







# **SUPPLEMENTARY PLANNING GUIDANCE**

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## **DESIGN AND DEVELOPMENT REQUIREMENTS**

### **- A DESIGN GUIDE FOR NEW DEVELOPMENT IN HEREFORDSHIRE**

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**Printed on recycled paper using vegetable based non-toxic inks.**

## **Adopted as interim guidance to the Herefordshire Unitary Development Plan. July 2004.**

Good design fosters civic pride, a sense of place, improves and enhances the existing environment and also attracts business and investment. Architecture and design are both significant to development in urban and rural areas and require an understanding of the context in which new development takes place. Both are matters of public interest and material to the determination of planning applications and appeals.

This Council believes in and is committed to achieving good design from all development proposals. This commitment has resulted in the creation of this supplementary planning guidance (SPG), which acts to give further guidance on the policies within the Unitary Development Plan.

This document is created to assist developers and those contemplating a planning application with a likely environmental impact, giving essential information in regard to the criteria and expectations placed upon all new development.

By highlighting at an early stage the issues to which all forms of development proposals in relation to design must address, applicants will have a clearer understanding and ability to meet the expectations of the Council and the people of Herefordshire. Early consideration and professional guidance provided within this document in regard to these issues will help ensure that future development will be well designed, of minimal environmental impact, provide a more sustainable future for generations to come, and also ensure a Herefordshire for everyone to be proud of.

**Councillor Phil Edwards**  
**Cabinet Member for the Environment**

# **DESIGN AND DEVELOPMENT REQUIREMENTS**

## **A DESIGN GUIDE FOR NEW DEVELOPMENT IN HEREFORDSHIRE**

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# PART ONE - BACKGROUND

## Introduction

The need for this design guide was confirmed by the Herefordshire Partnership Housing Ambitions Group who set up a working group to discuss and agree its contents and purpose.

Initially it was thought that the guidance should relate solely to new housing development but it was soon agreed that it should have a wider general remit that could benefit all forms of new development using parts of the guidance where appropriate.

Following a number of working group meetings a draft was published for consultation purposes in September 2002 alongside the publication of the Deposit Draft Herefordshire Unitary Development Plan (UDP). Comments received on the draft guidance along with those made to the UDP have caused changes to both documents. The guidance was agreed for adoption by the Council Planning Committee on 16<sup>th</sup> July 2004 as interim supplementary guidance to the Herefordshire Unitary Development Plan (Revised Deposit version).

It will be kept under review and amended as necessary to help ensure that good design is identified within future developments across the County.

## Purpose of Design Guide

This design guide is to help secure high standards of layout and design from sustainable new developments appropriate to their vicinity. Whilst making clear the design objectives and planning requirements the guide encourages flair and imagination, satisfactory accommodation of users needs with respect for the setting, local identity and character of the area. In so doing it seeks to avoid unsuitable development proposals and in particular the sorts of schemes that might be built “anywhere”. Consequently the guide will address a number of community and environmental issues and requirements which are set out as ambitions of the Herefordshire Plan.



*Ross on Wye – within the heart of the Wye Valley AONB*

Using the guide will minimise delay and ease the process to securing a planning permission for a resultant development that is functionally beneficial and visually pleasing. In particular it will assist the preparation of a design statement required to illustrate the overall design concept that has been adopted for the application site and its wider context based upon survey and analysis data.

The design guide is led by the design policies of the Herefordshire Unitary Development Plan (UDP). The guide will therefore provide supplementary planning guidance (SPG) to the new policies.



*Ledbury – has a rich legacy of timber framed buildings.*

## How to Use It

A summary of this design guide is being made available at the pre-planning application stage to help applicants address design issues in their development proposals. The summary guidance confirms the UDP policy requirement of a design statement with planning applications, setting out the design principles adopted within the proposal that have addressed design quality, environmental conservation and sustainability.

The guide has been assembled to provide guidance to any built form of development in various locations where supported by UDP policies (i.e. urban central areas, urban edge, villages or within the countryside). The guide also acknowledges that the majority of planning applications will continue to be for residential requirements. The information within the guide has therefore been particularly tailored to suit. Clearly not all the guidance outlined will be relevant to all applications and particularly small householder applications. There will therefore be the need to pick out the design issue most appropriate to each individual proposal. The guide will inform and compliment the many development briefs that are being prepared to provide more detailed development requirements of UDP proposals.

Wherever helpful and relevant the design guidance has made cross reference to the lead UDP design policies and where other specific SPG should also be used. In the interests of achieving more acceptable and better quality developments, the Council confirms its desire to work with developers and encourages pre-application discussions. It also encourages applicants to fully consider design proposals with neighbours and other bodies early in the design process to ensure that concerns and opportunities are incorporated within the application proposals. Finally, and for assistance, a checklist is provided to make clear the information to be submitted with a planning application to enable the proposal to be quickly and properly assessed.

### The Guide In Context

#### i) National / Regional Policy

National planning policy guidance (PPGs), regional planning guidance (RPG11 Regional Planning Guidance for the West Midlands) along with other Circulars and papers provide

a variety of advice encouraging and requiring good design from new development:

- **PPG1 General Policies and Principles**
- **PPG3 Housing**
- **PPG6 Town Centres and Retail Development**
- **PPG7 The Countryside: Environmental Quality and Economic Development**
- **PPG13 Transport**
- **PPG15 Planning and the Historic Environment**
- **PPG17 Planning for Open Space, Sport and Recreation**
- **PPG21 Tourism**
- **RPG11 Regional Planning Guidance for the West Midlands**
- **By Design**
- **Rural White Paper**

#### ii) The Herefordshire Plan



Sets out a Vision for Herefordshire to:

- *create fair and thriving communities* which will be inclusive for all allowing equal and full access to opportunities and services
- *properly protect the environment* and enhance it for all those who live and work in it and for those who visit
- *build a strong, competitive and innovative economy* with a balanced mix of businesses, jobs and homes through which the local economy can flourish.

To bring the Vision to life, the Plan identifies ten Ambitions as most important to Herefordshire. Many of these Ambitions shape this design guide particularly the ambition to **protect and improve Herefordshire's distinctive environment.**

#### iii) The Herefordshire Unitary Development Plan (UDP)

The UDP sets out planning policies and proposals for land use up to 2011. In so doing it has reviewed and will replace previous district local plans, and the Hereford and Worcester County Structure Plan all of which had an end date of 2001.

### ***Sustainable Development***

A central principle of the UDP requires the Plan to contribute to the achievement of sustainable development by developing land use policies and proposals which help ensure:

- social progress which recognises the legitimate needs of everyone
- maintenance of high and stable levels of economic growth and employment,
- effective protection of the environment,
- prudent use of resources.

Accordingly, the Plan contains strategic policies S1 and S2 (Appendix 2) to underpin this principle and to confirm the Council's commitment to achieving sustainable development.

### ***Design***

Plan chapter 4 – Development Requirements, sets out the general policies and requirements for most individual development proposals along with policies covering environmental protection. The development criteria section (4.4) identifies the range of criteria against which all development proposals will be assessed. Within this section is the main design policy DR1. Two further specific design policies, H13 and E8 are also provided for new housing and employment proposals. (Appendix 2)

### ***Development Briefs***

The Plan contains some 50 specific land use proposals. Plan proposals are mainly in urban areas and primarily for residential purposes. They are set out in Plan policies H2 and H5 (housing), E3 and E4 (employment), TCR20-24 (town centre and retail), and CF8/9 (community facilities). Development briefs are being prepared to make clear the more detailed development requirements, site constraints and opportunities. Briefs will be prepared having regard to this design guidance. Developers of any proposal site will be expected to have been informed by this design guidance when preparing their design statement. Briefs will be prepared with developers where known and possible and in

all cases involving Parish Councils. Where proposals are within town centres, conservation areas or regeneration areas then further discussion will be sought to ensure that the design encompasses and includes wider project requirements set out in appraisals, management or regeneration plans.

### ***iv) Other Supplementary Planning Guidance (SPG)***

Out of Plan policies, the following further SPG is being made available which will include specific design guidance:

- **Landscape Character Assessment (Policy LA2)**
- **Biodiversity (Policies NC1 - 9)**
- **Affordable Housing (Policy H9)**
- **Provision of Open Space, Outdoor Playing Space and Commuted Payments (Policies H19 / RST3)**
- **Re-use of Rural Buildings (Policies HBA12/13)**
- **Planning Obligations (Policy DR5)**
- **Parish Plans and Village Design Statements**

## PART TWO – THE DESIGN CONCEPT

Any new development will usually require an overall design concept based on survey and analysis data, to establish a framework for the detailed design of the scheme. This will help in assessing the application against the Council's design policies and objectives. The concept can then be incorporated into a statement to explain the principles that have been adopted for the site and its wider context. A concept drawing annotated to show the sites relationship with the surrounding pattern and form of land uses and activities, landscape or streetscape, key characteristics and features will build up a sense of place.

The design concept should be a site appraisal map of the development site and its immediate surroundings. It would show accurately all adjacent development, the access to the site, all movements vehicular and pedestrian, natural features including watercourses, hedgerows, trees and any wildlife habitats, views into and out of the site, on-site structures, site boundaries, their form and condition.

### Design Statement

Where relevant to the proposal, planning applications should be accompanied by a design statement containing a site appraisal and written explanation. For outline applications the emphasis will be on establishing the principles and overall approach to good design. For full or reserved matter applications the statement will focus on how principles have been translated into a specific design outcome.

A design statement should:

- explain the design principles and design concept;
- outline how these are reflected in the developments layout, density, scale, visual appearance and landscape;
- explain how the design relates to its site and wider area, and to the purpose of the proposed development;
- explain how the development has addressed the relevant design issues set out in this guidance;
- where necessary, include a summary where this would be of value in public consultation.



*Pembridge – new housing within the conservation area with the setting of St Mary's Church*

Design statements will be particularly important for complex or large-scale development proposals, or those involving sensitive sites. They will not normally be required for householder applications (alterations or modest extensions) but would be required for single dwellings where the environmental impact could be considerable.

### Local Context – Site Appraisal

The following is a checklist for use in the appraisal of the site and its surroundings based on policy requirements. Given the general nature of this guide not all will be relevant to every proposal.

#### Location

- What is the location of the proposal (i.e. urban, urban edge, village or countryside)?
- What are the access issues? Are there any trunk roads in the vicinity that may be affected?



*Vine Tree Farm – UDP housing proposal on the entrance to Ross on Wye*

- Is the site within a conservation area or designated landscape area (AONB)?, does it affect a listed building or site scheduled for archaeological or nature conservation reasons?.
- What landscape type is your proposal located? (see Landscape Character Assessment SPG)
- Is the site liable to flooding or on an aquifer?

*(check out Plan policies as the principle of development may be prohibited or restricted)*

### **Surrounding uses and built form**

- Is your proposal compatible with surrounding uses?
- Are there sources of nuisance or pollution e.g. from noise or smell?
- Is any mitigation necessary from overlooking, access/movement or storage?
- What is the form and density of surrounding buildings, how does your proposal relate?
- What is the form of surrounding open space both public and private?
- What is the relationship of building heights, building lines?
- What are the local building materials and building styles, are there any key design features?
- Does your proposal conform to the inherent settlement pattern as described in the relevant landscape type?

### **Movement**

- What are the main vehicular movements to and within your site?
- Are there any potential hazards e.g. dangerous bends, poor visibility, vehicular conflicts?
- What are the road widths, how many other accesses are adjacent that may affect your proposal?
- Where are surrounding footpaths, tracks, where and what do they link to?



**New Mills, Ledbury – integrated cycleway/pedestrian network**

- Where are the local services, schools, shops, areas of employment and recreation areas?
- Where are the nearest bus stops, how might your proposal contribute to greater use of public transport, cycling or walking?
- Where is the safest and most distinctive access to your proposal?

### **Landform and landscape**

- What is the sites topography, how does it influence the design of the proposal and its visual impact on the surrounding countryside?
- What is the surrounding landscape character as described by the relevant landscape type?
- Does the site conform to that character?
- Is it sensitive/resilient to change, what are its characteristics?
- Is surrounding landscape in poor condition, can it be enhanced or restored?
- What are the local drainage patterns, can they be utilised, improved?
- Are there areas beneficial for wildlife within or surrounding the site? Can new sites be created?
- Are there landscape/biodiversity features on site that should be conserved?
- Does the site support certain flora or provides nesting sites for birds?

### **Streetscape/townscape**

- What is the form and make up of buildings/spaces adjoining your proposal?
- If frontage, is it continuous, or interrupted, what are the building lines, building forms and symmetry of buildings?
- Do public/private spaces form any features or purpose, are there any focal points?
- What is the layout and relationship of surrounding housing and their gardens?



*Hereford new Magistrates Court – infill development within the central area*

### **Services and infrastructure**

- Will your proposal require regular service deliveries, is the road network suitable to cope, will it require improvement, what are the consequences to local safety and the environment?
- Are suitable drainage arrangements in place, are there likely to be any adverse affects to the environment or local amenity?
- Are there any surrounding or on-site installations or natural features which may give rise to concerns over health and safety?

### **Site characteristics**

- What are the site boundaries, their type, condition and appropriateness?
- Identify all trees, internal boundaries, natural features and structures,
- What is the sites` aspect, can it take advantage of microclimate, are any areas protected /sheltered by surrounding buildings, trees or slopes?

- What are the views into and out of the site, how visible is the site, will development on all or part break any long distance view or skyline?
- What is the site soil composition, is there any made up or contaminated land that will need early treatment or will cause particular design to foundations, is it free draining?



*Tanyard Lane, Ross on Wye – UDP Housing proposal site.*

### **General Layout**

Creative site planning is a crucial element in the provision of high quality living and operational environments. Given the local context, the design concept should be to provide an interesting and individual development that complements and enhances the area. The aim being to achieve a balance between individual and community needs, privacy, safety and convenience and environmental protection and enhancement. Access and safe movement particularly by means other than car, siting, density and design of buildings and spaces all harnessing site opportunities are issues to be addressed. Within major developments the provision of public art will be expected as an integral part of the overall design to entrance identity and culture.

### **Individuality and distinctiveness**

- What are the key elements that relate this proposal to its surroundings, how does it give it its sense of place?
- What makes it individual yet complementary to its surroundings?

- In neglected areas and areas in need of improvement, what enhancement/benefits are provided by this proposal?
- How has the proposal made the most of the site, its landscape or townscape setting?
- Has the proposal made best use of existing features?
- How has additional landscaping complemented landscape character, created new interest and enhanced nature conservation and wildlife?
- How has the layout, ground form and planting been used to control noise and influence microclimate?
- Has any existing local character influenced the style of the development proposal?
- How has any contrast in style positively contributed to the local area?
- Has the layout included any local culture or traditions, use of local materials, examples of street furniture or local craftsmanship?

#### **Access/movement**

- Is the proposal site entrance safe, distinctive and in character with its surroundings?
- Have buildings been so designed and laid out to complement and provide an interesting entrance whilst continuing a natural continuation of streetscape?
- Has the access provided good visibility, does it accord with the Councils` design advice on highway standards and parking, are there sound reasons for any exceptions in the interests of better design?
- Does the site access minimise the conflict between vehicular traffic, pedestrians and cyclists?
- Are access roads and junctions designed to be sympathetic to their surroundings, are they designed to reduce speed?



***New Mills, Ledbury – landscaping and building design incorporated into road layout.***

- Can road traffic be minimised by promoting alternatives to the car, has the proposal safely accommodated any new pedestrian/cycleways that also link to the existing local network and community services?
- Is any Green Transport Plan included with the proposal?
- If the proposal is for public use does it provide for the needs of cyclists, the elderly/very young and those whose mobility is impaired?
- Does the proposal provide well laid out, safe and adequate individual access for services and parking?



***Three Elms, Hereford – UDP development site for Whitecross School, linking to local cycleway/ pedestrian network.***

### ***Buildings and spaces***

- Do building sizes, their inter-relationships and spaces between relate to the local setting?
- How does the layout satisfy the need for both community and privacy in terms of spaces provided?
- Are new public spaces safely accessible, and do they relate well to surrounding developments?
- Have buildings been grouped around any focal point, have they been laid out to continue any streetscape, or to take account of on or off site features, boundaries or views?
- Has building layout given due regard to residential amenity, overlooking and aspect?
- Have buildings, their spaces, boundary form and access taken account of the need to design out crime?
- Are buildings visually attractive, in sympathy with surroundings, providing a pleasant and high quality environment in which to be?
- If housing, is the density appropriate to the site location, its setting and surroundings?
- Are new buildings appropriate in scale, massing and proportions to their setting and surroundings?



***Hereford City – new development within the historic setting of Hereford Cathedral.***

### ***Urban design***

- Will the development provide an ambience within streets and public areas, with well laid out parking arrangements for cars and cyclists?

- Does it use practical and attractive road materials/paving, does the layout slow traffic to the benefit of pedestrians?
- Does it include complementary landscaping, attractive street furniture and provision of any public art?
- Is *necessary* signage clear but discrete, with sympathetic lighting to make areas safe?
- Have the community been involved in its design to allow and ensure ownership, care and maintenance?



***Hereford Cattle Market – central area UDP redevelopment proposal.***

### ***Community need***

- Does the proposal include mixed uses to reduce commuting?
- Will the proposal satisfy any known community needs/requirements?
- If housing, does it provide or contribute to a range and mix of house types with an acceptable element and form of affordable housing, will it help achieve a social mix?
- Does the layout satisfy the need for both community and privacy in terms of spaces provided?
- If housing, does the layout include appropriate areas of public open space suitably equipped where necessary, with arrangements for maintenance?

## Health and Safety

In addition to the safety issues associated with vehicular and pedestrian access, and movement into and around sites, new developments will also be expected to address other health and safety concerns. Proposals will therefore be required to incorporate within their design and layout, elements and mitigation measures where appropriate that address human health and safety, pollution and nuisance.

### **Crime prevention (DR2)**

- Does the proposal minimise the potential for crime, has it made full use of informal surveillance?
- Are buildings grouped to reduce obscure car parks, yards, storage areas, alleyways and isolated footpaths?
- Are public areas, children's play areas and any car parking integral within a development and clearly visible particularly from overlooking windows of adjacent homes?



***New Mills, Ledbury – children's play area, overlooked by housing.***

- Has existing/new landscaping been designed to deter crime i.e. thorny hedges maintained at eye level, planting that does not conceal or make access difficult?
- Have conscious decisions been taken on adequate lighting, type and positioning of doors, windows and locks?

### **Hazardous installations/substances (DR12)**

- Are there any installations or establishments where hazardous substances exist on or adjacent to the site

which require the layout and design to include mitigation measures to reduce the risk or consequence of an accident? (i.e. high voltage power lines, sub-stations, main roads, railway lines and natural features such as rivers and streams)

### **Flood risk (DR7)**

- Is your proposal within or adjacent to any area known to be at risk of flooding? If so, can the risk of flooding be minimized by utilising land of lower flood risk?
- Are any protections, compensatory, mitigation or other measures acceptable in terms of their environmental effects?
- Does your proposal include a flood risk assessment that considers:
  - flood risk and surface water run-off implications
  - any increased risk arising elsewhere
  - measures proposed to deal with these risks and effects including use of sustainable drainage techniques.

### **Contaminated land (DR10)**

- In reusing land/buildings, has previous uses and threats posed by contamination to health been duly assessed and addressed?
- Where land is known or suspected to be contaminated, a risk assessment detailing the extent of contamination and remedial action or protection measures will be required.
- Where necessary planning conditions and obligations will be used to secure environmental benefits, including arrangements for decontamination, restoration and aftercare.

### **Air quality (DR9)**

- Has the proposal assessed the impact on air quality that is likely to arise from the operation of the development itself and any generation of traffic?
- Does the layout and design take account and include any mitigation measures to account for any existing emission sources adjacent that the proposal would be sensitive to?

### **Water resources (DR6)**

- Has the following risk factors to the quality and quantity of both surface water and groundwater supplies been comprehensively addressed where necessary:
  - inadequately treated effluent from a range of sources, such as sewage or water treatment works, industrial processes and mineral extraction;
  - inadequate foul or surface water drainage;
  - inappropriate development of contaminated land or material storage, particularly oils and chemicals;
  - agricultural activities;
  - threats to recharge of groundwaters; and,
  - contaminated surface water run-off.

**Hereford, Yazor Gravels – groundwater supplies.**



### **Noise pollution (DR13)**

- What are the likely noise sources from your proposal, what will be the impact to the surroundings?
- Are there any existing sources of noise pollution surrounding your site, how does your layout and design take these into account?
- Are there sensitive use buildings adjacent, i.e. residential development, care homes, hospital, school or hotel etc., have suitable attenuation measures been included to reduce either the emission at source or its impact on people within sensitive use buildings?

### **Light pollution (DR14)**

Properly designed and installed external lighting is important to road safety, access, crime prevention and in promoting a night-time

environment which is secure, pleasant, and attractive. It also enables evening use of sports facilities. However light spillage onto adjoining areas and into the night sky can be a potential nuisance and distraction to residents and road users. In the County's rural areas and on the edge of settlements, light pollution can alter the landscape character of the countryside and a settlements attractive setting. Within settlements, whilst often beneficial and necessary, lighting needs to respect local character, not be excessive or obtrusive. Where possible, use of devices such as timers and passive sensors should be considered, as should the use of landscaping to screen lighting from the wider view.

### **Foul drainage (CF2)**

- If mains sewerage is available on site or adjoining, then connection is advised and usually mandatory.
- If on-site sewage disposal is required, what measures have been taken to address potential pollution of ground and surface water?
- Developers are advised to assess whether their proposal is within high water table areas or within land liable to flooding which would prevent the use of non-mains sewerage systems.

### **Conservation of Resources**

Conservation and management of natural resources and the designing and constructing of sustainable buildings are key to sustainable development. This final but most important section of the design concept identifies areas and elements of resource saving which should be considered and included within any new development.

### **Sustainable construction (T16)**

- Are your buildings accessible to everyone including the young, frail and disabled?
- Could any buildings be easily adapted for the needs of other occupiers and/or for other uses?
- If residential, do they meet Part M of the Building Regulations, Lifetime Homes or Housing Corporation Scheme Development Standards, i.e. housing designed to incorporate adjacent parking, easy access and circulation, adaptability of

rooms to long term needs, unobstructed views and controls within easy reach?

### Energy (S1,DR1, H13)

- What energy saving measures have been included within the proposal that are additional to those required from the Building Regulations?



*Orcop – new dwelling using local straw and timber.*

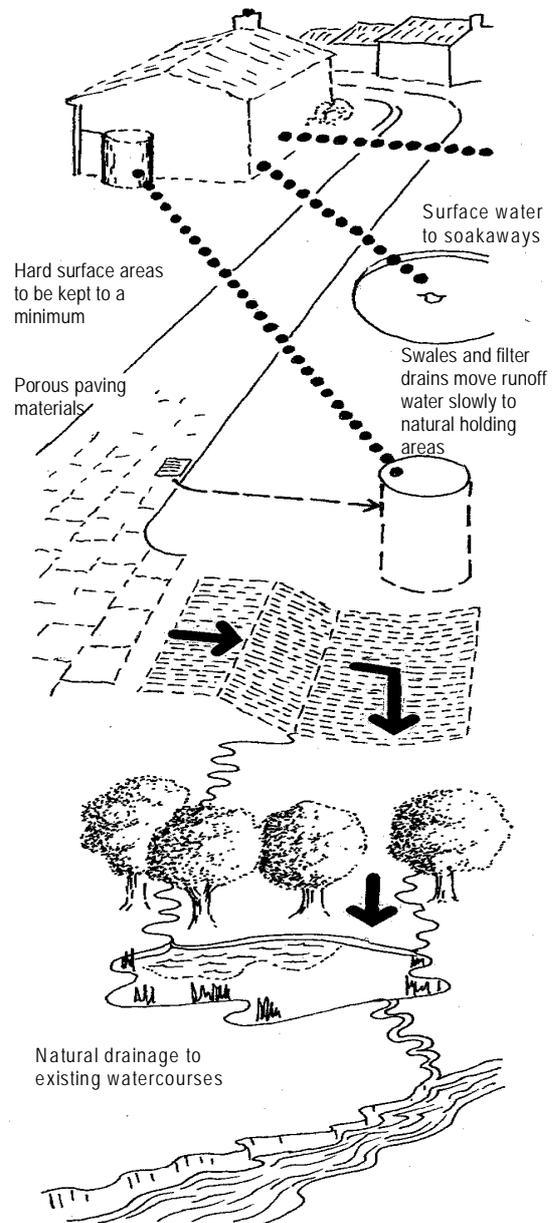
- Can any of the following resource saving design features be incorporated within your design?:
  - more emphasis on terraced building with enhanced sound proofing
  - provision of efficient and well designed chimneys and grates to offer flexibility in fuel choice
  - greater use of local materials
  - additional insulation in all or parts of the building
  - selection of materials on the basis of their long-term performance
  - by good design getting the most out of the site including maximum solar gain and shelter from wind by using natural features if possible
  - use of solar panels or small-scale wind turbines, micro-hydro options where appropriate
  - ensuring that existing features, boundaries, neighbouring buildings and new landscaping helps shelter
  - specifying correct size and most efficient heating and ventilation systems

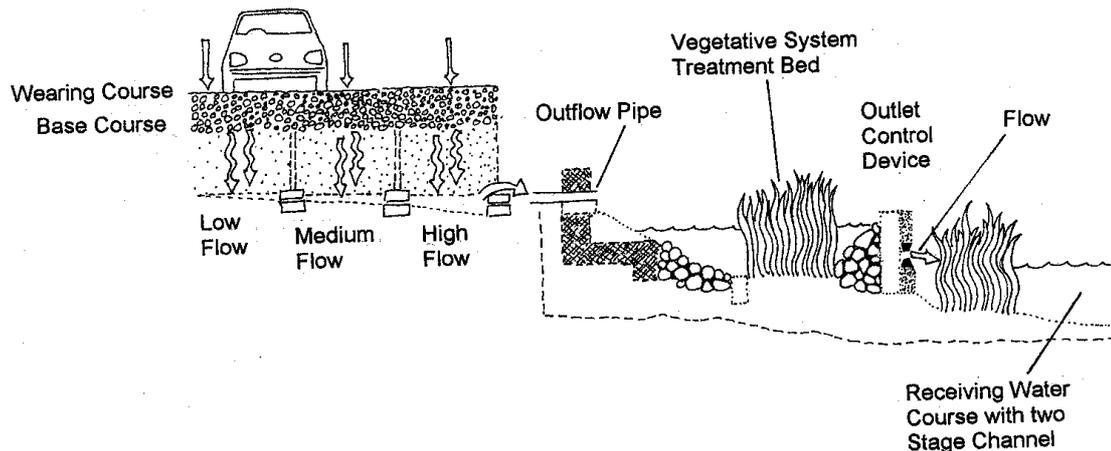
### Water (DR6)

- What measures does your proposal include for saving water?
- Could any of the following design features be included as sustainable drainage

systems (SuDS) to ensure that use of water is minimised and/or recycled?:

- minimise the amount of non-porous hard standing surfaces to enable infiltration of rainwater
- landscape areas should incorporate features such as swales and filter strips to reduce the level of piped surface water run-off
- install an appropriate treatment drain which may include permeable paving, filter strips, interceptors and wetland treatment cells.
- use of infiltration methods wherever possible





- provide facilities for rainwater collection and storage
- install oil interceptors and silt traps to improve the quality of any surface water discharging to watercourses and/or soakaways
- providing balancing ponds where surface water cannot be absorbed on site (and develop the wildlife potential of such ponds)
- avoid culverting and canalising watercourses, and use opportunities to re-establish natural watercourses, channel margins and other wetlands
- provide maintenance strips
- avoid plants which require heavy irrigation for landscaping the site
- Additionally, reducing the use of mains water can be achieved by:
  - collecting rainwater for domestic use
  - installing water efficient appliances, including showers, water closets and taps
  - optimise plumbing layout and pipe sizing to minimise hot water dead-legs which cause annoyance and waste of water and energy
  - providing waterbutts for garden use
  - recycling 'grey' water

**Waste/recycling (W11)**

- How does your proposal minimise waste generation and maximise reuse, what design features for storage/collection does it include to reduce the effects on local amenity?
- Have arrangements been made with their design, layouts or construction process for:
  - providing adequate space for waste storage, storing recycling bins, or

- containers for their collection (acknowledging access thereto)
- providing space or facilities for composting household and garden waste at individual house or neighbourhood level
- incorporating kitchen waste disposal units
- maximising use of recycled and salvaged construction materials

**Biodiversity and landscaping (NC1, NC8 )**

- By using existing natural features or introducing new features, will your proposal retain or enhance wildlife and biodiversity?
- The following can make a positive contribution to sustaining wildlife and furthering nature conservation:
  - retention of trees, hedges and existing features of wildlife value, with enhancement where necessary and appropriate (protect during construction)
  - plant new native species to create habitats which contribute to biodiversity
  - develop "green corridors" of existing, proposed and adjoining areas of habitats
  - ensure the protection of species and habitats and that arrangements are made for their on-going protection and maintenance
  - avoid culverting and adverse impacts to watercourses
  - encourage and provide opportunities for environmental education and public enjoyment.

# APPENDICES

## Appendix 1 – Information Requirements for a Planning Application

It is important to realise that the process of considering and processing the application will be assisted if all the necessary and accurate information is provided from the outset. In addition to the usual forms, plans, certificates and appropriate fee, adequate plans and drawings (6 copies) must be submitted as part of a planning application. They will be required for the benefit of planners, Councillors (on planning and other committees), consultees and the wider community who may wish to make comment. The following sets out what is likely to be required for full (as opposed to outline) applications. Models and computer-based representations are particularly useful in the case of large scale or complex development proposals.

### ***Location Plan***

- Scale 1:1250 or 1:2500 based on recent O.S. map.
- North point, date and number.
- Outline the application site in red, and indicate any adjoining property owned or controlled by the applicant in blue.
- Show the application property in relation to all adjoining properties and the immediate surrounding area, including roads.
- Show vehicular access to a highway if the site does not adjoin a highway.

### ***Details of existing site layout***

- Scale, 1:500.
- North point, date and number on plans
- Show the whole property, including all buildings, gardens, open spaces and car parking.
- Tree survey, where appropriate.

### ***Details Of Proposed Site Layout***

- Scale, 1:500.
- North point, date and number on plans

- Show the siting of any new building or extension, vehicular/pedestrian access, change in levels, landscape proposals, including trees to be removed, new planting, new or altered boundary walls and fences, and new hard-surfaced open spaces.
- Show proposals in the context of adjacent buildings.
- Show plans and sections both existing and proposed where earth moving works are involved.

### ***Floor Plans***

- Scale 1:50, 1:100 or 1:200
- Existing and proposed layouts making clear the works to be done and the effects of change on an existing building or area of land.
- In the case of an extension, show the floor layout of the existing building to indicate the relationship between the two, clearly indicating what is new work.
- Show floor plans in the context of adjacent buildings, where appropriate.
- In the case of minor applications it may be appropriate to combine the layout and floor plan (unless any demolition is involved).
- Include a roof plan where necessary to show a complex roof or alterations to one.

### ***Elevations***

- Scale 1:50, 1:100 or 1:200 (consistent with floor plans).
- Show every elevation of a new building or extension.
- For an extension or alteration, clearly distinguish existing and proposed elevations.
- Include details of materials and external appearance.
- Show elevations in the context of adjacent buildings, where appropriate.

### **Cross Sections**

- Scale 1:50, 1:100 or 1:200 (consistent with floor plans).
- Provide these if appropriate e.g. earth moving.

### **Design Statement**

Design statements submitted with planning applications should explain:

- The design principles and design concept.
- How the design relates to its wider context (through a full context appraisal where appropriate).

The written statement would inform as to how the proposal has addressed i) the constraints and opportunities of the site and its surroundings, and ii) the relevant design issues contained within this guidance and should be illustrated, as appropriate, by:

- Plans and elevations.
- Photographs of the site and its surroundings.
- Other illustrations, such as perspectives.

### **Access Statement**

- Submitted with planning applications on all non-domestic buildings (except small extensions).
- Explains how needs of disabled and everyone else are incorporated into the general design and arrangement of the scheme.

### **Other Supporting Material**

Where appropriate the following assessments should be conducted:

**Retail assessments** should include:

- Appropriateness of location
- Need – qualitative and quantitative
- Impact of vitality and viability

**Flood Risk assessment** appropriate to the scale and nature of the development, considering:

- Flood risk and surface water run off implications of the proposed development
- Any increased risk arising elsewhere
- Measures proposed to deal with these risks and effects, including use of sustainable drainage techniques
- Provision of a dry pedestrian access for residential development

**Transport assessments**, access and movement issues need to:

- Describe existing transport networks and linkages to site
- Set out likely trip generation and distribution
- Show proposals for improving linkages within the site and with existing networks
- Include a Travel Plan to describe how alternative modes to the car will be promoted
- Demonstrate that all access junctions can safely and efficiently accommodate development traffic

### **Minor Works**

- Where the application is relatively simple and in certain circumstances, a set of photographs of the existing building can be accepted. They must show clearly what the building looks like, and be detailed enough to photocopy.

## Appendix 2 – Main UDP Design Policies

### S1 Sustainable development

The Plan will promote development and land use change which in terms of its level, location, form and design contributes to the achievement of sustainable development. This means avoiding or minimising adverse impacts on the environment whilst providing necessary dwellings and employment together with appropriate infrastructure, services, transport and amenities.

Sustainable development will be promoted by:

1. protecting and enhancing the natural environment and historic heritage, especially irreplaceable assets;
2. respecting patterns of local distinctiveness and landscape character in both town and country, and safeguarding landscape quality and visual amenity;
3. conserving and minimizing use of natural resources – particularly non-renewables – and encouraging resource enhancement and alternatives to the use of non-renewable sources;
4. regenerating or recycling previously-used resources – including previously-developed, vacant and underused land, buildings, and infrastructure – and perpetuating the use of existing infrastructure and facilities wherever possible;
5. increasing energy conservation, energy-efficiency, and energy generation from renewable sources;
6. minimizing waste and pollution and adopting sustainable treatment systems;
7. directing necessary new development to strategic locations, settlements and sites that best meet the appropriate sustainable development criteria;
8. requiring more sustainable design in all aspects of new development, redevelopment and regeneration;
9. ensuring that development respects the needs of local communities and encouraging greater self-sufficiency within local communities;
10. seeking more equitable access for all sectors of the community to opportunities for homes and livelihoods, natural and historic resources, health, recreation,

amenity, education, and facilities and services;

11. supporting sustainable economic activity and high and stable levels of employment;
12. supporting more sustainable approaches to land use and land management in rural areas;
13. reducing the need to travel, securing safe and convenient accessibility between different land uses and maintaining, improving and integrating opportunities to move safely and conveniently by modes other than personal motor transport;
14. improving health and safety through reduced pollution and safer design of the built environment and landscaping;
15. avoiding or minimizing adverse impacts of human activities, land uses and development on the physical environment.

### S2 Development requirements

The contribution that developments can make to a sustainable pattern of land use and development which respects the County's environmental resources will be secured by:

1. ensuring that new development achieves a high standard of design and layout which respects the townscape, landscape, ecological and historic character of the area; is sustainable in terms of its construction materials and methods, use of energy, water and other resources; and includes positive environmental benefits including landscaping schemes and provision of wildlife habitats;
2. promoting land use patterns and developments which favour mixed uses subject to amenity considerations, which respect the development potential of adjoining land, and which wherever possible secure the reclamation and beneficial use of degraded or contaminated land, environmental improvements and the reduction or removal of environmental conflicts;
3. ensuring that developments include suitable provision for public transport, cycling and walking, and that their likely effect in relation to the capacity and safety of both the trunk road and local highway network;
4. ensuring that development is designed having full regard to and within environmental constraints, including groundwater protection, land stability,

contamination, and the location of hazardous uses;

5. taking a risk-based precautionary approach to flood risk and the effects of flooding elsewhere, having regard to indicative flood risk in the major flood plains of the Rivers Wye and Lugg and their tributaries. Where development is proposed in locations at risk of flooding, it should be demonstrated that there are no reasonable options available in a lower risk category, consistent with other sustainable development objectives;
6. ensuring that development which would result in significant negative effects is avoided, but where environmental impact is unavoidable, requiring mitigation or compensation measures which provide benefits at least equal to any environmental loss;
7. where environmental impact is unavoidable, requiring mitigation measures which provide benefits at least equal to any environmental loss, and avoiding development which would result in significant negative environmental impacts;
8. taking proper account of the ability of existing and proposed infrastructure including foul drainage, water supply and water resources, and the highway network to serve the development proposed without undue environmental impact; and
9. making use of planning conditions and planning obligations to further the strategy

#### **DR1 Design**

Where relevant to the proposal, all development will be required to:

1. promote or reinforce the distinctive character and appearance of the locality in terms of layout, density, means of access and enclosure, scale, mass, height, design and materials;
2. retain and where possible incorporate existing site features contributing to the quality of the local environment, including landscape, historic and natural elements such as wildlife habitats and species;
3. respect the context of the site, taking into account townscape and landscape character and topography, including the impact of the proposal on urban vistas, longer distance views and ridgelines;
4. include measures that address health and safety, the conservation of energy and water, and avoids nuisance and pollution; and

5. submit a design statement with the application for planning permission which sets out how proposals relate to issues of design quality, environmental conservation and sustainability.

Development which does not adequately address design principles or is of poor design, including schemes which are out of scale or character with their surroundings, will not be permitted.

Within major development proposals, the provision of public art will be expected as an integral part of the overall design to enhance identity and local distinctiveness.

#### **H13 Sustainable residential design**

Proposals for residential development at all scales should maximise their contribution to sustainable residential design and high quality living environments. In particular proposals will be expected to:

1. take an integrated and comprehensive approach to design, layout and landscape which respects the townscape and landscape context of the site and the distinctive character and appearance of the locality;
2. provide for interesting and attractive environments through the imaginative layout of buildings, landscaping and open spaces, making full use of existing site features;
3. create environments which are safe and secure for all members of the community;
4. design for movement and traffic management in ways that give priority to pedestrians, cyclists and, where appropriate, public transport, above the movement and parking of motor vehicles, in accordance with the transport user hierarchy;
5. address the energy efficiency of new housing including energy conservation measures, sustainable energy generation, layout and orientation;
6. make provision for recycling and composting in the use of dwellings;
7. provide for the conservation of resources such as water and energy;
8. make provision for sustainable drainage measures for both surface and foul water;
9. include landscaping and open space proposals in accordance with other plan

- policies as an integral element of the scheme;
10. avoid building on open space with recreational and amenity value; and
  11. provide for acceptable levels of residential amenity including privacy both within the scheme and in respect of nearby properties.
- Design statements should address these issues in setting out the design principles adopted and the regard had to context.

#### **E8 Design standards for employment sites**

Proposals for employment purposes should provide for adequate infrastructure and the protection of the amenity of surrounding land uses particularly residential by:

1. limiting proposals for land adjacent to residential areas or other noise sensitive uses to B1 and B8 uses or other commercial uses where this would protect amenity, and imposing conditions as required to protect amenity;
2. orientating buildings and operations away from residential or other sensitive areas, and limiting door and window opening in buildings facing such areas to a minimum;
3. providing a buffer between buildings and land used for employment purposes and residential curtilages, such buffer to include landscaping, fencing, acoustic bunding, screen planting and noise attenuation measures as required and to exclude buildings and vehicle parking and maneuvering;
4. incorporating a landscaping scheme which respects existing site features, makes provision for amenity open space areas, includes perimeter screen planting, and integrates with other aspects of the development;
5. ensuring that outdoor storage areas are kept to a minimum and where essential that they are properly designed and screened; providing appropriate environmental protection ensuring satisfactory means for the disposal of trade effluent and the storage of waste by-products and waste awaiting disposal;
6. providing appropriate environmental protection ensuring satisfactory means for the disposal of trade effluent and the storage of waste by-products and waste awaiting disposal:
7. incorporate pedestrian and cycle links to residential areas and existing footpaths,

- together with access for public transport vehicles where appropriate and include measures for improving access by employees by alternative means of transport including travel plans; and
8. not permitting proposals where the traffic generated is likely to cause serious nuisance to adjacent uses, adversely affect the effective use of land for employment uses, or lead to a significant increase in environmental disturbance caused by heavy goods vehicle movements on the local road network

#### **Affordable Housing**

##### *H9 Affordable housing*

The provision of affordable housing will be sought through negotiations with developers of both allocated and windfall housing sites. Such housing should, wherever possible, be provided as a mix of affordable housing types, having regard to local needs, and contribute to a mixed and balanced scheme overall in terms of dwelling size, type and affordability.

Indicative targets for affordable housing have been set for specific sites identified in policies H2 and H5. Affordable housing at an indicative target of 35% will also be required on suitable windfall sites above the following size thresholds:

1. in Hereford and the market towns (excluding Kington) and settlements above 3,000 population, sites for 15 or more dwellings or more than 0.5 hectare in extent; or
2. elsewhere in the County in settlements identified in policy H4 (including Kington) of less than 3,000 population, proposals for housing development on sites of 6 or more dwellings or more than 0.2 hectares in extent.

In considering the suitability of sites above these thresholds to provide affordable housing, regard will be given to:

1. the proximity of local services and facilities and access to public transport;
2. whether there will be particular costs associated with development of the site; and
3. whether the provision of affordable housing would prejudice the realisation of other planning

#### **Density**

### **H15 Density**

New housing developments should make the most effective and efficient use of the site area available, consistent with the housing provision policies. In order to secure the efficient use of land, the following guideline minimum net site densities have been set for sites of one hectare or above:

**Hereford and the market towns:**

**Town centre and adjacent sites, at least 50 dwellings per hectare**

**Other sites, at least 30 dwellings per hectare**

### ***Car Parking***

#### **H16 Car parking**

New housing developments will be subject to a maximum off-street car parking provision of 1.5 spaces per dwelling, with no minimum level of provision. Site densities and off-street parking provision should reflect site location, the type of housing to be provided, the types of household likely to occupy the development, and the availability of public transport.

## ***Open Space Requirements***

### **H19 Open space requirements**

Residential development will be required to incorporate outdoor playing space and public open space in accordance with the minimum standards set out in policy RST3, according to the type of housing to be provided, the quantity and quality of any existing provision within the immediate locality, and the following specific minimum requirements:

1. schemes of 10-30 family dwellings: to be provided with small children's/infants' play area, properly equipped and fenced;
2. schemes in excess of 30 family dwellings: as above, plus older children's informal play space; and
3. schemes in excess of 60 family dwellings: as above, plus outdoor playing space for youth and adult use and public open space to at least the minimum standard.

The provision of children's play space will not be required for dwellings specifically designed for older people or for single bedroom dwellings.

Open space should be well related to the development it is intended to serve and be useful, safe and secure, and accessible to all. Open space requirements should normally be provided on site. Where this is not practicable, financial contributions to new or improved provision elsewhere in the locality may be made. In addition to the requirements for recreational and public open space, all schemes (including those below 10 dwellings) should include appropriate amenity open space, determined according to the particular needs of the development.

## Appendix 3 – List of All UDP Policies

### List of policies

#### Part I

S1	Sustainable development
S2	Development requirements
S3	Housing
S4	Employment
S5	Town centres and retail
S6	Transport
S7	Natural and historic heritage
S8	Recreation, sport and tourism
S9	Minerals
S10	Waste
S11	Community facilities and services

#### Part II

##### Development Requirements

DR1	Design
DR2	Land use and activity
DR3	Movement
DR4	Environment
DR5	Planning obligations
DR6	Water resources
DR7	Flood risk
DR8	Culverting
DR9	Air quality
DR10	Contaminated land
DR11	Soil quality
DR12	Hazardous substances

DR13 Noise

DR14 Lighting

##### Housing

H1	Hereford and the market towns: settlement boundaries and established residential areas
H2	Hereford and the market towns: housing land allocations
H3	Managing the release of housing land
H4	Main villages: settlement boundaries
H5	Main villages: housing land allocations
H6	Housing in smaller settlements
H7	Housing in the countryside outside settlements
H8	Agricultural and forestry dwellings and dwellings associated with rural business
H9	Affordable housing
H10	Rural exception housing
H11	Residential caravans
H12	Gypsies and other travellers
H13	Sustainable residential design
H14	Re-using previously developed land and buildings
H15	Density

H16	Car parking	TCR2	Vitality and viability
H17	Sub-division of existing housing	TCR3	Primary shopping frontages
H18	Alterations and extensions	TCR4	Secondary shopping frontages
H19	Open space requirements	TCR5	Uses outside Class A of the Use Classes Order

### **Employment**

E1	Rotherwas Industrial Estate
E2	Moreton on Lugg depot, Moreton on Lugg
E3	Other employment land allocation
E5	Safeguarding employment land and buildings
E6	Expansion of existing businesses
E7	Other employment proposals in Hereford and the market towns
E8	Design standards for employment sites
E9	Home based businesses
E10	Employment proposals within or adjacent to rural settlements
E11	Employment in the smaller settlements and open countryside
E12	Farm diversification
E13	Agricultural and forestry development
E14	Conversions of large dwellings to employment uses
E15	Protection of greenfield land
E16	Intensive livestock units

### **Town centres and retail**

TCR1	Central shopping and commercial areas
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TCR6	Non-retail uses (Classes A2 and A3)
TCR7	Amusement centres
TCR8	Small scale retail development
TCR9	Large scale retail and leisure development outside central shopping and commercial areas
TCR10	Office development
TCR11	Loss of existing offices
TCR13	Local and neighbourhood shopping centres
TCR14	Village commercial facilities
TCR15	Hot food take-away outlets
TCR16	Garden centres
TCR17	Farm shops
TCR18	Petrol filling stations
TCR19	Hereford Livestock Market – relocation
TCR20	Eign Gate regeneration area
TCR21	Canal basin and historic core
TCR22	Hereford United Football/ Merton Meadow
TCR23	Civic quarter
TCR24	Causeway Farm
TCR25	Land for retail warehousing

### **Transport**

T1	Public transport facilities
T2	Park and ride

T3	Protection and development of the rail network	NC6	Biodiversity Action Plan priority habitats and species
T4	Rail freight	NC7	Compensation for loss of biodiversity
T5	Safeguarding former railway land	NC8	Habitat creation, restoration and enhancement
T6	Walking	NC9	Management of landscape features
T7	Cycling	HBA1	Alterations and extensions to listed buildings
T8	Road hierarchy	HBA2	Demolition of listed buildings
T9	Road freight	HBA3	Change of use of listed buildings
T10	Safeguarding of road schemes	HBA4	Setting of listed buildings
T11	Parking provision	HBA5	Designation of conservation areas
T12	Existing parking areas	HBA6	New development within conservation areas
T13	Traffic management schemes	HBA7	Demolition of unlisted buildings within conservation areas
T14	School travel	HBA8	Locally important buildings
T15	Air transport facilities	HBA9	Protection of open areas and green spaces
T16	Access for all	HBA10	Shopfronts
<b>Natural and historic heritage</b>			
LA1	Areas of Outstanding Natural Beauty	HBA11	Advertising
LA2	Landscape character and areas least resilient to change	HBA12	Re-use of rural buildings
LA3	Setting of settlements	HBA13	Re-use of rural buildings for residential purposes
LA4	Protection of historic parks and gardens	ARCH1	Archaeological assessments and field evaluations
LA5	Protection of trees, woodlands and hedgerows	ARCH2	Foundation design and mitigation for urban sites
LA6	Landscaping schemes	ARCH3	Scheduled Ancient Monuments
NC1	Biodiversity and development	ARCH4	Other Sites of National or Regional Importance
NC2	Sites of international importance	ARCH5	Sites of Regional or Local Importance
NC3	Sites of national importance	ARCH6	Recording of archaeological remains
NC4	Sites of local importance	ARCH7	Hereford AAI
NC5	European and nationally protected species		

ARCH8 Enhancement and improved access to archaeological sites

### **Recreation, sport and tourism**

RST1 Criteria for recreation, sport and tourism development

RST2 Recreation, sport and tourism development within Areas of Outstanding Natural Beauty

RST3 Standards for outdoor playing and public open space

RST4 Safeguarding existing recreational open space

RST5 New open space in/adjacent to settlements

RST6 Countryside access

RST7 Promoted recreational routes

RST8 Waterway corridors and open water areas

RST9 Herefordshire and Gloucestershire Canal

RST10 Major sports facilities

RST11 Golf courses

RST12 Visitor accommodation

RST13 Rural and farm tourism development

RST14 Static caravans, chalets, camping and touring caravan site

### **Minerals**

M2 Borrow pits

M3 Criteria for new aggregate mineral working

M4 Non-aggregate building stone and small scale clay production

M5 Safeguarding mineral reserves

M6 Secondary aggregates and recycling

M7 Reclamation of mineral workings

M8 Malvern Hills

M9 Minerals exploration

M10 Oil and gas exploration and development

### **Waste**

W1 New waste management facilities

W2 Landfill or landraising

W3 Waste transportation and handling

W4 Temporary permissions

W5 Waste management licensing

W6 Development in the vicinity of waste management facilities

W7 Landfill gas utilisation

W8 Waste disposal for land improvement

W9 Reclamation, aftercare and after use

W10 Time limits for secondary activities

W11 Development – waste implications

### **Community facilities and services**

CF1 Utility services and infrastructure

CF2 Foul drainage

CF3 Telecommunications

CF4 Renewable energy

CF5 New community facilities

CF6 Retention of existing facilities

CF7 Residential nursing and care homes

CF8 School proposals

CF9 Community facilities at Bradbury Estate, Hereford

## Appendix 4 - Statement of Consultation

This SPG has been produced to augment the Unitary Development Plan providing more specific guidelines for those considering submitting and determining planning applications. The first deposit version of this SPG was presented to Members on 7<sup>th</sup> December 2001 along with other draft SPG's and subsequently published separately alongside the First Deposit UDP in October 2002

Following the publication of the draft version of this SPG in October 2002, it was placed on deposit for public consultation until 31<sup>st</sup> January 2003.

All Parish and Town Councils and organisations thought to have an interest were sent a copy and invited to make comments. Copies of the document were also made available at deposit locations around the County including the main libraries and 'Info in Herefordshire' points and the availability of the document highlighted on the Council's web pages.

Comments have been received from 11 organisations as a result of the specific consultation on the SPG, although a number of comments made to the First Deposit UDP policies HBA12 and HBA13 were also relevant. These organisations were as follows:

English Heritage,  
Highways Agency,  
English Nature,  
Environment Agency,  
Herefordshire Nature Trust,  
RPS Planning Transport and Environment,  
Bartestree and Lugwardine Group Parish Council,  
Bromyard and Winslow Town Council,  
Ledbury Town Council,  
Llangarron Parish Council,  
Welsh Newton and Llanrothal Group Parish Council

The benefits of publishing both documents at the same time has enabled relevant changes to be made to both as the UDP leads and informs the SPG. Changes proposed to the UDP have therefore been reflected within this guidance. It should be noted that widespread support has been received for the document in principle. The main points highlighted the need for the guidance to include access issues relative to trunk roads, access statements and traffic assessments, improved links to biodiversity SPG, with clearer advice on when design statements will be required.

The responses and amendments proposed to the SPG were reported to the Council's Planning Committee on 16<sup>th</sup> July 2004 when the SPG with the amendments was agreed for adoption as interim Supplementary Planning Guidance to the Herefordshire Unitary Development Plan.