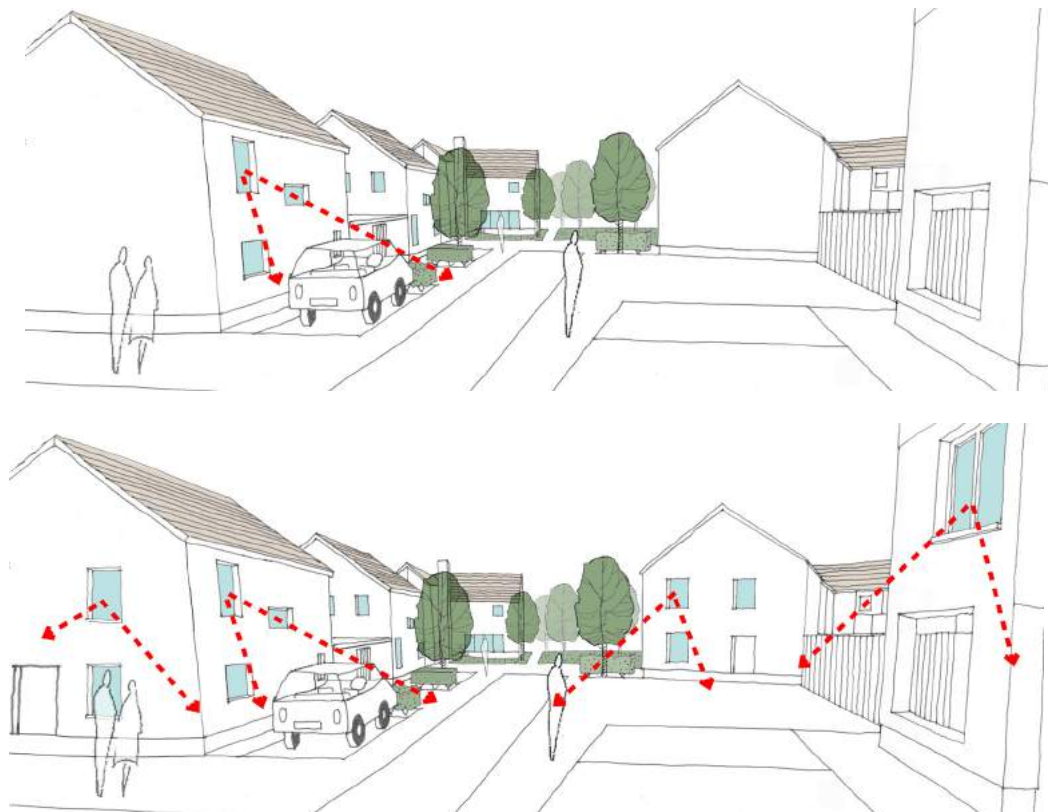


Figure 6J: Ensuring that all public areas are overlooked by adjacent buildings, to increase 'eyes on the street' will reduce the likelihood of anti-social behaviour



Homes fronting the street at Bolnore, Haywards Heath, provide natural surveillance over the street space



Manor Road, Burgess Hill - Blank gables provide no natural surveillance of the street



Some properties front onto side streets only at Folders Meadow, Burgess Hill reducing the attractiveness of the main route for pedestrians

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 6K: Gable ends which incorporate windows provide overlooking

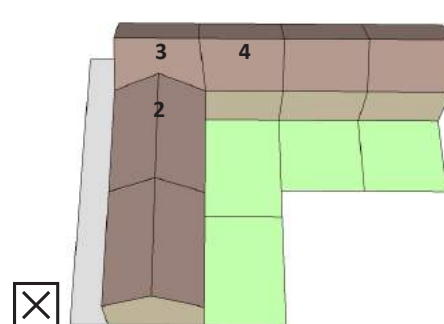


Figure 6L: Linking houses together at a corner causes problems with garden space and privacy. Here the example shows there is no garden for houses 2, 3 and 4

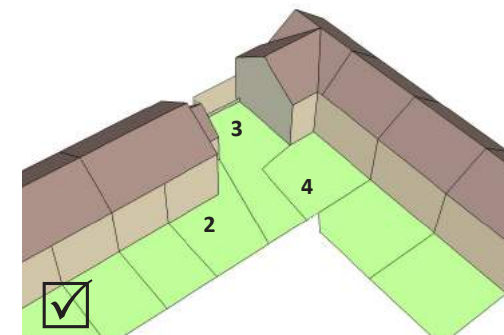


Figure 6M: By extending plot 3 to turn the corner and setting back plot 2 it provides sufficient space for a garden. By providing plot 2 with a single storey element and an adjoining brick wall, it further assists with maintaining a built frontage

6 High Quality Building Design Building Interface



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.



Public realm areas are defined by a brickwall with planing softening the interface



Lack of a defined edge to the housing plots diminishes the quality of the street environment



The use of close panel timber fencing to define the highway boundary is unacceptable

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.

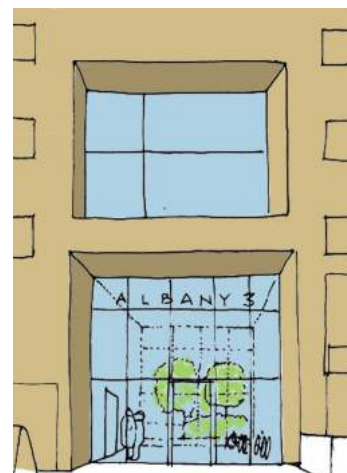


Figure 6N: Entrances to important buildings, apartments and non-residential uses should be more civic in their appearance



Figure 6O: Entrances to dwellings should have a more domestic scale to them



Building entrances should be at street level, or slightly elevated but not below street level



Elevating the entrance has divorced it from its street threshold and there appears to be no consideration for disability access



The entrances to these residential blocks are not apparent from the street

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.



Scheme respond well to topography with buildings stepping in an ordered and harmonious manner



Scheme respond well to topography with an ordered rhythm



Apartment building steps harmoniously to relate to topography



Buildings must respond appropriately to topography with the property threshold at street level

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



Meter boxes are prominent on building frontages



Little thought has been given to the positioning of rain water pipes, which is especially an issue when the eaves line is broken

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
Response to Character	Do the proposals demonstrate a response to the character of the area as identified within the Character Study in Section 2?	
Response to Constraints and Opportunities	Do the proposals demonstrate a response to the site constraints and opportunities as identified within the Site Appraisal in Section 2?	
DG37: Sustainable Buildings	Are buildings designed to minimise the use of resources and energy?	
DG38: Respond to Context	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?	
DG39: Scale and Height	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
DG40: Active Frontages	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?	
DG41: Sloping Sites	Does the development respond to a sloping site with the building stepping to follow the slope where appropriate?	
DG42: Utility Meters / External Pipes	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



IMAGE DRAFT



7 Business Parks / Employment Areas Layout



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

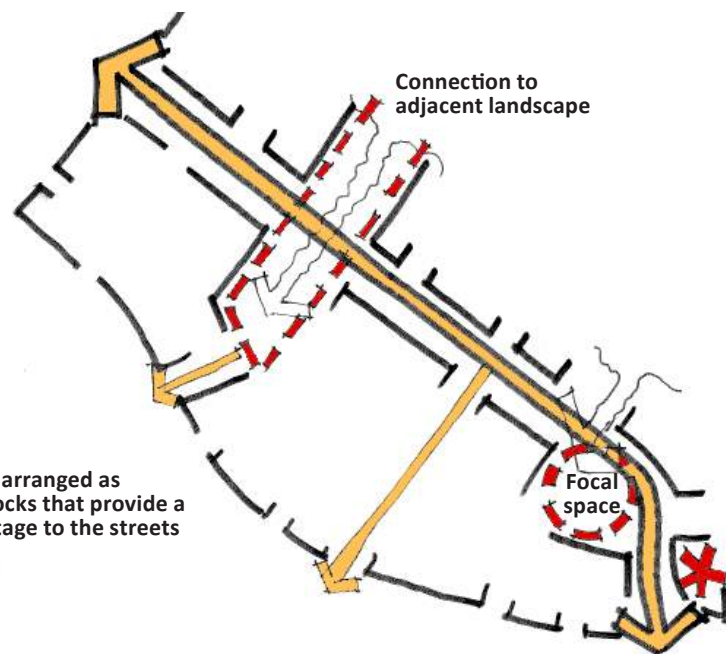


Figure 7A: Concept for employment area indicating primary route as boulevard, central space and key gateway buildings



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

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.



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
DG43: Layout of Employment Areas	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?	
DG44: Commercial Buildings	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



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.

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.



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.

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.

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 resident?	
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).

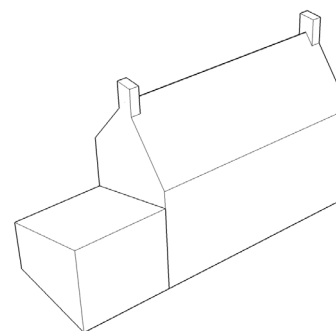


Figure 9A: The scale and massing of the extension bears no relationship to the existing dwelling

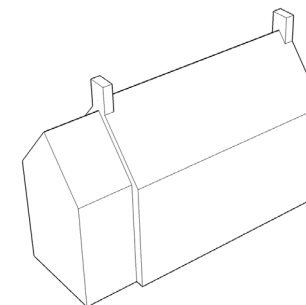


Figure 9B: The extension has an appropriate scale and massing in relation to the original dwelling

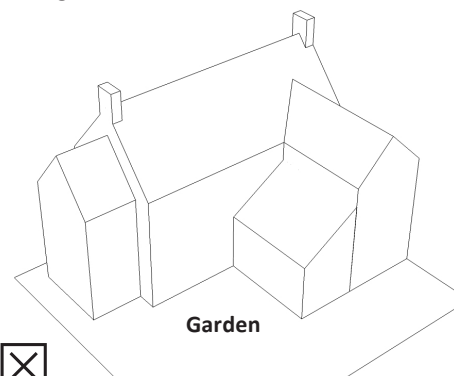


Figure 9C: Multiple extensions over time can have a compound impact and overwhelm the original dwelling

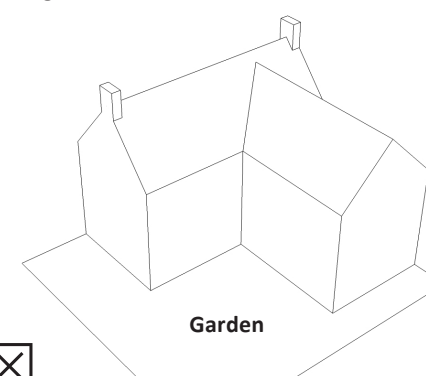


Figure 9D: The size of the extension overwhelms the original dwelling and also results in a significant loss of private amenity

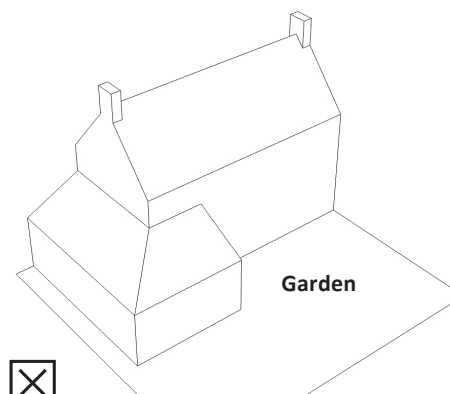


Figure 9E: Extensions that wrap around the existing dwelling should be avoided

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



Successful single storey extension which is subservient to the original dwelling



Front extensions can often detract from the appearance of the 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.

9 Household Extensions

Roof Extensions



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 6.3.14 to 6.3.17.

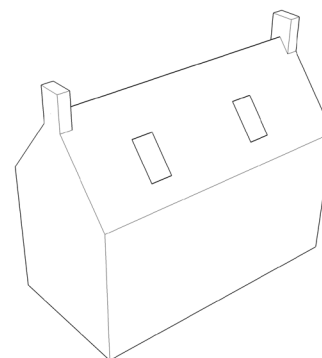


Figure 9F: Loft conversion incorporating rooflights

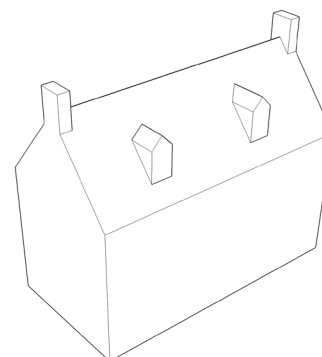


Figure 9G: Loft conversion incorporating dormers

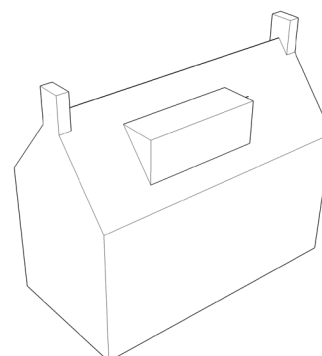


Figure 9H: Large flat roofed single dormer out of scale with the original dwelling

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
Responding to Local Character	Has the applicant demonstrated how the proposal responds to and respects the character of the area and the immediate neighbourhood?	
Consider your Neighbours	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?	
DG49: Responding to Original Property	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?	
DG50: Front and Side Extensions	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'?	
DG51: Rear Extensions	Does the rear extension respond to the character of the existing dwelling and avoid impacting on adjacent buildings and gardens?	
DG52: Loft Conversions and Roof Extensions	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?	

10 Building Conversions



IMAGE DRAFT

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.



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

10 Building Conversions

Conversion of Traditional Buildings

REFERENCES

Historic England guidance on Adapting Traditional Farm Buildings



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).

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
DG53: Traditional Building Conversion	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?	
DG54: Office to Residential Conversion	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?	

SCRUTINY COMMITTEE FOR HOUSING, PLANNING AND ECONOMIC GROWTH WORK PROGRAMME 2020/21

REPORT OF: Tom Clark, Head of Regulatory Services
Contact Officer: Alison Hammond, Member Services Officer
Email: alison.hammond@midsussex.gov.uk Tel: 01444 477227
Wards Affected: All
Key Decision: No

Purpose of Report

1. For the Scrutiny Committee for Housing and Planning and Economic growth to note its Work Programme for 2020/21.

Summary

2. Members are asked to note the attached Work Programme. The Work Programme will be reviewed as the final piece of business at each meeting, enabling additional business to be agreed as required.

Recommendations

3. **The Committee are recommended to note the Committee's Work Programme as set out at paragraph 5 of this report.**
-

Background

4. It is usual for Committees to agree their Work Programme at the first meeting of a new Council year and review it at each subsequent meeting to allow for the scrutiny of emerging issues during the year.

The Work Programme

5. The Committee's Work Programme for 2020/21 is set out below:

Meeting Date	Item	Reason for Inclusion
16 Sep	Parking Strategy	
25 Nov		
20 Jan 2021		
17 Mar		

Policy Context

6. The Work Programme should ideally reflect the key priorities of the Council, as defined in the Corporate Plan and Budget.

Financial Implications

7. None.

Risk Management Implications

8. None.

Background Papers

None.