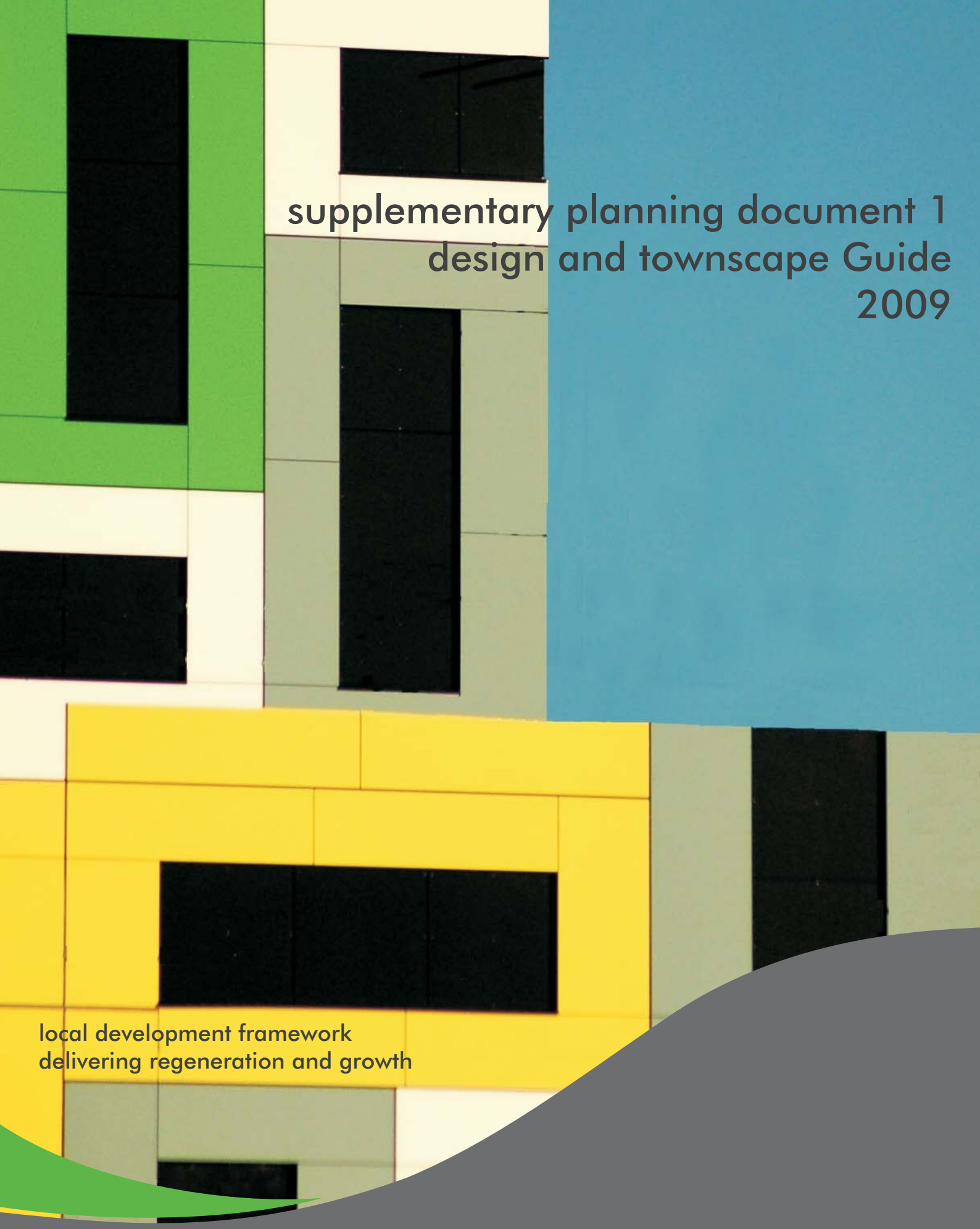


supplementary planning document 1
design and townscape Guide
2009

local development framework
delivering regeneration and growth

southend onsea
BOROUGH COUNCIL

Foreword

The challenge facing the town is to create the right balance between meeting people's needs, maintaining a viable economic base and improving local facilities though new development, and sustaining a pleasant and attractive environment for residents, workers and visitors.

High quality design will play a key role in delivering this objective. Good urban design is essential if we are to produce attractive, high-quality, sustainable places in which people will want to live, work and relax.

We do not have to put up with substandard, unimaginative and second-rate buildings which dilute local distinctiveness. New development should build on the positive characteristics of an area. Where local character is weak, good design can help to bring places back to life. Good design always arises from a thorough and caring understanding of place and context but this can only be achieved with skilled designers and the commitment of the Council to accepting only well designed and considered schemes.

In addition to the layout and aesthetics of a scheme the Council is committed to delivering sustainable development in the Borough which is in line with its commitment to the Nottingham Declaration which requires the Council to tackle climate change and reduce carbon emissions across the Borough, including making all new homes zero carbon by 2016. New development will be expected to meet this challenge as an integral part of their design.

This document has therefore been produced to assist designers, developers and decision makers in identifying the key aspects to consider when designing new buildings for Southend. No two sites are identical and there is no such thing as a 'blueprint for good design' in the Borough, but by identifying the necessary steps in the process and analysing local character, together we should be able to achieve high quality sustainable places where people want to live and contribute to the renaissance of Southend.

Councillor Anna Waite
Portfolio Holder for Planning and Transport

Southend on Sea Borough Council

Contents

section one

1 Introduction

1.1 The Strategic Importance of Good Design

1.1.1 Expectations

1. People care deeply about their local area. They expect good quality design in new development, renovation schemes, streets and urban spaces whilst safeguarding and enhancing local character. Interesting buildings, quality streets, good relationships with existing development, and the use of public art and landscaping can all help to develop local identity and places people are proud of.

1.1.2 Commitment to Urban Renaissance and Thames Gateway

2. Good quality urban design is a vital component and key catalyst of sustainable urban renaissance. And it will drive regeneration of the Thames Gateway which is a national and regional priority. The 'vision' for South Essex, including the Borough, is to make it a focal point for major economic regeneration, attracting investment in buildings infrastructure and open spaces. Good quality design will help urban renaissance and regeneration to increase opportunities for local people, improve housing and the local environment, provide new infrastructure, create a sense of place and identity and provide a better quality of life for everyone. This means a greater emphasis is needed on the use of buildings, the public realm, streets, open spaces and landscaping – the public realm – and how these elements relate to each other to create a unique sense of place and identity.

3. Southend-on-Sea is the cultural and intellectual hub within the Gateway and a higher education centre of excellence for South Essex. The Council is also working with CABE and the Thames Gateway Partnership to draw up a Design Pact. This will further emphasise the Borough's commitment to high quality design.

Further information on the Thames Gateway Design Pact can be found on the CABE website www.cabe.org.uk

1.1.3 Commitment to Sustainability

Policy Link - Core Strategy Policy KP2: Development Principles

4. Successful urban renaissance and regeneration require development to be sustainable. The Borough Council is committed to sustainability and the principles of urban renaissance and regeneration. It recognises that sustainable development relates to the built and natural environment but also has social and economic dimensions. Sustainable urban renaissance is about creating a quality of life that makes living in the town desirable – that includes high quality development, sustainable building practices making better use of land, water and energy, and increasing the sense of community. Development and investment in Southend must contribute to creating quality urban environments where there is a diversity of activity,

ease of access for everyone to a range of opportunities, and responsive urban design. At the same time major consideration needs to be given to the following:

- Climate change and flood risk and the important role design of buildings and external spaces can have in contributing to the reduction in the use of resources (i.e. using renewables and energy and water conservation/generation);
- Crime and disorder and again the role of design of buildings and spaces, etc.;
- Conservation and enhancement of built heritage and biodiversity/natural resources etc.

5. Development proposals will be expected to contribute significantly to the creation of a high quality and sustainable urban environment which enhances and complements the natural and built assets of Southend.

1.1.4 Commitment to the Environment

Policy Link - Core Strategy Policy KP2: Development Principles

6. The Borough Council is committed to improving the quality and sustainability of all development throughout the Borough whilst protecting the town's natural and built resources including:
   - Create a 'Green Grid' of high quality, linked and publicly accessible open spaces across the town, linked to the rest of the sub-region as appropriate;
   - Protect and enhance both the natural and leisure environment and setting of the River Thames and other watercourses in the town;
   - Provide for the effective management of land on the urban fringe – the interface between town and country – to provide an effective community resource and setting that enhances and protects the Metropolitan Green Belt;
   - Honour commitment to the Nottingham Declaration which requires the Council to tackle climate change and reduce carbon emissions across the Borough, including making all new homes zero carbon by 2016.
   - Encourage High Quality Public Transport Links.

1.1.5 Commitment to Good Design

Policy Link - Core Strategy Policy CP4: The Environment and Urban Renaissance - 1

7. The Borough Council's commitment to good design will create attractive, high-quality living environments in which people will choose to live, work and play. Development will be expected to provide places of character and distinction, which are accessible to all, sustainable and secure. Creative and innovative design will also help achieve sustainable development in making the best use of previously developed land and improving the quality and attractiveness of residential areas.

8. The standard of development proposals has often been disappointing, particularly when they fail to maximise the design potential of the site by using its characteristics and features and

recognising its local context, and when they use inappropriate clichéd design features which rarely contribute to the street scene and have little to do with local distinctiveness. New housing is all too often criticised for being poor quality and out of context. Designers should therefore be committed to achieving good design for development and be adequately skilled to do so.

9. In order to obtain high quality, developers should employ skilled designers to provide the best solution for each particular context whilst taking a holistic design approach.

1.2 Design Award Scheme

10. To assist in the recognition and promotion of high quality design in the Borough the Council operates a Design Award scheme every 1-2 years. It is open to all developments that have received planning permission in the previous five years and includes categories for both new build and conservation projects. This initiative has grown in stature over the years and an improvement in design quality through the Borough is evident and the Design and Townscape Guide is playing its part in raising the standard of entries for this scheme.

Further details about the Design Award Scheme including how to enter can be found on the Council's website www.southend.gov.uk Note: Other specialist categories may be added in the future. Please see the Council's website for further details.

1.3 Purpose of the Guide

11. The aims of this Guide, therefore, are to inspire and positively encourage high quality development proposals, to provide a practical basis for achieving this and to assist the Council in resisting poor quality development. Development which fails to respect the principles of high quality design will be refused.

12. The Guide will assist applicants in recognising the sensitivity of their site context and its surroundings, in realising the development potential of individual sites and in contributing to the revival of civic pride and a sense of place for the Borough.

13. The Guide is therefore intended for :
    - Developers and their designers when designing new buildings and extensions;
    - Residents and property owners, to inform and encourage good design practice when considering alterations to existing buildings;
    - Council Planning Officers to assist in assessing the design quality and ultimately determining planning applications;
    - To guide the Council's own development proposals for Council owned buildings and in the public realm

14. Southend Borough Council recognises that good urban design requires a 'partnership' approach between the planning authority and applicants for the benefit of the physical and built environment, the public and the local economy. This design guidance does not,

therefore, prescribe specific solutions or set rigid or empirical design standards, but instead indicates options which emphasise and illustrate design objectives or principles. It is essential that applicants and their agents recognise the importance of, and adhere to, these objectives and principles in respect of all development.

1.4 How to Use the Guide

15. The Guide is divided up into 14 sections:

1	Introduction
2	Site Appraisal
3	Creating Successful Places
4	Building Form
5	Intensification
6	Relationship with Neighbours
7	Accessibility and Community Safety
8	Sustainable Development and Design
9	The Historic Environment
10	Alterations and Additions to Existing Buildings
11	Additional Guidance for Commercial Schemes
12	Telecommunications
13	Making an Application
14	Development Checklist

16. These sections outline the key considerations in each area. It is recommended that designers read the sections relevant to their development prior to commencing the design process. Section 14 is a series of questions that should be able to be answered positively in relation to the development. These include the 20 'Building for Life' criteria questions which have been adopted by the Government as a Core Indicator for assessing the quality of new housing development. These questions are used by Development Control to assess applications. They should also be used by the designers as prompts for the Design and Access Statement which is now a requirement for all planning applications.

The Building for Life Criteria can be found in Appendix 3. Further information on Design and Access Statements including suggested headings can be found in Section 13. Further guidance and examples of best practice housing development can be found at www.buildingforlife.org Building for Life silver standard or above will be required as part of the Thames Gateway Design Pact. Further details on the Design Pact can be found on the CABE website www.cabe.org.uk

1.5 Changes since Design and Townscape Guide 2006

17. The Design and Townscape Guide was first published in 2006 to assist in raising the standard for the design of design for development in the Borough. However, since then a number of new policy and guidance documents have been published including the Southend-on-Sea Core Strategy which sets out the spatial plan for development in the

Borough. This has also been an opportunity to introduce give a greater degree of clarity and detail to some areas of the original document. The key changes are:

- Update of introduction in light of recently adopted policy and guidance;
- Cross links to the Core Strategy, East of England Regional Spatial Strategy; saved Borough Local Plan Policies;
- Foreword and new section giving and overview of the Borough; and
- Revised structure to assist with navigation of the document.

18. Improved guidance on

- Scale, Height and Massing
- Tall Buildings
- Space Standards including Lifetime Home Standards
- Sustainable Development and Design including sustainable drainage, Code for Sustainable Homes and BREEAM targets
- The Historic Environment
- Amenity Space Requirements
- Backland and Infill Development
- Pavement Cafes
- How to Submit an Application

Other sections have been tweaked but without significant amendment.

1.6 The Status of this Guide

19. This Design and Townscape Guide is a Supplementary Planning Document (SPD) and is part of the Southend on Sea Local Development Framework (LDF). The LDF is a set of development plan documents (DPDs) and supplementary guidance documents (SPDs) that together form the planning framework for the town.

20. The purpose of the Design and Townscape SPD is to provide guidance for developers and investors about what will be expected in design and townscape terms in order that development proposals will meet the policy requirements of the LDF.

1.6.1 Policy Framework

21. The current planning policy framework for the town comprises:

Policy Documents

- National Planning Policy Statements
- The East of England Plan
- The Core Strategy DPD
- 'saved' Borough Local Plan (BLP) policies (until such time they are superseded by other Development Plan Documents in the LDF)

Supplementary Guidance Documents

- This document - the Design and Townscape Guide 2009 SPD (which supersedes the Design and Townscape Guide 2006; BLP Appendix 2 - Design Guidelines for Conservation Areas; Appendix 3 -'Townscape Policy Guidance' and Appendix 4 - 'Design and layout guidelines for housing')
- Interim vehicle parking standards SPD

22. Other planning documents to be produced over a period of time as part of the Southend-on-Sea Local Development Framework (LDF) are set out in the adopted Local Development Scheme (LDS) (see Figure 1: Southend-on-Sea Local Development Framework).

23. The Southend-on-Sea Design and Townscape Guide seeks to deliver the Government's Sustainable Communities agenda in a way that is appropriate to local circumstances whilst also taking into account the aspirations and ambitions of the local community both now and in the future by seeking to capture the drive and enthusiasm in the town fostered by being part of the regeneration and growth area. In looking to the future, it has regard to the proposed aims, strategic objectives and policies in the following regional and local development plans:
    - East of England Plan Regional Spatial Strategy (RSS 14): EERA, May 2008
    - Southend-on-Sea Core Strategy Development Plan Document: Southend on Sea Borough Council, December 2007

1.6.2 Southend-on-Sea Local Development Framework

24. The Core Strategy Development Plan Document (adopted December 2007) sets out a clear aim and set of strategic objectives for the spatial planning policies that will guide development in the Borough to 2021. Improving the quality of the built and natural environment and minimising the impact on Climate Change are key to achieving national and local priorities in Southend.

The Aim
To secure a major refocus of function and the long term sustainability of Southend as a significant urban area which serves local people and the Thames Gateway.

To do this there is a need to release the potential of Southend's land and buildings to achieve measurable improvements in the town's economic prosperity, transportation networks, infrastructure and facilities; and the quality of life of all its citizens. **This will include safeguarding and improving the standards of the town's amenities and improving the quality of the natural and built environment.**
Core Strategy Dec 2007

25. The Design and Townscape Guide in particular seeks to deliver the following Strategic Objectives for the Core Strategy DPD:

> **SO14 -** Deliver high quality, well designed and attractive urban and natural environments which are safe, people friendly and distinctive, and which respect and enhance existing character and local amenity.

SO15 - Secure effective and efficient sustainable development which prevents or minimises local contributions to, and the impact of, climate change, flood risk and the depletion of non-renewable resources, including the application of sustainable construction and operation in all development through the prudent use of natural resources, energy efficiency and low carbon emissions, and the maximum use of renewable and recycled resources.

Core Strategy Dec 2007

26. Good design is therefore key to delivering regeneration and growth in Southend and this is clearly set out in the Core Strategy DPD Key Policy KP2: 'Development Principles' to which all development should have regard. This key policy is reinforced and supplemented by more thematic Core Policies in particular CP4: 'The Environment and Urban Renaissance'. More detailed development management policies related to design have been 'saved' where still relevant and they too must be taken into account when designing new development proposals. These policies will be replaced by new policies in the Development Management DPD in due course.

See Appendix 2 for the list of saved BLP policies relating to design. The LDS, Core Strategy and other emerging Development Plan Documents can be found on the Council's website: www.southend.gov.uk.

Core Strategy Policy KP2; Development Principles

All new development, including transport infrastructure, should contribute to economic, social, physical and environmental regeneration in a sustainable way throughout the Thames Gateway Area, and to the regeneration of Southend's primary role within the Thames Gateway as a cultural and intellectual hub and a higher education centre of excellence. This must be achieved in ways which (inter alia);…

4. respect, conserve and enhance and where necessary adequately mitigate effects on the natural and historic environment, including the Borough's biodiversity and green space resources; ensure that European and international sites for nature conservation are not adversely affected and contribute positively towards the 'Green Grid' in Southend;
9. secure improvements to the urban environment through quality design;
10. respect the character and scale of the existing neighbourhood where appropriate;
11. include appropriate measures in design, layout, operation and materials to achieve:

a. a reduction in the use of resources, including the use of renewable and recycled resources. All development proposals should demonstrate how they will maximise the use of renewable and recycled energy, water and other resources. This applies during both construction and the subsequent operation of the development. At least 10% of the energy needs of new development should come from on-site renewable options (and/or decentralised renewable or low carbon energy sources), such as those set out in SPD 1 Design and Townscape Guide, wherever feasible. How the development will provide for the collection of re-usable and recyclable waste will also be a consideration;

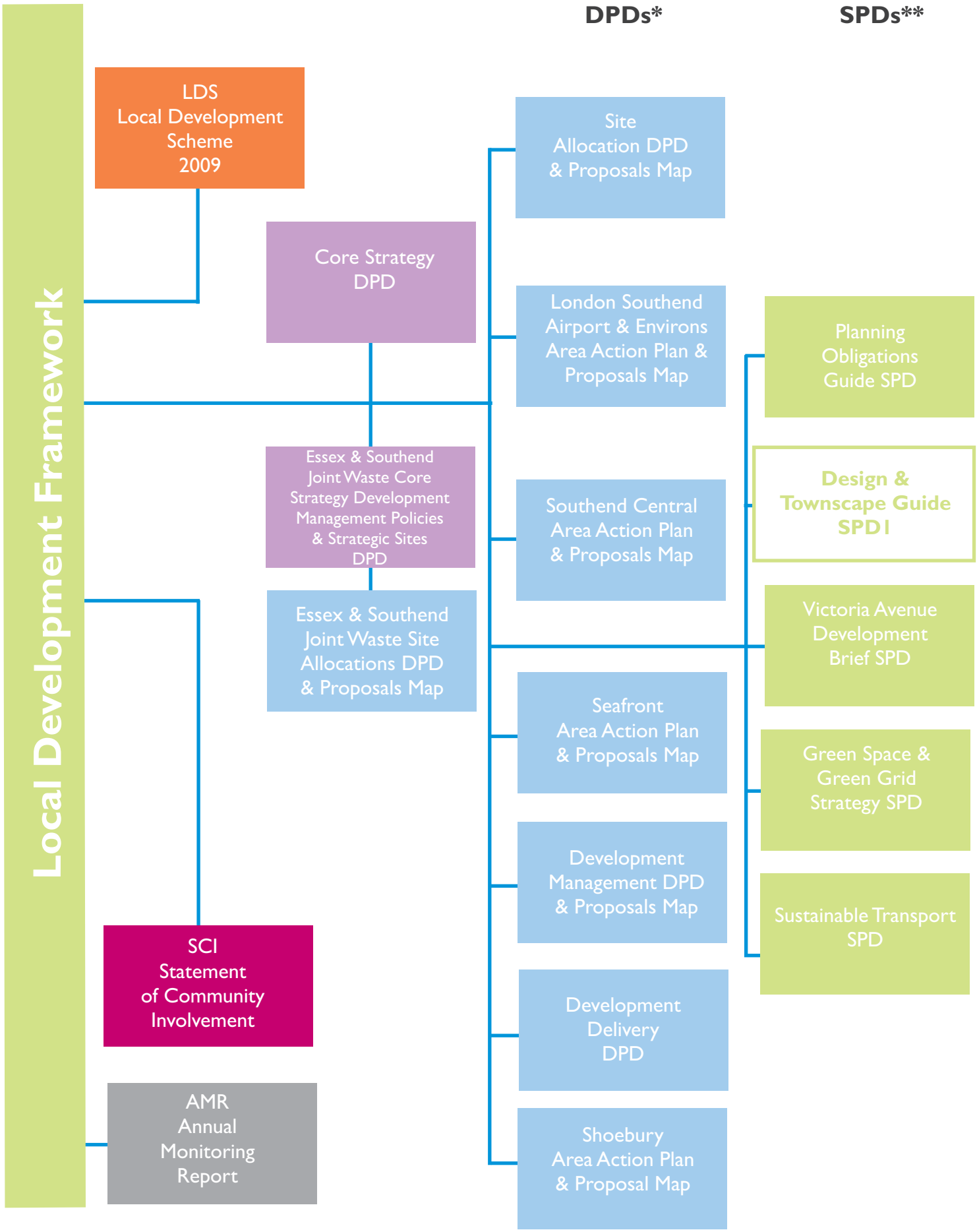
b. avoidance of flood risk, or where, having regard to other sustainability considerations (see Section 2(i) and Policy KP1 above) a residual risk remains, the provision of measures to appropriately and adequately mitigate that risk. All development proposals should demonstrate how they incorporate 'sustainable urban drainage systems' (SUDS) to mitigate the increase in surface water run-off, and, where relevant, how they will avoid or mitigate tidal or fluvial flood risk;

c. avoidance or appropriate mitigation of actual and potential pollution impacts of development;

d. a reduction in and prevention of crime. All development proposals should demonstrate how they have used design measures to help reduce crime and create environments that are safe, secure and people friendly;

e. enhancement to the ecological and amenity value of the environment where appropriate:

Figure 1: Southend on Sea Local Development Framework - Content



*Development Plan Document
** Supplementary Planning Document

Policy CP4: The Environment and Urban Renaissance

Development proposals will be expected to contribute to the creation of a high quality, sustainable urban environment which enhances and complements the natural and built assets of Southend.

This will be achieved by:

1. promoting sustainable development of the highest quality and encouraging innovation and excellence in design to create places of distinction and a sense of place;
2. maximising the use of previously developed land, whilst recognising potential biodiversity value and promoting good, well-designed, quality mixed use developments;
3. ensuring design solutions that maximise the use of sustainable and renewable resources in the construction of development and resource and energy conservation (including water) in developments;
4. providing for quality in the public realm through the use of imaginative and innovative design, sustainable and quality materials and landscaping and imaginative use of public art;
5. maintaining and enhancing the amenities, appeal and character of residential areas, securing good relationships with existing development, and respecting the scale and nature of that development;
6. creating safe, permeable and accessible development and spaces that encourage walking and cycling within 'Environmental Rooms';
7. safeguarding and enhancing the historic environment, heritage and archaeological assets, including Listed Buildings, Conservation Areas and Ancient Monuments ;
8. protecting and enhancing the town's parks, gardens and other urban open spaces, including all open areas whose townscape and amenity value is important to the surrounding area, and the biodiversity of the area;
9. safeguarding, protecting and enhancing nature and conservation sites of international, national and local importance;
10. creating and maintaining a 'Green Grid' of high quality, linked and publicly accessible open spaces across the town which contribute to and help develop the Thames Gateway Green Grid;
11. maintaining the function and open character of a sustainable Green Belt;
12. providing for the effective management of land uses on the urban fringe*, including landscape enhancement in respect of any development;
13. protecting natural resources from inappropriate development;
14. preventing, reducing or remedying all forms of pollution including soil, water, noise and other forms of airborne pollution.

All development will be required to have regard to the Council's Design and Townscape Guide SPD.

*Urban fringe may be considered to be the countryside and other land 'spaces' immediately surrounding towns and cities. However no definitive definition exists at present.

1.7 Overview of the Borough

27. Southend is principally an urban area with a population of approximately 164,000 people and an area of about 42 square kilometres. It is situated on the northern side of the Thames Estuary. The seafront runs for 7 miles along the southern edge of the Borough and includes the world famous Southend Pier.

28. Southend is generally urban in character with a network of parks and open spaces and many street trees. It is of a mainly domestic scale with pockets of medium and high density development at key centres and along main routes. There are two railway lines into the Borough and two main vehicular access roads into the town, the A127 in the north of the Borough which forms the main freight route and the A13 London Road to the south which is more of a mixed commercial area and public transport corridor.

29. The residential areas of the Borough are very diverse in character ranging from the remains of the towns two medieval settlements, large areas of Victorian and Edwardian terraced housing, areas of more informal pre war and inter war housing of varying styles and sizes and a mix of more recent housing including both low and high density schemes.

30. Retail and offices are focused in Southend Town Centre but other more local shopping and commercial centres can be found outside the town centre and are generally based around the local centres.

31. The more industrial areas of the town are generally located to the north of the Borough along the A127 which is the designated freight route and around London Southend Airport. These are separated from the residential areas but play an important role in providing local employment for the Borough although a significant number of residents commute to London and other areas for work.

32. Each part of the Borough has its own distinctive character but they are interlinked into one continuous urban area. A detailed character study of the Borough is planned and will further assist developers and planning officers to determine the context of development sites. This document, along with the Area Action Plans for Southend Central, the Seafront and Shoebury will be available on the Council's Website in due course www.southend.gov.uk

Further details of the Borough's Historic Environment can be found in Section 9 and in the Conservation Area Character Appraisals which can be viewed on the Council's website www.southend.gov.uk

1.8 The Focus of New Development

Policy Link - Core Strategy KP1 - Spatial Strategy

33. The Core Strategy Policy KP1 sets out the spatial strategy for the Borough. Whilst there will be a number of small redevelopment opportunities across the Borough, the Core Strategy

states that the primary focus for growth will be in Southend Town Centre and Central Area, with appropriate regeneration and growth in the following areas:

- The Seafront
- Shoeburyness
- Priority Urban Areas which comprise of:
  - the district centres of Westcliff, Leigh, Southchurch and Shoeburyness;
  - the main industrial and employment areas; and
  - Cluny Square Renewal Area (St Lukes Ward).

Further information on the Spatial Strategy for the Borough (including the Key Diagram which identifies these areas) can be found in the Core Strategy DPD which is available on the Council's website www.southend.gov.uk

34. **All new development will have to demonstrate that the proposed scheme is a high quality design or it will not be considered acceptable. The Southend-on-Sea Design and Townscape Guide SPD is a material consideration when assessing planning applications. All development in the Borough will be required to have regard to this document, where appropriate, as determined by The Council. In addition, and in line with PPS3, the level of quality in new residential development will be assessed using the CABE Building for Life criteria.**

1.9 Consultation

35. During its development the 2009 Design and Townscape Guide has been subject to wide public consultation. This process included targeted consultation of over 500 local and national specialist organisations, as well as interest groups and local residents and businesses. The changes have been publicised in the local press, local libraries and on the Council's Website The responses from this process have been used to inform the final document.

section two

2 Site Appraisal

36. It is important that when designing a new development, that these issues are addressed in a logical order and it is suggested that the order should generally reflect the order set out in this guide – it is little use to carefully detail the streets and spaces if the layout does not effectively connect the development with its surroundings. In short, it is necessary to get the 'fundamentals' right before moving to the 'detail'.

2.1 Assets and Physical Constraints of the Site

37. At the beginning of the design process it is essential to determine the assets and the constraints, such as any natural features and the geography, boundaries and thresholds of adjacent sites and buildings, services, highways, open space and landscaping. In some cases the constraints may also include the retention of existing historic buildings or features on the site or views of historic buildings adjacent to the site. These will be the specific site attributes that require a design response.

38. The site evaluation process may throw up conflicting issues, how these have been prioritised and addressed should be explained in the Design and Access Statement.

2.1.1 Topography and Natural Features

39. The topography of a site is an important part of its character and should be integral to any design proposal. Flattening and levelling a site is not necessarily the best option and can create structural problems.

40. New buildings and extensions should work with the landscape and seek to make best use of the site's existing topography and natural features. For example:
    - Steep gradients are often seen as a building constraint but they may offer estuary views and vistas or shelter from noise and wind. The contours of the site should be one of the factors that determine the footprint of the development. (Taller development on elevated sites will have an impact on the wider skyline and existing views and the appropriateness of this will be considered in any application. For further guidance on tall buildings see Section 4.3) It is important to note however, that the land stability of steep sites should also be carefully investigated and in some cases remedial measures may be required as part of the development process.
    - Mature landscaping and trees can instantly soften a new development, offer privacy and provide an enhanced outlook and offer habitat for many local species. New proposals should be designed to accommodate existing trees and other landscape features such as hedges and areas of established wildlife habitat, wherever possible.

See also Section 8.12 Biodiversity & Section 4.6.1 Landscaping

2.1.2 Flood Risk

Policy Link - Core Strategy Policy KP2; Development Principles – 11b
Core Strategy Policy KP3: Implementation and Resources – 2c

41. One of the major assets of Southend-on-Sea is the Thames Estuary, but its location adjacent to a large tidal estuary means that some areas of the town may be at risk of flooding. Fluvial and water run-off flood risk also exists in other parts of the Borough. In cases where there is a risk of flooding the sequential test should be used to determine whether there are other more suitable sites for the development. In the case of development proposals along the Seafront, this area has been identified in the Core Strategy DPD Policy KP1 as a location for focussed and appropriate regeneration and growth (a spatial strategy that has been found 'sound' by an Independent Inspector), so the sequential test to determine whether there are other more suitable sites for development should be limited to other sites within the seafront area only. There are a range of flood risk categories along the seafront and developers should aim to locate new developments in the lower risk areas where possible.

42. Development in such areas will be required to assess the risk and provide flood mitigation measures as necessary. The first consideration should be the inclusion of sustainable urban drainage systems (SUDS) and surface water management plans which make the most of the benefits of planting areas and porous surfacing to improve natural drainage and flood storage, conveyance, re-creating functional flood plain and setting back defences as temporary water holding measures. There may be limited scope to achieve these in some areas of the seafront and where these methods are not sufficient, other flood resistance measures such as internal flood proofing, improved drainage systems, flood barriers and bunds may also be required. All development must use porous surfacing to hardstandings and surface car parking areas to allow free drainage.

43. The risk of flooding can never be removed entirely and development in high risk areas should be designed to minimise disruption and the cost of flooding should it occur. Developments should be designed so that they can be brought back into use as soon, easily and economically as possible and therefore should be designed to be easily renovated after flooding. Building materials and utilities should not need replacing. In all cases vulnerable uses, in particular residential uses, should not be located at ground level. These should also be explained in the flood risk assessment.

For further information on Sustainable Urban Drainage Systems see Section 8 Sustainable Development and Design and Communities and Local Government Publication 'Improving the flood performance of new buildings' which can be viewed at www.communities.gov.uk

Developers may be required to submit an assessment of the potential flood risks with their planning application – see Section 13 Submitting an Application. Further information on the Sequential Test for flooding can be found in Planning Policy Statement 25: Development and

Flood Risk and the accompanying best practice guidance which are available to view on www.communities.gov.uk

2.2 Character and Context

Policy Link - Core Strategy Policy KP2: Development Principles – 5,6,10
Core Strategy Policy CP4: The Environment and Urban Renaissance - 5

2.2.1 Townscape

'Design which is inappropriate in its context, or which fails to take the opportunities available for improving the character and quality of an area and the way it functions, should not be accepted.' (PPS3: Housing)

'An appreciation of local climate, urban form, culture, topography, building types and materials is necessary to nurture local distinctiveness.' (Urban Design Compendium 2, English Partnerships 2008)

44. The character of a place is unique. It can be defined by many things, some are broad in nature and some are identified by details. Within Southend Borough there are a wide variety of characters ranging from the tight knit Victorian and late Victorian terraces in south Leigh, Westcliff and Southend to the later more spacious development in Eastwood, Thorpe Bay and Shoebury. The Seafront and the town and local centres also have very different characters.

See also Section 1.7 Overview of the Borough and Section 4.2 Scale, Height and Massing, Areas of Uniform Character

45. When designing a new development or an extension to an existing building it is essential to ensure that the scheme is informed by and complements local character. Enriching the diversity between different areas of the Borough and strengthening of local distinctiveness will be encouraged.

46. The character of all immediate neighbours and the wider townscape should inform the layout, scale and design of any new development. How much of the surrounding area should be looked at will depend on the scale of the development and the sensitivity of the site. A design solution that is appropriate for one site is not necessarily appropriate in other areas. New development should build on the positive aspects of local character, not usually copy it.

47. Developers should be able to demonstrate that their designs have been considered and respect local character. This type of analysis will be required in the Design and Access Statement accompanying all applications

See Section 13 - Submitting an Application.

48. The following list provides an outline of the things that should be considered when assessing the special character of an area:

Location and Links to the Wider Area

Is the site on a main road, in a local, district or town centre or within a quieter more residential area? How accessible is the site? Are there good links to local facilities and public transport? How can these links be utilised and improved through any new development? Is there the potential to make new connections through the site?

Historical Development and Local Vernacular

Does the area have a significant history? Is it a conservation area? Are there any historic buildings on or adjacent to the site that must be respected? Is there a predominant building style in the street? Are there any archaeological interests on the site?

Urban Grain and Morphology

What is the pattern of development? Is it uniform or informal? Is the grain tight knit or loose and open? What is the relationship to adjacent areas? What is the permeability of the area?

Public and Private Spaces and Enclosure

Is the street narrow and enclosed by buildings or is it a generous width and defined by open corners and junctions? Are there public spaces nearby? How do these relate to the streetscene and the buildings? What are the desire lines of the space? Can the quality and connectivity of the space be improved through the development? Are there gaps in the street frontage that cause an uncomfortable lack of enclosure?

Uniformity and Rhythm of Buildings

Is the streetscene characterised by the order and rhythm of the buildings or are they all different? Are the materials, windows, roof forms, building frontage lines, storey heights similar or is there a diverse range of form, scale and materials?

Topography, Natural and Built Landmarks, Views and Skyline

What is the landform of the locality? Are there any watercourses or coastlines? Are there views of natural features or local landmarks, in or out, or through, the site that should be preserved? Is the skyline seen from other parts of the Borough? Which buildings are important?

Natural Environment and Trees

Do the existing trees and vegetation make a significant contribution to visual amenity, biodiversity and character of the wider area? Are they important in the streetscene and / or local wildlife? How can they be incorporated within the design proposal? Are there any Tree Preservation Orders or protected species on the site?

Streetscape

Are there any special items of street furniture or gateway features that contribute to the streetscape and should they be retained? Are there items of street clutter and barriers to movement that can be rationalised as part of the development? How are the property boundaries defined? Who are the neighbours? How close are the neighbours to the boundaries of the site? Are the frontages to the site public or private?

Function and Uses throughout the Day and Night

Is the character predominately residential, commercial or mixed use? Is it in a town or local centre? Is it

vibrant and busy or quiet and calm?

2.2.2 Enhancing Character

In areas where the existing character is weak, designs which bring new character and quality will be considered. New development should preserve the characteristics of an area or create a new characteristic that will provide an enhanced local identity.

2.3 Assessing Capacity

49. New developments will have an impact on the existing infrastructure. For example all proposals are likely to increase the number of vehicular trips and demands on service suppliers. Residential units may also create additional strains on school capacity and parking. It is therefore essential to ensure that the local infrastructure, facilities and networks are able to cope with increased demand new development will place on them. Major schemes must demonstrate that the proposed development will not have a detrimental effect on existing infrastructure and will normally be expected to make financial or practical contributions to improving the provision of local infrastructure and services in accordance with the Council's adopted and emerging policies. These are usually secured through a legal agreement.

For further information see the emerging Planning Obligations DPD which will be available to view at www.southend.gov.uk in due course.

section three

3 Creating Successful Places

'Most people want to live somewhere distinctive and with character, which can be provided if housing is well designed' Better Neighbourhoods' (Making Higher Densities Work, CABE 2005)

Policy Link - Core Strategy Policy KP2: Development Principles - 9

50. Southend has its own individual character and each development site in the Borough is unique. Off the shelf standard designs and standard house types create soulless places with no local distinctiveness and will be considered inappropriate unless it can be demonstrated that they make a positive response to local character.

A Design Statement that demonstrates how the proposal fits into the wider townscape should accompany all major development schemes. See Section 15 Making an Application

3.1 Connectivity, Permeability and Integration

'Planning should promote accessibility and local permeability by making places that connect with each other and are easy to move through, putting people before traffic and integrating land uses and transport.' (By Design. CABE 2000)

51. The spatial arrangement of the development and its relationship with the surrounding area is key to success of any scheme. First and foremost new places should be designed for people; they should be vibrant, attractive and easy to move around and through. New development provides an opportunity to make new connections and improve pedestrian, cycle and vehicular access by creating new convenient links to the surrounding street network and local facilities. Lighting views and desire lines can help reinforce links.

3.1.1 New Streets

'Place and movement are the most important in determining the character of streets. Streets should no longer be designed by assuming 'place' to be automatically subservient to 'movement'. Both should be considered in combination, with their relative importance depending on the street's function within a network. It is only by considering both aspects that the right balance will be achieved. It is seldom appropriate to focus solely on one to the exclusion of the other, even in streets carrying heavier volumes of traffic, such as high streets.' Manual for Streets DFT 2007

52. It is imperative that all new streets cater for the needs of all users not just vehicle movement. The objective for all streets is that they are safe, convenient, attractive, and support the needs of all including pedestrians, cyclists, emergency and service vehicles and utility companies. The type of street chosen should be appropriate for the location and could range from a main road to a homezone.

Layouts for Larger Sites

53. The layout of roads in larger developments will be key to their overall character. The aim of all new development is to ensure a positive integration into the wider context it is therefore important that this element of the design is informed by local character. Natural features, topography and the historic street pattern should also be used to shape the layout and give local distinctiveness to the scheme. Connectivity with neighbouring development, including matching in with the local grain and maintaining views and vistas, will be key to its success. The thinking behind the layout should be explained in the Design and Access Statement.

54. All streets must be functional for cars and service vehicles but the focus, especially those in residential areas, should be on making them attractive environments. In residential areas in particular they should be designed to discourage speeding traffic without impeding the access for larger vehicles. High Quality traffic calming measures, such as junction treatments, landscaping and landscaped build outs, which restrict speeds, will be encouraged, where appropriate, in residential areas. All proposed traffic calming measures should be integral to the overall design and not an afterthought. The detailed design of new streets and junctions will be assessed on a site by site basis to ensure that the most appropriate solution is found for all road users.

Shared Surfaces

55. Shared surfaces can represent an economical use of space and lead to attractive areas for driving, walking and play. These only work well if sufficient space is allocated. Developments that incorporate shared use surfaces as a means to solely increase density at the expense of practical amenity will not be approved. Where shared surfaces are considered appropriate, providing play space and, where appropriate, structures, equipment or public art to enhance the play experience for children is essential.

Section 4.6.1 Landscaping and Section 3.5 Public Realm

For further information see the Southend-on-Sea Local Transport Plan 2 which is available on the Council's website www.southend.gov.uk and Manual for Streets which can be found at www.manualforstreets.org.uk

Adoption

56. The Council wishes to encourage imaginative design incorporating high quality materials in pursuit of the best possible highway designs. The Council will work with the developer to find the best solution for each site. Roads for adoption will need to be capable of being maintained economically and not represent a burden on public maintenance budgets.

57. The Council may be prepared to adopt new roads as public highway where there is a benefit to the public at large to allow for the free flow of pedestrian or vehicular traffic. However, highways, which provide access to only a small number of dwellings, are unlikely to be adopted. Where it is intended that a new highway be adopted the Council should be consulted at the initial design stage. Commuted sums for maintenance may be secured through an appropriate legal agreement.

3.1.2 Detailed Highway Design

For detailed technical guidance on specific highway requirements and specifications see Appendix.16

3.1.3 Pedestrian Permeability

58. It is all too common for even short journeys to be made by car and this trend is leading to unhealthy communities and environments. Larger developments will be encouraged to include public rights of way which connect to the surrounding built fabric and are attractive, safe and convenient. Routes through the development and to parking areas must have natural surveillance and be well lit. Hidden and dark corners should be avoided.

3.1.4 Cycling Permeability

59. Well-connected and linked places encourage more sustainable modes of transport including walking and cycling. New pedestrian and cycle routes should be designed for the ease of walking and cycling. This includes minimal barriers, pollution and noise, high quality surfacing and landscaping and well-located crossing points. Given how flat the Borough is, it is considered that significant advances can be made in this area. The Council is also now a cycling demonstration town and developers will be expected to contribute to this physically or financially. Southend offers considerable potential for encouraging cycling either as a means of travelling to work, school and community facilities, or as a leisure/tourist activity and the Council's aim is to see a significant increase in the level of cycling in the town over the next few years.

60. New developments can often provide opportunities to extend the local cycle network and cycle facilities will be expected to assist with this aspiration by being cycle friendly and contributing to the wider cycle network. These types of movements are best accommodated within a well-connected street layout that caters for a range of travel choices. A financial contribution to cycling initiatives will be secured through an appropriate legal agreement.

See also Section 7.2 Secured by Design, the Southend Cycling Strategy and the Southend-on-Sea Local Transport Plan 2 which is available on the Council's website www.southend.gov.uk. For further information on developer contributions for cycling see Planning Obligations DPD.

See also Section 8 Sustainable Development and Design

3.2 Focal Points, Gateways, Views and Vistas

61. Corner plots, sites that terminate vistas and those in prominent locations offer an opportunity for landmark buildings and gateways. A particularly high standard of design and detailing that reflects its status and importance, will be required on these sites.

62. Whenever possible existing historic landmark buildings should be protected and enhanced and strategic views preserved. Near and distant views both contribute to an areas character and should be respected where they occur. New development may also offer the possibility to open up views and vistas, which may add an extra dimension to the scheme and help integrate with the surroundings.

63. When planning development on a corner site, the issue of two public frontages needs to be addressed. The context of the adjoining streets including scale, rhythm and form requires a single design solution, and development will be required to present a well designed and appropriately scaled elevations to both frontages. In some areas of the Borough the openness of road junctions is part of the local character and where this occurs it must be respected in the design of new development. This can mean setting the footprint back from the road to open the corner at ground level and ensuring the height of the proposal is appropriate and does not create a 'canyon effect'.

3.3 Proportions and Visual Cues

64. When designing a new building or an extension it is important that the development integrates with existing buildings. This is best done by identifying the positive characteristics and relationships formed by the existing buildings e.g. frontage lines, heights of ridges and eaves, proportions, materials etc. and respecting them in the design of the new development.

65. In some cases it may be desirable to contrast with the existing character. Whilst this can lead to more exciting possibilities, it generally requires greater design skill to achieve a successful scheme.

66. Larger sites in particular offer more of an opportunity to create a new area of distinct character especially where existing character is weak, although the wider context will still be an important consideration. In a similar vein, key buildings designed as landmarks, may also afford a unique style.

See Section 2.2 Character and Context

3.4 Continuity and Enclosure

'Planning should promote continuity of street frontages and enclosure of space by development which clearly identifies private and public areas.' (By Design. CABE, 2000)

67. New development should continue established street patterns where they are an integral part of local character, particularly building frontage lines which determine the proportions of the street. Buildings that are uncharacteristically set back or set forward from their neighbours often look out of place and create negative spaces that are often neglected.

68. Wide open spaces and streets in urban areas can be desolate, unwelcoming and windswept. When creating a new place or development within the urban fabric the need for strong continuity and enclosure is key to creating places and spaces that are comfortable, have identity and provide community safety. On main transport routes where street widths have to be generous, trees and landscaping can be used to create secondary enclosure to give a more pedestrian scale. The enclosure of site boundaries is also important to provide a clear distinction between public and private areas, but such means of enclosure must complement the design of the development and not be unduly prominent or imposing.

3.5 Public Realm

'New open spaces should improve the quality of the public realm through good design.' (PPG17: Planning for Open Space, Sport and Recreation)

'Local networks of high quality and well managed open space help create urban environments that are attractive, clean and safe and can play a major part in improving people's sense of wellbeing' (PPG17: Planning for Open Space, Sport and Recreation)

Policy Link - Core Strategy Policy CP4: The Environment and Urban Renaissance – 8, 10
Core Strategy Policy CP7 - Sport, Recreation and Green Space – 2
Saved BLP Policy C15 - Retention of Open Spaces
Saved BLP Policy C13 - Street Furniture
Saved BLP Policy H5 - Residential Design and Layout Considerations

69. High quality, attractive, usable and well-maintained public open space can improve the quality of life for all, add value to a development and promote investment and tourism.

70. Larger developments for residential and mixed use schemes will normally be expected to include a meaningful area of public open space that can be used by the wider community. Where they are proposed, public spaces should be one of the key focuses of the overall development. They should be attractive, useable and serve the needs of the community, conveniently located and integral to the overall design and layout of the wider townscape.

71. The key to successful public open space is ownership, identity, a clear function for the community and management. A well designed open space can play a significant role in the creation of sustainable communities. Any provision for public space must be designed to ensure the area is overlooked by adjoining development, not positioned against rear boundaries with limited natural surveillance. Wherever possible, children's play areas and public art should be provided. In all cases they must be high quality, durable and an integral part of the design.

72. There is a general presumption against development which leads to the loss of existing open space.

73. New public open spaces will be expected to make a positive contribution to local biodiversity (e.g. where possible including native plant species and features such as ponds and

hedgerows). Retaining existing trees and landscaping adds instant maturity to the space and has considerable benefits for local wildlife. New public open spaces and landscaped areas should also seek to link in with the Borough's existing greenways and habitat links. Larger developments should also investigate the opportunities for including sustainable development (e.g. sustainable urban drainage systems or underground heating systems) as part of the public open space.

For Further information see Section 8 Sustainable Development and Design and Section 4.6.1 Landscaping

3.6 Public Art

'Works of art … give identity and enhance the sense of place … and should be integrated into the design process at the earliest possible stage' (By Design, CABE, 2000)

Policy Link - Core Strategy Policy CP4: The Environment and Urban Renaissance - 4

74. High quality public art adds richness and identity to a place, can provide a landmark or gateway for the town and promotes regeneration and tourism. Southend is committed to becoming the cultural hub of the Thames Gateway South Essex, and this includes developing public art for the enjoyment of residents and visitors.

75. On larger sites in particular, there is often the opportunity to use sculpture and light to create a focal point and in such cases developments will be required to contribute to public art in some way, either by commissioning a whole piece or by contributing a percentage of the development value to public art within the Borough. The requirement will be assessed on a site by site basis and where applicable, will be secured through a legal agreement. Some form of commitment for care and maintenance is usually required.

76. Where an installation is proposed, the design must be agreed by the Council and it should either be located on the development site, or nearby where it can be readily seen and experienced by the public (e.g. in a public open space)

77. If the site or development is not considered to be suitable for public art or there is no convenient publically accessible location nearby, a financial contribution to public art can be made as an alternative. The Council will then commission the art as and when funds allow. Typically, a contribution of 1% of the development costs will be required for public art unless otherwise agreed with the Council.

Further Information can be found in Appendix 9 Provision of Public Art as Part of New Development – Developer Guidelines and Southend's Public Art Strategy which sets out the procedures, maintenance and management for public art in the Borough. The requirement for public art in new development is set out in the Planning Obligations DPD.

3.7 Legibility and Building Language

'Planning should promote legibility through development that provides recognisable routes, intersections and landmarks to help people find their way around.' (By Design. CABE, 2000)

78. New development and public space should be easy to understand to enable the users to find their way around. In particular both pedestrian and vehicular entrances must be easily identified and visible from the public highway. Buildings and landscaping should be used to make the routes attractive, recognisable and distinctive to assist orientation.

79. The use of the building should be reflected within the architectural language. The old adage 'form follows function' is still relevant. The application of a style that is inappropriate and does not reflect the use will be discouraged. Developers should be clear that a building designed to look like a detached bungalow should be just that and not a disguise for flats, as there are significant impacts for the streetscene from doing this.

section four

4 Building Form

4.1 Density

'Good design is fundamental to using land efficiently.' (PPS3 :Housing)

'More intensive development is not always appropriate. However, when well designed and built in the right location, it can enhance the character and quality of an area. Successful intensification need not mean high rise development or low quality accommodation with inappropriate space.' (PPS3: Housing)

'Neighborhoods are more successful when they avoid large concentrations of housing of the same type. A good mix of housing types and sizes is important in creating a basis for a balanced community. Even comparatively small developments can have a wide mix of types of property. Also, a mix of housing types and uses can create more attractive residential environments with greater diversity in building forms and scales.'(Buildings for Life, CABE 2007)

Policy Link - Core Strategy Policy KP2: Development Principles – 2,5,6,10

80. When assessing the development potential of a site it is essential that the local character, location, infrastructure capacity and the availability of usable amenity space are considered but land is at a premium, particularly in Southend Borough, so it is important that every development makes the best use of the site without compromising the quality of life for the occupants or its neighbours. This does not necessarily mean that it should be of high density, it all depends on what is appropriate for the context. Development sites in town centres and along public transport corridors generally lend themselves to higher densities. However, high density schemes with large footprints can easily become overbearing and dominant in the streetscene.

The Council will be commissioning work to assess the various characters and densities of the Borough and this will be published on the website in due course at www.southend.gov.uk Further details on the special character of the Town Centre and Seafront will be provided in the Southend Central and Seafront Area Action Plans which are currently being prepared.

81. However, provided the location is appropriate, high density schemes can have many benefits for the wider community, such as:
    - Vibrant neighbourhoods and businesses
    - Additional community facilities and public open space
    - Greater natural surveillance
    - More opportunities for energy conservation by design
    - Easier to create a sense of place

82. It is important to remember that high density does not necessarily mean high rise. The density of many areas within Southend, particularly the terraced areas, is already high. In some instances low, compact or terraced houses may be a more acceptable option than increasing the storey height. Every development site is different and needs an individual solution. Where the prevailing character is of a lower density or the infrastructure is overstretched, high density schemes may not be appropriate.

83. It is a common mistake to apply domestic architectural language over a very non-domestic scale of development. This can result in a number of unresolved forms, proportions and misleading language. It is therefore important to ensure that the adopted architecture and detailing are appropriate for the scale of the development.

84. The accommodation mix should reflect the needs and aspirations of the local community and complement the character of the local area. This creates more balanced neighbourhoods and more interesting buildings. In line with PPS3 and the Core Strategy developments will be expected to contribute to maintaining and enhancing a variety of unit sizes and types of residential accommodation in the Borough. Where the local character is family housing rather than flats or apartments then proposals will be expected to reflect this. On more prominent sites, adjacent to residential areas, a mix of house types that provide both family housing and flats may be considered appropriate. This type of development also allows for a smoother transition between lower density housing to higher density flats within a holistic design approach. On landmark sites in the town centre, or at key public transport nodes / interchanges, a mixed use development with no houses may be appropriate but schemes in these locations should still include a variety of flat sizes and tenures. In these more sensitive locations it is imperative that pre-application advice is sought.

The housing needs for the Borough are set out in the Thames Gateway South Essex Strategic Housing Market Assessment which can be found on the Council's website www.southend.gov.uk

Also See Section 4.2 Scale, Height and Massing below.

4.2 Scale, Height and Massing

Policy Link - Core Strategy Policy KP2; Development Principles – 10
Core Strategy Policy CP4: The Environment and Urban Renaissance - 5
Core Strategy Policy CP8: Sport Recreation and Green Space – 2
Saved BLP Policy C11 - New Buildings, Extensions and Alterations – iii, iv
Saved BLP Policy H3 - Retention of Small Family Houses
Saved BLP Policy H6 - Protecting Residential Character

85. The successful integration of any new development is dependent upon the appropriate scale, height and massing in relation to the existing built fabric. Buildings that are over scaled will appear dominant in the streetscene and development which is under scaled will appear weak and be equally detrimental. The easiest option is to draw reference from the surrounding buildings. This is generally a good 'rule of thumb', especially where local

character is uniform. Referencing in this was does not necessarily include looking at landmark buildings nearby. The character of much of the Borough is defined by street blocks or small runs of properties.

4.2.1 Areas of Uniform Scale

86. There are many examples of consistent scale in Southend Borough, most of these are in the Borough's residential areas. Some of the most common of these include:

Areas of Terraced Housing

87. A number of residential areas across the Borough are traditional Victorian and Edwardian terraced housing. Of all the residential areas these are the most consistent in style and this is the most significant element of their character. Their designs typically include double height bay windows and strong vertical proportions.

Streets of only Bungalows

88. There are a number of areas, particularly in the north and east of the Borough, which are predominately made up of generously spaced detached or semi-detached bungalows. Whilst the detailed design of the bungalows often varies, the scale and spacious building layouts remain consistent. The scale and grain are therefore two of the most important aspects of local character as they bring a strong cohesiveness to the area and give the streets an open and light quality. In these areas the voids between buildings are considered very important too.

Areas of Large Detached and Semi-detached Housing

89. With a similar density but at the other end of the scale spectrum there are also some areas of large family houses in the Borough. These areas have a completely different character - the larger buildings are more imposing and the streets have an altogether grander feel. Again the individual designs may vary but their scale, grain and use as single family dwelling houses are unifying characteristics and key to local character. This type of housing is most prevalent in Thorpe Bay (for example Burges Estate and Thorpe Esplanade), Leigh (for example Marine Estate) and Chalkwell (for example Chalkwell Hall Estate), but can also be found in other areas of the town.

90. In these areas, proposals for development of a larger, or different or unbalancing scale would be detrimental to local character and will be resisted in principle. All new development must preserve and enhance local character; development which is harmful will not be acceptable. Generally the conversion of these buildings to flats will be unacceptable given the knock on needs for extensions, car parking or the increase in parking pressure.

91. The Council aims to achieve balanced communities whenever an opportunity for new housing arises. Over recent years both large single family dwellings and bungalows are not

generally being developed but these building types will be actively encouraged in areas where they are appropriate to local character.

4.2.2 Areas of Varied Scale

92. There are also parts of the Borough where the scale of development is mixed. These range from small variations in residential areas to a more mixed scale in the town centre and along the seafront. In these areas the difference in scale can also contribute to local character. For example some streets are defined by two storey buildings relatively regularly interspersed with smaller bungalows, this lack of regularity of roof line and scale also contributes to the character of the street.

93. There are also examples in the Borough of streets where there is a run of properties that are uncharacteristic of the street as a whole. This may be for example one block of bungalows within a street which otherwise consists of two storey houses and which, although not typical of the entire street, they do have a group value in their own right. Where this occurs development should respect the characteristics of the block in the first instance and also the wider area where appropriate.

94. It should also be noted that where the road is of a significant length, e.g. along the seafront or London Road, the character will change as you travel along it. In these cases it will be more appropriate to look at a few street blocks rather than the entire length. For larger schemes the character will be considered to be wider than the immediate street block (at least one either side) as views of the scheme are likely to be more significant and the development will impact on a wider area. Except for the seafront, both sides of the road will need to be considered.

95. However there are areas of the Borough where the townscape is more varied in terms of height, plot size and design, tend to offer more scope for a change in scale. This can range from small changes in residential areas to more significant variations in the Boroughs more commercial areas where the development site may offer an opportunity to create a new landmark building. What constitutes appropriate building height will be determined on a site by site basis and pre-application advice should be sought.

96. For clarity the Borough Council will seek to protect its stock of bungalows across the town. Their protection from loss will be one the ways in which the Borough Council intends to meet the Government's requirement to provide and maintain housing to Lifetime Homes Standards.

For further information on Lifetime Homes see Section 4.5.1 Internal Arrangements and Space Standards and Appendix 4 Lifetime Homes Standards. See also Design and Townscape Guide Sections 2.2 Character and Context and Section 4.1 Density

4.2.3 Justification for Increased height

97. Schemes that propose buildings that are taller than their neighbours will be required to justify why an increased height is acceptable. This ranges from buildings that are one or two storeys higher to ones which are many storeys higher.

98. Proposals for buildings of increased height will only be considered where one of the following conditions is met and justified:
    - To provide variety to the roofline – only appropriate where a varying roofline is a characteristic of the area, should respect existing plot widths, small variations in height only. (Note. In areas where smaller scale buildings are part of the defining character, increasing the scale may not be considered appropriate.)
    - To act as a local landmark (small variation in height only)– townscape significance of the site must be explained in the Design and Access Statement.
    - Define a node – usually only appropriate at the junction of two or more main routes / distributors, non-residential elements may be required to reinforce importance of junction.
    - To provide presence to a public open spaces – where the space has a clear civic or community function.
    - To act as a district or major landmark – few appropriate sites, exceptional design required. Justification for significant increase in height should be provided in the Design and Access Statement

99. Where larger buildings are considered appropriate they can be designed in such a way so as they do not appear over dominant in the wider streetscene. For example:
    - The impact may be significantly reduced by the introduction of set backs at upper levels. This makes the upper most storeys less visible from the street and can reduce the perception of scale.
    - Stepping the upper storeys away from the side flanks is also a recognised way of smoothing the transition between adjacent buildings of different sizes.
    - Careful detailing of the elevations can also lessen the scale of a larger development. For example, introducing some form of layering such as balconies or breaks in the building line can be effective. Greater transparency at upper floors can also lessen the impact.
    - Articulating a frontage with strong vertical rhythms in can also help break up long facades.

100. However, if these techniques are to be employed, it is imperative that they are integral to the overall design and not just 'stuck on' as a way of achieving extra accommodation.

101. On large development sites, concepts such as splitting the development into two or more blocks, and increasing the transparency and layering should be considered to reduce the impact on the surrounding townscape.

102. All developments must retain a strong degree of interaction at ground level so that pedestrians are not confronted by unfriendly blank facades. This can be achieved by introducing transparency, particularly for main entrances, on the street elevations and on the larger developments, introducing additional active uses at ground level.

Proposals for new buildings will need to demonstrate in the Design and Access Statement why the scale proposed is appropriate for the site. This is best done through the inclusion on streetscape diagrams and photomontages which show relationship to neighbours and surrounding properties.

4.3 Tall Buildings

'Tall buildings should not be supported by Local Planning authorities unless it can be demonstrated through the submission of fully justified and worked-up proposals that they are of excellent architectural quality and in the appropriate location' CABE Guidance on Tall Buildings 2007.

Policy Link	Core Strategy Policy KP1: Spatial Strategy Core Strategy Policy KP2: Development Principles Core Strategy Policy KP3: Implementation and Resources Core Strategy Policy CP2: Town Centre and Retail Development Core Strategy Policy CP3: Transport and Accessibility Core Strategy Policy CP4: The Environment and Urban Renaissance (including sustainable development) Core Strategy Policy CP8: Dwelling Provision Saved BLP Policy C11 - New Buildings, Extensions and Alterations

Specific tall buildings policies will be included in the Development Management Development Plan Document and the Southend Central Area Action Plan Development Plan Document which are currently being prepared.

103. Southend is an attractive urban area in a fantastic setting along the north side of the Thames Estuary. The town began as a series of villages but underwent rapid expansion in Victorian / Edwardian times. This natural and built heritage, along with the more recent development, gives it a diverse and distinctive character. It is of a mainly domestic scale with pockets of medium and high density development at key centres and along strategic routes. There are few existing tall buildings and most of these are in the town centre, but proposals for this type of development are becoming more common and the Council wants to ensure that these are considered in the full context of the town's special character and its designation as the cultural hub of the Thames Gateway.

104. High quality tall buildings in the right place can act as landmarks and be a catalyst for regeneration and an opportunity to enrich the public realm by creating new internal and external public spaces. Where they are compatible with the townscape, individual or groups of tall buildings can transform the image and identity of the town and stimulate investment,

however, they are not always appropriate and it is therefore important to establish whether the principle of a high building is acceptable before considering the detail. The siting of a tall building is key to its successful integration into the townscape.

4.3.1 The Location of Tall Buildings in Southend Borough

105. Clusters of tall buildings will be more appropriate, in principle, in the town centre area (including Victoria Avenue) and central seafront area (between the pier and the gasworks jetty) Victoria Road but may not be appropriate in other areas of the Borough.

Southend Central Area Masterplan

106. Southend Central Area Masterplan has been adopted by the Council as Corporate Policy and will be a material consideration for tall building proposals in the central area. One of the key moves of the Masterplan is to deliver a number of places, destinations and landmarks that will bring greater identity to the town centre.

107. The Masterplan rationale for the location and nature of tall landmark structures within the town centre is based on three main premises:

i) Gateway sites or thresholds mark entry into the regeneration areas. This is appropriate at the northern edge of the Victoria Avenue area, and at the two rail stations.

ii) Stand-alone buildings mark the waters edge along the eastern esplanade. A series of potentially iconic forms will create a memorable backdrop to the seafront experience.

iii) Victoria Avenue is reinforced as a grand entry boulevard. To de-mark its scale in street section, tall buildings structure the approach from the junction with Carnarvon Road to Queensway.

108. In addition to this vision, tall buildings are specifically referenced in the following Masterplan Areas where greater detailing is given regarding their size and siting:

- The Victorias
- London Road
- Queensway and Southchurch
- Clifftown Quarter
- St John's Quarter
- Eastern Esplanade (up to Gasworks Jetty)

109. The Southend Central Area Action Plan (which includes the central seafront area) will also include detailed guidance and policies regarding the overall vision for the central area and including the location of tall buildings in the town centre.

The Location of Tall Buildings outside the Central Area

110. Out of the town centre, tall buildings may only be appropriate in very few and unique key locations where they are compatible with local character and the wider skyline. An indiscriminate proliferation of high buildings within the Borough will not be acceptable.

111. It should be noted that in some cases, even where a site could be considered to be a landmark location, tall buildings may not be appropriate where they will detrimentally affect the setting of historic buildings or areas or where they adversely impact on a key view. The site appraisal should reveal whether there are any important views from within or across the site – for example of the estuary. Where they exist, these views often make an important contribution to local character and should be maintained.

4.3.2 Tall Building Design

112. In all cases tall buildings need to be of a high quality, distinctive design which enhances both the immediate surroundings and the wider setting. Proposals for tall buildings will be assessed against the CABE Tall Building Criteria for Evaluation. Applicants seeking planning permission for tall buildings should ensure, therefore, that these criteria are fully addressed in the scheme design and explained in the Design and Access Statement:

Guidance on Tall Buildings CABE 2007

The relationship to context, including natural topography, scale, height , urban grain, streetscape, and built form, open spaces, rivers and waterways, important views, prospects and panoramas, and the effect on the skyline. Tall buildings should have a positive relationship with relevant topological features and other tall buildings; the virtue of clusters when perceived from all directions should be considered in this light.

The **effect of the historic context,** including the need to ensure that the proposal will preserve and/or enhance historic buildings, sites, landscapes and skylines. Tall building proposals must address their affect on the setting of, and view to and from historic buildings, sites and landscapes over a wide area including:

- World heritage sites
- Scheduled ancient monuments
- Listed buildings
- Registered parks and gardens, and registered battlefields
- Archaeological remains
- Conservation areas

The **relationship to transport infrastructure,** aviation constraints, and, in particular, the capacity of public transport, the quality of links between transport and the site, the feasibility of making improvements, where appropriate. Transport is important in relation to tall buildings because of the intensity of use, as well as density, that they represent.

The **architectural quality of the buildings** including its scale, form, massing, proportion and silhouette, facing materials and relationship to other structures. The design of the top of a tall building will be of particular importance when considering the effect on the skyline. The design of the base of a tall building will also have a significant effect on the streetscape and near views.

The **sustainable design and construction** of the proposal. For all forms of development, good design means sustainable design. Tall buildings should set exemplary standards in design because of their high profile and local impact. Proposals should therefore exceed the latest regulations and planning policies

for minimising energy use and reducing carbon emissions over the lifetime of the development. The long-term resource and energy efficiency of tall buildings enhanced if their design can be adapted over time.

The **credibility of the design,** both technically and financially. Tall buildings are expensive to build, so it is important to be sure that the high standard of architectural quality is not diluted throughout the process of procurement, detailed design, and construction. Location, use, the commitment of the developer, and ability and expertise of the consultant team will have a fundamental bearing on the quality of the completed building.

The **contribution to public space and facilities,** both internal and external, that the development will make in the area, including the provision of a mix of uses, especially on the ground floor of towers, and the inclusion of these areas as part of the public realm. The development should interact with its surroundings at street level; it should contribute to safety, diversity, vitality, social engagement and 'sense of place'.

The **effect on the local environment,** including microclimate, overshadowing, night-time appearance, vehicle movement and the environment and amenity of those in the vicinity of the building.

The **contribution made to the permeability** of a site and the wider area; opportunities to offer improved accessibility, and, where appropriate, the opening up, of effective closure, of views to improve the legibility of the city and the wider townscape.

The provisions of a well-designed environment, both internal and external that contributes to the quality of life of those who use the buildings, including function, fitness for purpose and amenity.

113. In addition to these criteria all applications for tall buildings will be required to include an element of public art. The installation can be on or off site (subject to Council agreement) and should have significant public impact. Tall building applications will also be expected to make a significant contribution the improvement of the public realm in the vicinity of the site.

4.3.3 Airport Safety Regulations

114. Any location within Southend Borough will be within a few miles of the airport. In order to avoid any potential conflict it is recommended that the applicant / designer undertakes early consultation (before an application is submitted) with London Southend Airport on the principle of tall buildings and their impact on the flight paths.

Where tall buildings are proposed the applicant will be required to justify in the Design and Access Statement why the site can accommodate a tall building and why a departure from the height of the existing townscape is acceptable. The statement should also demonstrate how the different elements of the building work together and how it integrates with the surrounding area.

Planning applications for tall buildings should be accompanied by accurate and realistic representations of the appearance of the building which show the proposal in all significant views - near, middle and distant, including the public realm and streets around the base of the building. Photomontages should be used to show the building accurately rendered in a range of weather and light conditions (including night-time views); 3D graphics and/or models should

be used to show how the building is modelled and how it fits into the local townscape. Shading diagrams and analysis will be required to show the impact on surrounding buildings and spaces. A Transport Assessment, Travel Plan waste Management Strategy and Sustainability Appraisal will also be required and an Environmental Impact Assessment and a flood risk assessment may also be required for certain locations.

Consultation

Owners and prospective applicants for tall buildings are strongly encouraged to enter into pre application discussions with the Council at an early stage to establish, in particular, the appropriateness of the site for a tall building as well as other design issues. The Council will often chose to consult an independent design review panel such as CABE on these types of proposal.

For further information on Sustainable Development see Section 8 and Appendices 5-8
For further information on Public Art see Section 3.6 and Appendix 9

4.4 Appearance

'Good architecture is less to do with a particular style and more to do with the successful co-ordination of proportions, materials, colour and detail.' (Buildings for Life, CABE 2007)

Policy Link - Core Strategy Policy CP4: The Environment and Urban Renaissance - 4

115. There is not normally only one 'right' answer for the appearance of a development. However, the approach taken must have a positive relationship to context, reinforce local distinctiveness and seek to enhance the character of an area. A traditional or contemporary design may be equally valid for the same site provided they compliment the local townscape. The reasons for choosing a particular style and an explanation of the detailed design must be outlined in the Design and Access Statement. Generic house types do not respond to local context and will not normally be appropriate unless of exceptional design quality.

116. All buildings must have the same high quality of design for all facades, limited views of the side and rear elevations or of backland development are not an excuse for bland or 'dumbed down' elevations. This issue has recently been upheld at appeal:

"The fact that views from the public realm would be restricted is not a justification for poor design" Appeal Decision Ref APP/D1590/A/07/20592/NWF (13th May 2008, Westcliff-on-Sea)

117. Whether a proposal is to be modern or traditional in appearance it is important that the overall design is cohesive and all elements of the building relate positively to each other. Proposals that are made up of two, or more, conflicting styles will appear unresolved and confusing and part of the scheme will appear weaker or out of place. A comprehensive, high quality design approach should be used throughout the whole development.

118. Whatever approach is taken all new residential buildings will be expected to meet the 'Building for Life standard' which is the national benchmark for well-designed housing and neighbourhoods in England.

For further information on Building for Life Standards see www.buildingforlife.org

4.4.1 Materials and Detailing

119. Choice of materials can make a huge difference to the success of a building. Sympathetic materials, whether matching or contrasting, can help to integrate a new building or extension with the character of the surrounding townscape.

120. The design of the building, as well as its context will influence the choice of materials. Modern styles lend themselves to modern materials such as render, glass and cladding systems, whereas traditional designs that replicate the character of the existing streetscape are most successful where they match closely the materials and detailing, including adopting traditional building techniques, of the adjacent or parent buildings. In some areas such as the Burges Estate in Thorpe Bay the materials (rough cast render and plain clay tiles) are key to its special character.

121. In all circumstances high quality, durable materials will make a significant difference to the long-term success of the scheme. Poor quality materials may appear satisfactory when new, but soon wear and deteriorate. Good quality materials are usually longer lasting and easier to maintain. Where appropriate, the use of sustainable materials (including recycled aggregate) and practices are encouraged, particularly in new development.

See Section 8 Sustainable Development and Design.

122. In addition to the choice of materials, careful detailing can make a huge difference to the success of the development. For example setting windows back within their openings and generous eaves will create shadows giving depth to a frontage that would otherwise appear flat and bland. This simple technique has been used effectively over the centuries and is evident in the Borough's older properties but equally applies to modern development and should be used in all schemes.

123. Careful detailing of materials, joints, fenestration, services connections and finishes play a key role in the successful delivery of a high quality development. In particular close attention should be paid to all elements of the building that have human contact. Quality detailing needs to work on two levels - both close up such as entrance detailing and fittings, and from a distance to give the elevation improved articulation through shadowing.

124. Large developments should create their own sense of place and enhance the richness of the experience for users. For example this can be done through the creation of public spaces and courtyards and the use of sculpture and art which can give identity and civic pride.

Material Choice and Historic Buildings

125. When altering and extending historic buildings the choice of materials must be carefully considered so that the special historic character of the building is not detrimentally affected. In the case of alterations and traditional extensions it may be necessary to use the same materials as were originally used and applied with the traditional construction techniques, particularly for listed buildings.

126. Where an extension to a historic building has successfully been designed to contrast with the original building a more flexible approach to materials may be possible.

4.4.2 Openings

127. The placing of openings can make a significant positive or negative contribution to the design of a development. In more traditional buildings a strong uniform pattern of windows and doors, creating order and rhythm, is often an essential part of their character and the wider townscape. This is evident in the Victorian and Edwardian streets that are common throughout Southend Borough.

128. The positioning of the openings should provide order and structure to a façade and bay windows, gables and setbacks can be incorporated to create variety and visual interest to the frontages. The use of pattern, texture and colour is another way of heightening the sensory experience of a building, however, these elements should be integral to the overall design of the building, not an afterthought. Large areas of unbroken masonry can be unattractive and monotonous and should be avoided.

129. In modern schemes the options are much greater. Fenestration can be used to create visual interest and add excitement. In all cases the proportions of windows, the solid to void ratio and the detailing need to be carefully considered.

130. Traditional windows and doors in existing buildings in the historic environment are integral to their special character and must normally be retained or reinstated.

Entrances

Policy Link - Core Strategy Policy CP4: The Environment and Urban Renaissance - 6

131. The focus of any new building must be the pedestrian, not the car and it is essential that the pedestrian entrance is clearly defined and visible from the public highway. Primary entrances are to be located on the street elevation, not at the rear or in the car park. Design features such as signage, canopies or projections can be used to good effect to highlight entrances.

See also Section 9.1 Access for All and Building Regulations Part M which can be viewed at www.communities.gov.uk

Openings in Extensions

132. The style and placement of windows and doors plays a significant role in helping to integrate new extensions with existing buildings. Where the extension is consistent with the style of the original building the windows and doors should match in style and be aligned with those in the main building. Where the extension is a deliberate contrast to the parent building, a more flexible approach to window design may be appropriate.

4.5 Layout of Buildings and Spaces

Policy Link - Saved BLP Policy H5 - Residential Design and Layout Considerations

133. Achieving an efficient and effective building layout is key to a successful development. How the buildings and spaces in and around the site relate to each other and work together can make or break a development. This includes position of entrances, views and access routes across the site, relationship to existing buildings and natural features. On larger sites the creation of new and interesting spaces and links, and the integration between buildings is an important consideration.

134. For all sites maximising the potential for development is only one consideration and the site should be looked at in the context of the character and amenities of surrounding buildings, the provision of amenity space and parking, the setting of the new development, the ability to harness natural energy such as solar gain and the contribution that the development makes to the local environment.

See also Section 2.2 Character & Context, Section 6 Relationship with Neighbours, Section 8 Sustainable Development and Design and Section 7.2 Secured by Design

4.5.1 Internal Arrangements and Space Standards

135. Residential units should be self contained with their own kitchen, bathroom and WC behind their own secure private entrance. All habitable rooms must have natural ventilation and daylight and be of an adequate size for their function. This is an issue for the developer, but they will need to have regard to the needs of Registered Social Landlords where any affordable housing element is proposed and also the requirements of the CABE Thames Gateway Design Pact.

Further details of the Thames Gateway Design Pact can be found on the CABE website www.cabe.org.uk under publications.

136. All new residential developments therefore, including affordable housing, will be expected to meet Lifetime Homes Standards. These are a set of distance, height and space standards that enable homes to be easily adapted accommodate life events quickly, cost-effectively and without upheaval. This means that occupiers can, if they choose, stay in the same home longer and adapt it for their changing circumstances. For example a wheelchair turning circle is used as the benchmark for a good space requirement. This increased room

space also helps parents with small children, people with bikes or bags of shopping. Accessibility is for everyone, not just people who use wheelchairs. Conversions of existing houses or other buildings will also normally be expected to meet Lifetime Homes Standards.

137. Where possible the design of houses should be flexible enough to allow for future extensions (for example in the roof or to the rear).All residential units should have the potential for open plan living and to use rooms in a variety of ways (e.g. as a living area, workplace, study or bedroom).

The detailed requirements for Lifetime Homes Standards are set out in Appendix4. For further information see Part M of the Building Regulations and the Disability Discrimination Act which can be viewed at www.communities.gov.uk

4.5.2 Amenity Space

'Particularly where family housing is proposed, it will be important to ensure that the needs of children are taken into account and that there is good provision of recreational areas, including private gardens, play areas and informal play space. These should be well designed, safe, secure and stimulating areas with safe pedestrian access.' (PPS3: Housing)

138. Outdoor space significantly enhances the quality of life for residents and an attractive and useable garden area is an essential element of any new residential development. The required amount of amenity space will be determined on a site by site basis taking into account local parks and the constraints of the site. Developments that provide little or no private amenity space will only be acceptable in exceptional circumstances and will be required to justify their reasons. Usable balconies and terraces can provide valuable additional private amenity areas particularly on flatted schemes but should normally be provided in addition to a larger area of amenity space usually provided at ground level. These principles apply equally to any proposals for subdivision.

139. Private amenity space should be seen as an extension to the living space and be practical in shape and accessible in location. Positioning should be optimised to allow for maximum use whilst also having the ability to be policed from within the development. Shared amenity space should be well managed to ensure that the quality and usability does not deteriorate.

140. Where flatted proposals include units of two or more bedrooms some form of provision should be made for children's play areas within the design of amenity space. This could include an item of play equipment or landscaping or sculpture that has specifically been designed to promote play. Children of all ages should be catered for.

Amenity Decks and Roof Terraces

141. Schemes for flatted development sometimes design the private amenity space as a roof terraces or on decks above basement parking areas. Where this is proposed the Council will need to be convinced that the amenity space will be usable and is integral to the design of the development. This type of scheme does present greater constraints for planting and full details of how soft landscaping will be integrated into the design (including irrigation and

drainage details and the design of any planters) should be submitted with the application. Proposals for hard landscaping only will not be considered acceptable. The success of this type of space will depend on the landscaping design, and quality planting and materials.

142. Roof terraces may offer views of the surrounding townscape and these should be exploited, but they must be designed so that the private amenity of the adjoining neighbours is protected. This issue also applies to raised amenity decks and in both cases mitigation measures to protect the privacy of neighbours are likely to be required. This is usually best achieved by setting back the deck or terrace from the site boundary or edge of the building. This generally negates the need for unsightly obscure screens and enables the views from roof terraces of the surrounding townscape to be retained. Proposals which cause unreasonable overlooking or are overbearing will not be acceptable.

Criteria for Amenity Space

143. There is no fixed quantitative requirement for the amount of amenity space as each site is assessed on a site by site basis according to local character and constraints. However, all residential schemes will normally be required to provide usable amenity space for the enjoyment of occupiers in some form. Residential schemes with no amenity space will only be considered acceptable in exceptional circumstances which will need to be fully justified.

144. The amount, quality and usability of the amenity provision will be assessed against the following criteria:

Private Gardens

- Be of a usable size and shape and large enough for outdoor eating and children's play.
- Be overlooked by habitable rooms and provide a sitting out area close to the main living area.
- Be private and incorporate a means of enclosure that complements the development and the wider townscape.
- Make a positive contribution to local biodiversity.

Communal Amenity Space

- Be of a usable size and shape.
- Receive sunlight, even in winter and provide shade in summer.
- Be well landscaped and include significant amounts of planting. For larger developments with shared amenity space the landscaping should be designed in such a way as to provide semi private outdoor rooms, to enable users to have some privacy from each other.
- Include spaces for sitting and socialising e.g. bbq area.
- Developments that include flats of 2 or more bedrooms should include a dedicated play space. This could include a piece(s) of play equipment or be landscaped in such a way as to promote imaginative play. Children of all ages should be catered for where possible. This should be explained in the Design and Access Statement.
- Include a clothes drying area.
- Be screened from parking areas.
- Be easily accessible for all occupants, not bisected by vehicular accesses or parking areas.
- Be overlooked by habitable rooms to ensure safety and natural surveillance.
- Have a Landscape Management Plan.
- Be private and incorporate a means of enclosure that complements the development and the wider townscape.
- Make a positive contribution to local biodiversity.

Balconies

In exceptional circumstances it may be acceptable for residential schemes to provide balconies as the only amenity provision. This will need to be justified on a site by site basis in the Design and access statement. Where this is considered acceptable in principle they should:

- Benefit from sunshine and good microclimate including good air quality.
- Have a pleasant outlook.
- Be large enough to allow outdoor sitting, dining and clothes drying.
- Be an integral and considered part of the overall architecture.
- Be secure and relatively private.
- Be well related to the internal living accommodation.

Where additional ground level or other amenity space is provided, the size of balconies is not so crucial but these criteria should still be used to inform their design.

The applicant will be required to justify how the proposed amenity space meets the above criteria in the Design and Access Statement. For larger schemes this will normally require the submission of detailed landscaping plan at application stage.

See also Section 8.12 Biodiversity and Section 4.6.1 Landscaping below

4.6 Landscaping and Boundaries

Policy Link - Core Strategy Policy CP4: The Environment and Urban Renaissance – 4, 10
Saved BLP Policy C14 - Trees, Planted Areas and Landscaping

4.6.1 Landscaping

145. Landscaping is an integral part of any successful development and therefore must be considered at the outset not after planning permission has been granted. Such information is often now required at the time of submission, not determination. It can significantly enhance the setting and appearance of a building and help to soften new development into the existing fabric. Landscaping can also be used to provide an effective screen for privacy or to hide unsightly views.

146. The choice of landscaping will make a significant impact on the design and character of public and private spaces. Plants, trees and sculpture can be used to give structure, create enclosure, define and divide spaces, add texture and colour, or create a landmark feature.

Soft Landscaping

147. Plants and trees bring new buildings to life and are an essential part of any development. In general, preference should be given to native or established species and those that thrive in the coastal conditions found in Southend. Consideration should also be given to the effects of climate change and drought tolerant plants should be used where ever possible. Hotter weather also affects people and where the landscaping forms part of a public or private amenity space, trees and plants should be located where they can be used for shade. Other issues that should be considered when choosing tree species include nuisance caused by falling fruit or sap close to parking areas and the mature height and spread of trees close to buildings and roads.

148. All new soft landscaping is important for local biodiversity and wildlife. Where possible new development should seek to plug the gaps between the Borough's existing habitat links and greenways and should, wherever possible, contribute to the delivery the Green Grid.

149. Existing trees should be retained, especially where they make a significant contribution to public amenity. The Council will consider safeguarding such trees with a Tree Preservation Order (TPO). Care must be taken to ensure the protection of existing trees during the

development process. A full landscaping scheme and management plan will be required for all major developments and should be planned at an early stage.

150. Landscaping can also be beneficial in improving local microclimate. For example, water can have a cooling effect and trees can be used as wind breaks and to provide shade. These techniques should be incorporated into the landscaping where they would provide a benefit to the users.

Hard Landscaping

151. Landscaping is much more than just plants, it is the whole treatment of spaces, furniture, use of water and public art and surfacing materials and should be specifically designed to complement the surrounding buildings. Where hard landscaping involves retaining walls and terraces, care needs to be taken to ensure that these elements do not have a detrimental impact on the streetscene and neighbouring properties. Usually a combination of hard and soft landscaping will be required.

152. When designing and detailing the landscaping it is important to be aware of the possible crime and anti-social behaviour implications. In particular the creation of dark corners or other hiding places should be avoided. Good lighting is important and can add an extra dimension to the landscape design. When landscaping public areas, robust street furniture is essential and the designs should include anti-skate measures where appropriate. If CCTV is proposed, it should be designed to accommodate proposed and existing trees.

153. Applicants for the development of larger sites should engage a qualified landscape architect and should put in place procedures and funding for the future maintenance of the landscaped areas. This will be secured through an appropriate legal agreement.

154. Where there is limited scope for landscaping on the site, the applicant may be required to improve the landscaping of the public realm adjacent to the site. Where services and space allows this will often include the provision of new street trees and may also include new paving and street furniture.

See also Section 8.12 Biodiversity and Section 4.5.2 Amenity Space

4.6.2 Boundaries

155. Defining boundaries and boundary treatment is often a key element of local character and can become an important defining character of a new development. Any form of enclosure must be high quality and complementary to the overall scheme design or existing building. Boundary treatment should clearly distinguish between public and private space.

4.7 Parking

'[New Development should] take a design-led approach to the provision of car-parking space, that is well-integrated with a high quality public realm and streets that are pedestrian, cycle and vehicle friendly.' (PPS3: Housing)

4.7.1 Parking Standards

156. The Council's Parking Standards are set out in the current Interim Supplementary Planning Guidance Vehicle Parking Standards (EPOA, 2001). Updated standards will be on the Council's website in due course. Document in due course Developers should demonstrate that the level of parking provision will be adequate and not result in overspill onto adjacent roads. In certain circumstances - e.g. in highly accessible locations, schemes with little or no off-street parking provision may be considered acceptable. The amount of parking required will depend on the size of development, the use, the location and access to public transport.

157. Reduced levels of off-street parking provision can lead to parking transferring onto adjacent streets where there are no parking controls. This is not in accordance with the government's sustainable travel objectives. Therefore, it will generally not be acceptable for developers to provide low levels of on site parking in areas of the town where it is possible for parking to take place on street (particularly in areas of parking stress) unless some form of restraint is provided.

For further information on parking requirements see EPOA Vehicle Parking Standards which can be found on the Council's website www.southend.gov.uk Note. The replacement standards document will also be available on the website in due course.

4.7.2 Analysis of Parking Options

158. When designing a new development, the type and location of the parking provision can make a significant impact on the final design and it is essential that it is considered at an early stage and as part of the overall design. Different forms of parking have advantages and disadvantages. The development type and use will determine the most appropriate design. In all cases the parking areas should be attractive, safe, secure, well lit and convenient. The needs of pedestrians must be taken into account when designing parking areas. Safe, convenient and attractive footpaths should be provided to give access from the parking spaces to the street frontage and entrances.

159. Whatever option is chosen it is important to ensure that the outlook from the development is not dominated by car parking. This is particularly in residential schemes where it will not be considered acceptable for residential units to look out directly onto large parking areas. Some form of landscaping or amenity buffer must be used to improve the outlook and provide a separation from the fumes and noise. All surface car parking must include substantial soft landscaping.

160. The choice of surface materials is key to the overall look of the parking area and should be carefully considered and chosen to complement the development. All surfacing materials must be permeable to improve drainage and to prevent excess run off and flooding. The runoff must be managed so as not to increase the risk of flooding, both on and off the site. Suitable interception may be required in some locations and for certain sizes of car park. This can be clarified with the Environment Agency during pre-application discussions.

See also Section 4.6.1 Landscaping and Section 8.7 Sustainable Urban Drainage Systems

161. The issues surrounding each type of parking option are outlined below:

Parking Courts

- Benefits from high natural surveillance from surrounding properties.
- Can become a feature of the development with landscaping and high quality finish (and even become a shared surface and playspace) but should not be at the expense of private amenity space.
- Low public impact and not dominant in the streetscene.
- Most suitable for larger backland sites and low rise housing schemes.
- Noise implications for neighbours – a landscaped buffer may be required.
- All surfacing materials must be porous to allow free draining and minimise runoff.

Unallocated / on Street Parking

162. Unallocated on street parking may be appropriate for larger developments where new streets are created. Where this is proposed the streetscene should be designed in such a way so that the parking does not dominate the development. Particular consideration should be given to the use of street trees so soften the impact and assist traffic calming.

Home Zones

163. Home Zones are residential streets in which the road space is shared between drivers and other road users with the wider needs of residents (including people who walk and cycle, and children) in mind. The aim is to change the way that streets are used and to improve the quality of life in residential streets by making them places for people, not just for traffic. Home Zones are very different from conventional streets as they use physical structures such as benches, flower beds, trees, play areas, lamppost and gateway features to force motorists to drive with greater care and at lower speeds.

164. There may be areas of the Borough that could be adapted as Home Zones but the success of this type of scheme is not just dependant on effective and well thought out plans, it also requires the community backing and involvement. Where Home Zones are proposed as part of a new development they should be integral to the design of the whole development.

Further guidance on Homezones can be found at the Department for Transport Website www.dft.gov.uk and at www.homezones.org

Basement or Layered Parking

- Most suitable for larger flatted blocks and commercial schemes.
- Preserves the street frontage and leaves the ground floor free for more active uses. The entrance should be carefully designed to minimise its impact on the streetscene.
- Parking areas must be ventilated and any ducts, grills etc. should be part of the overall design.
- In commercial schemes basement parking can provide the opportunity for underground servicing.
- May not be suitable in flood risk areas unless appropriate flood mitigation measures are incorporated into the design. These should not be to the detriment of the overall building design.
- Any form of security gates should be high quality and attractive (roller shutters will not normally be considered appropriate) and should be set back from the highway to a distance commensurate with the length of vehicle likely to use the access (i.e. 6 metres for a car).
- Basement parking may not be appropriate in areas where there may be land stability issues.
- Basement parking is not considered appropriate for single dwellings as it would dominate the frontage detrimentally affecting the design of the building and is normally out of character with the streetscene.
- Basement parking is not usually considered appropriate for narrow frontages as it would require an unreasonably large proportion of the front elevation to be used as the vehicular entrance.

Ramps

165. In designing a proposal that includes a vehicular ramp the following points need to be considered:

- Access ramps should be heated or protected from frost and snow and have clear visibility for users at street level.
- The possible loss of some visibility when approaching the highway access on an up grade;
- The possible increase in stopping distance required on a down grade;
- The possible need for additional drainage to prevent an excess amount of surface water entering the highway from a down grade, or the site on an up grade;
- Must be DDA compliant if incorporating pedestrian route.

For the technical specifications of ramps see Appendix 16 Highways Technical Guidance.

Undercroft Parking

- The design of frontages is key – the parking area should not dominate or determine principal entrance to the building. On the public frontages the parking area should be wrapped by active uses.
- The entrance must not appear over dominant in the elevation and include sufficient visibility for users.

- Gates can be used to increase security and maintain enclosure but they should be automated and integral to the overall design.
- More suitable for flatted blocks and commercial schemes.

Off Street Surface Parking (except forecourt parking)

- Surface car parking should be part of the overall design and not dominate the street frontage or main entrance.
- Generous landscaping, including tree planting, should be used to soften and break up the paved area
- High quality permeable surfacing and detailing is essential.
- Suitable for all types of development.

Forecourt Parking

In New Development

166. Parking on the frontage will normally be discouraged unless there are no viable alternatives. In these cases it is important to ensure that the character of the area is not harmed. Parallel parking on the frontage can have a significant detrimental impact on the streetscene and is generally considered an unacceptable solution. Applications for forecourt parking will be considered on a site by site basis.

167. For new developments parking located away from the street frontage at the rear or in separately designed garage blocks is generally preferred, although these areas still require quality surface materials and landscaping to provide an attractive environment and outlook for users.

168. Where it is considered appropriate, proposals for forecourt parking should meet the following criteria:
    - Open frontages and total loss of front gardens or forecourts to parking will be considered unacceptable; at least part of the boundary should be enclosed. Forecourt parking areas should maintain clear access to the main residential entrance. Parking at the side of the property has less of an impact and does not obstruct the entrance and should be considered where space and character allows.
    - Good quality and appropriate surfacing materials should be used rather than concrete, tarmac or loose material such as shingle.
    - All surfacing materials and construction of parking areas must be porous to allow free draining and minimise run off. This also applies to those hard standings installed as permitted development.
    - All proposals must include provision for soft landscaping to screen and soften the vehicle(s) and to protect the visual amenity.

169. Where considered acceptable in principle, whatever the size of scheme, only a small proportion of the frontage should be given over to parking.

For Existing Residences

170. In many parts of the Borough front gardens and landscaping are an important feature and make a significant contribution to the character of the streetscene. With increased car ownership the Borough's older properties built without a designated car parking space are under increasing pressure to convert traditional front gardens to forecourt parking. Unfortunately, unless done sympathetically, this can harm the character of a residential area. In some cases the space available may not be large enough for a medium sized car or forecourt parking may not be considered acceptable in principle because it would be detrimental to local character.

171. New applications for parallel forecourt parking will not be approved in situations where it will be impossible to gain access or egress with a car parked on the carriageway within one metre of the vehicle cross-over. Vehicle crossovers which are wider than the property will not be permitted.

172. Forecourt parking on classified roads will be required to include turning facilities or an 'in and out' drive for safety reasons.

See also Planning Advice Note 1 Forecourt Parking for further details on forecourt parking which is available on the Council's website www.southend.gov.uk and Appendix 16 Highways Technical Guidance.

Crossovers

173. The construction of new crossovers on the highway is only undertaken by the Council's competent contractor. Some crossovers will require planning permission. It is always advisable to check with the Council at the design stage. New crossings and hardstandings should not result in the loss of street trees or planted verges unless they can be replanted within the vicinity.

174. Long crossovers that allow for several cars to be parked perpendicular to the road are unattractive and will be considered unacceptable. Shared drives reduce the need for crossovers and should be utilised where possible.

For further information see Department of Enterprise, Tourism and the Environment Crossover Application Form Guidance Notes and Planning Advice Note 1 Forecourt Parking which is available on the Council's website www.southend.gov.uk

4.7.3 Disabled Parking- Lifetime Homes

175. The Disability Discrimination Act 2005 required that adequate parking provision is made on site for the needs of disabled users. Larger schemes will therefore be required to provide adequate provision for disabled parking spaces. Higher numbers of disabled spaces may be

required for some uses where a higher proportion of disabled users are expected – e.g. medical and elderly care facilities.

176. All new houses and bungalows should aim to meet Lifetime Home Standards with regard to parking space size. This requires that sufficient space is allowed to extend the space to a disabled space if the need arises.

For further information on Lifetime Home Standards see Appendix 4

4.7.4 Cycle Parking

177. All types and sizes of development should provide safe, secure, weatherproof and convenient cycle parking as part of the overall development. The most convenient location for users is within the building but where this is not possible and the cycle parking is detached from the development it's design should complement the character of the main building.

178. The cycle parking requirement for each type of scheme is set out in the Council's current Interim Supplementary Planning Guidance Vehicle Parking Standards (2001). Developers of larger commercial schemes may also be required to demonstrate that they have considered the additional needs of cyclists, such as shower, changing and locker facilities in their Travel Plan.

See Also Section 13 Making an Application

6.7.5 Access to Parking Areas

179. The required width of the access to parking areas will depend on the number of spaces, the size and use of the development and the class of road it links onto. Access ways for large numbers of properties or parking spaces, or which lead onto a main road must be two-way. Single width accesses may be acceptable for short driveways accessing small numbers of parking spaces from low category roads. Between these two extremes it may be appropriate in some instances for single track access ways to include a passing place at the back of path.

For detailed technical guidance on specific private access requirements and specifications see Appendix 16

Bridging over Private Vehicular Access Ways

180. Bridging over vehicular access ways creates a negative space in the streetscene (a dark void) and will be discouraged, especially for smaller developments where the opening forms a significant part of the frontage. Bridging over single track accesses has less of an impact on the street and may be more acceptable. Where there is no alternative (i.e. to basement parking) the impact of the opening should designed and located so that it is subservient to the main pedestrian entrance and has minimal impact on the streetscene.

See Appendix 16 – Highways Technical Guidance

4.8 Services and Utilities

4.8.1 Waste Storage and Recycling

Policy Link - Core Strategy Policy KP2: Development Principles – 11

Residential

181. Refuse storage and recycling should be integral to the development, not an after thought. Designers must consider and demonstrate the type and quantity of waste and recycling which is likely to be produced by the building and how it will be stored and collected. Storage should be accessible within reasonable carrying distance from the highway but should not appear to dominate the frontage. Where possible arrangements for refuse and recycling facilities storage should be made within the building where they can be integral to the design and hidden from public view. Where this is not achievable external storage facilities must be well designed, conveniently located, screened and ventilated. If new streets are formed there must be adequate access for waste collection vehicles.

182. Recycling requirements are constantly evolving. Developers will need to demonstrate that their development will meet the current requirements and be flexible so that they can be adapted for the future. A recycling / waste management strategy will be required for large developments.

Non-Residential

183. Adequate storage should be provided for waste and recyclables, where possible, within the envelope of the building. Where not possible commercial waste should be screened from public view in specifically designed housing within the site perimeter.

Consideration must be given to the type of waste container to ensure that it is adequate in size, and that it can be easily accessed and manoeuvred by the Council's waste contractors. For further guidance see Appendix Waste and Recycling Guidelines and the Council's Municipal Waste Management Strategy for Southend-on-Sea 2004-2020 and Southend Borough Council Waste Management Guide which is available on the Council's website www.southend.gov.uk

4.8.2 Ventilation, Air Handling Equipment and Other Plant

184. All services and plant must be an integral element of the building design. This will usually mean it will be hidden within the envelope of the building but in certain circumstances it could become a design feature on the roof. The design should reflect the need for housing, ducting, extracts, condensers, lift overruns etc.

185. Flue extraction and ventilation equipment must be designed to minimise its visual impact and to ensure that no nuisance or detriment to amenity is caused by odour, fumes, dust particles, food droplets vibration or noise to nearby properties.

See Environmental Health Guidance – New Food Premises which is available on the Council's website www.southend.gov.uk

4.8.3 Utility Boxes

186. Utility boxes are unsightly and must not be positioned where they can be seen from the public realm. Wherever practical they should be sited inconspicuously at the side of a property, positioned internally in a porch or common hallway, or located in a box underground.

4.8.4 Pest Nuisances

187. In some areas of the Borough, especially on the High Street and Seafront, nuisance is caused to buildings by seagulls and pigeons. Where this is the case mitigation measures should be integrated into the design of the building and not an afterthought.

section five

5 Intensification

Policy Link – Core Strategy Policy KP1: Spatial Strategy
Core Strategy CP8: Sport Recreation and Green Space

188. One of the key thrusts of Government Policy is to make the most effective use of land. The Core Strategy sets out how this will be applied to Southend given the limited land availability and infrastructure constraints. The most appropriate spatial strategy for future development therefore is to maximise the town's strengths and opportunities by focusing the majority of growth and regeneration on key regeneration areas, in particularly the Town Centre, Seafront (subject to the safeguarding of the biodiversity importance of the foreshore) and certain 'Priority Urban Areas' (areas identified in the Core Strategy as areas which have the potential to make a significant contribution to regeneration and growth such as district centres, shopping centres and industrial/employment areas (see Policy KP1)), including existing commercial / industrial areas. It is therefore anticipated that the majority of the intensification of the Borough through the provision of flats will occur in these areas. Outside these areas the intensification of development should be limited. The impacts of each proposal will be considered in detail for each application on a site by site basis to ensure that proposed development will make a positive contribution to the local area.

189. There are four ways that intensification can occur – redevelopment of existing buildings, backland development, infill development and conversions. The Council will determine on a site by site basis whether the proposed intensification is acceptable in principle, particularly in relation to local character and capacity.

5.1 Redevelopment of Existing Buildings

190. Redevelopment is defined to be the replacement of existing buildings with new buildings. When this is proposed the new scheme may be of a similar scale and accommodation mix to the original building but often the proposed seeks a more intense development either in terms of a larger scaled building or a greater number of smaller units.

191. Where this form of intensification arises the Council will decide whether the proposed intensification is appropriate for the area. Outside the town centre, seafront and priority urban areas, significant amounts of intensification will not normally be considered appropriate.

192. When considering redevelopment, the merits of the existing building should always be considered as an alternative to redevelopment. In many cases the existing building makes a positive contribution to local townscape and refurbishment may be a viable and often cheaper option.

See also Section 8.1 Redevelopment or Refurbishment

5.2 Backland Development

Policy Link - Saved BLP Policy H10 - Backland Development

193. Backland sites are defined to be landlocked areas between existing development, usually with a single and often narrow access onto an existing street. They encompass areas such as disused garage courts, vacant sites and other odd shaped areas left over between housing blocks which may offer an opportunity for redevelopment. Where acceptable in principle, such development can take advantage of access to local facilities and infrastructure, provide natural surveillance and generally lift and area which may be susceptible to crime and disorder.

194. Whether a backland site is suitable for development will be decided on a site by site basis. In some cases the site may be too constrained or the principle of development may be out of character. This particularly applies where the grain, density and openness of the area is uniform (this is likely to be the case in many of the Borough's conservation areas). It is recommended that the principle of development of a backland site is agreed with the Council at an early stage in the design process.

195. Where backland development is considered acceptable in principle, one of the key considerations in the design process must be protecting the privacy of adjoining residents. This means that new backland development should not give rise to any overlooking (or realistically perceived overlooking) of neighbouring properties or their private gardens.

196. In addition, the site itself must be of a sufficient size and shape to accommodate practical internal space, usable amenity space and sufficient off street parking for the new occupants. Squeezing too much development into to a small or awkward site will compromise the quality of life for the occupier and the surrounding residents, and may be considered over development.

197. Access will also be of key importance and should be designed to be safe and avoid creating unreasonable noise disturbance or inconvenience to neighbouring properties. All development must ensure that sufficient access is provided for the emergency services and that appropriate provisions are made for waste collection.

198. Development on these sites is likely to require a unique design solution that responds to the individual constraints of the site and protects the amenity of the neighbours.

See also Section 2.2 Character and Context, Section 4.1 Density, Section 4.7.5 Access to Parking Areas and Section 5.3 Infill

Development of Existing Rear and Side Gardens (including Corner Backland Sites)

199. This type of development is different from backland development, where often, in the past, there has been a building or buildings on the land. Gardens are by their nature open spaces that have not previously been developed. Preserving gardens is as important as

preserving open space between and around dwellings, as they provide amenity space for the dwelling, rainwater soak up areas and areas for wildlife.

200. There is a general presumption against the redevelopment of existing private gardens especially where they are a significant part of local character (for example in the Burges Estate in Thorpe Bay where the front and side gardens are key to its open leafy character). Piecemeal development of gardens in areas of strong uniform character would disrupt the grain of development and will be considered unacceptable. In exceptional cases, where the local character is more informal and where there are no issues of space and overlooking, subdivision of existing garden areas may be acceptable in principle.

5.3 Infill

Policy Link - Saved BLP Policy H6 - Protecting Residential Character - i

201. Infill sites are development sites on the street frontage between existing buildings. These areas are usually spaces left over after earlier development or the redevelopment of small industrial units or garages. The size of the site together with an analysis of local character and grain will determine whether these sites are suitable for development. In some cases the site may be too small or narrow to accommodate a completely new dwelling (including usable amenity space and parking) and trying to squeeze a house onto the site would significantly compromise its design quality and be detrimental to neighbouring properties and local character. In these circumstances, unless an exceptional design solution can be found, infill development will be considered unacceptable. Other options, such as an extension to an adjacent building or a garage may be more achievable. However, in certain situations, where the density, grain and openness of an area are integral to its special character, infill development of any kind will not be appropriate in principle.

202. Where it is considered acceptable in principle, the key to successful integration of these sites into the existing character is to draw strong references from the surrounding buildings. For example, maintaining the scale, materials, frontage lines and rooflines of the neighbouring properties reinforces the rhythm and enclosure of the street. This does not necessarily mean replicating the local townscape, although this may be an option.

203. Where the local character is for terraces or semi-detached properties, joining the new development with one or two of its neighbours should be considered. This enables greater design options, a more efficient use of space and reinforces local character. Whether the design matches the character of the surrounding buildings or is distinctive, all infill developments must be of a high quality and aim to enrich the streetscene.

204. In the historic environment, where the density, grain and openness of the area contribute to its special character, infill development will not be appropriate.

See also Section 10.2.3 Types of Extension - Garages

5.4 Conversions

Policy Link - Saved BLP Policy H6 - Protecting Residential Character – ii
Saved BLP Policy C3 - Conversion of Historic Buildings

5.4.1 Conversion of Redundant Commercial Buildings

205. Changing retail and industrial trends and increasing demand for residential accommodation has led to an upturn in the conversion of shops and workshops to flats or houses. Whether this type of development is acceptable in principle will depend, among other things, on its location and relationship with neighbouring properties, the viability of its original use, amenity space and parking arrangements. Where acceptable in principle, the detailed design should take particular care to preserve any special character the existing building may have and to complement the neighbouring properties and the wider streetscene.

206. In the case of shopfront conversions, where only the ground floor is altered, strong references should be drawn from upper storeys - in particular proportions, structure, design and alignment of windows and materials. In these cases there are two options - where detailing from the original use of the building (e.g. fascias, cornices, and pilasters) may be integral to the character of the building, it should be retained as features in the conversion. However, where this would be of no benefit to the character of the existing building or the streetscene removing all traces of the shopfront could be a better option. Each application for change of use is unique and will be judged on its merits.

207. The conversion of industrial units in residential areas can give rise to overlooking problems for adjacent residential properties. These schemes will often require an innovative design solution.

See also Planning Advice Note 3 Retail to Residential which is available on the Council's website www.southend.gov.uk and see Section 6 Relationship with Neighbours and Section 5.2 Backland Development

5.4.2 Conversions of Houses into Flats

Policy Link - Saved BLP Policy H7 - The Formation of Self-Contained Flats
Saved BLP Policy H3 – Retention of small family dwelling houses

208. The conversion of single dwellings into two or more flats will only be acceptable where it does not place additional strain on the local amenity or harm the character of the existing building or the wider area and provides reasonable accommodation. All conversions will be expected to meet the Lifetime Homes Standards Where this cannot be achieved because the property is too small the principle of conversion is unlikely to be acceptable. This is in line with the Council's policy to protect the stock of existing small single family dwelling houses.

209. Where conversions are acceptable in principle the design must ensure that the character of the original building and the street is retained or enhanced. Where a house is converted into flats the original main entrance should be preserved and entrances to the individual units should be located within the entrance hall. Fenestration proportions, styles and materials must be retained between ground and first floors and amenity space must be either be divided between the individual flats or shared. Decoration between the storeys can be difficult to ensure continuity therefore the design process should seek to limit the potential for a mixed elevation. One of the biggest problems with conversions is providing adequate parking. Parking provision must not be to the detriment of the streetscene or existing boundary treatment. (Note: Sound insulation and separation needs to be explored in detail early in the design).

210. Applications for the conversion of houses into flats that include external staircases as a means of escape must have minimal impact on the streetscene, must not give rise to unreasonable overlooking of neighbouring properties or compromise openings at ground floor level.

5.4.3 Conversion of Historic Buildings

211. It is recognised that in some instances historic buildings become redundant and are no longer viable for their original use. Whilst the original use of the building is usually preferred, especially for listed buildings, it is accepted that, in some cases, a sensitive conversion is the best option. Where this arises early discussions with the Council are recommended, first of all to establish an acceptable alternative use and then to ensure that the conversion does not compromise the special character of the building. In most cases the Council would prefer to see historic buildings in alternative uses rather than lying vacant and deteriorating. The key to a successful conversion of a historic building is to celebrate its history not mask it.

section six

6 Relationship with Neighbours

6.1 Overshadowing

212. New development must be designed so as not to unreasonably overshadow, block daylight or be unduly obtrusive to adjacent buildings and public spaces. Proposals that cause a significant loss of light to their neighbours will be considered unacceptable. Generally new buildings should respect the established building frontage lines, however, where the existing development is mixed (i.e. there is no clear building line), or to the rear, a more flexible approach to the position of the footprint may be acceptable, subject to it not unduly impacting on the amenity and enjoyment of neighbouring properties.

Larger developments and those that break the established building line and grain may be required to show the degree of solar shading on neighbouring properties by means of a Sunlight / Daylighting Assessment – for further details see Section 13

6.2 Overlooking and Privacy

213. Everybody wants privacy. All developments and extensions must be designed so as not to give rise to unreasonable or perceived overlooking or compromise the privacy of an existing building or private garden. This is particularly important in residential areas and proposals for new development will be expected to maintain an acceptable distance between boundaries and habitable rooms in surrounding properties. Cross Section Diagrams can be an effective tool to demonstrate that overlooking is not possible. (It should be noted that 1.7m is used by the Council as the eye line height in these instances.)

214. Given the tight urban grain of most of the Borough, more inventive window designs, for example angled bays and north lights (large areas of roof lights), may offer alternative options for daylighting that do not compromise the privacy of neighbours. However, measures employed to prevent overlooking should not result in an unacceptable outlook for the new development (for example, habitable rooms served only by obscured glazed windows will not be considered acceptable). In some cases it may be necessary to look at alternative uses for a site.

6.3 Noise

215. Noise can be a significant nuisance and its impact should be taken into account at the design stage. Where a mix of uses is proposed within a building, the internal layout should be carefully considered so that noise conflicts between the different occupiers do not cause a disturbance. .

216. Development sites close to high noise generators (e.g. MOD testing areas, railways or main roads) must include extra mitigation measures to minimise the impact for the occupiers.

For further details see PPS23 Planning and Pollution Control

section seven

7 Accessibility and Community Safety

7.1 Access for All

Policy Link - Core Strategy Policy CP3: Transport and Accessibility – 7
Core Strategy Policy CP4: The Environment and Urban Renaissance – 6

7.1.1 Access to New Developments

217. Entry to any building, public space or landscape should be equally accessible to all users including pedestrians, cyclists, pushchairs, as well as those with specific needs. All proposals must comply with the requirements of the Disability Discrimination Act (DDA). Particular care needs to be given to the building approach, the entrance threshold, and the general landscape. This should be considered at the outset to avoid access ramps being tacked onto the development in an ad hoc way at the end of the design process or after the building has been built. Disabled access should not normally be segregated or inconvenient for the user.(i.e. not via a big detour through the basement). PPG13 also pushes this aspect by virtue of its intention to shift transport issues from mobility to accessibility.

218. Proposals for larger developments should consider consulting local access groups as part of their Statement of Community Involvement.

7.1.2 Improving Access to Existing Buildings

219. Improving the access to an existing building may not be as straightforward as designing a fully accessible new building and it is therefore important to consider all the options. An external ramp can be visually dominant and is not always the best option. Eliminating steps at the threshold, an internal ramp or a handrail may be a better option.

7.1.3 Emergency Access

220. All new developments must ensure that adequate provision is made for the access of all types of emergency vehicles. It is recommended that the applicant liaises directly with the emergency services to ascertain their requirements for a particular scheme and provide evidence of this with any planning application submission.

See also Section 4.5.1 Internal Arrangements and Space Standards, Appendix4 Lifetime Home Standards and Section 4.4.2 Openings. For further information see Part M of the Building Regulations and the Disability Discriminations Act which can be viewed at www.dwp.gov.uk

7.2 Secured by Design

'In an environment which is well designed, attractive, clearly defined and well maintained people are likely to take pride in their surroundings, will tend to feel comfortable and safe and have a sense of shared ownership and responsibility.' (Secured by Design Principles, 2004)

Policy Link - Core Strategy Policy KP2; Development Principles – d
Core Strategy Policy CP4: The Environment and Urban Renaissance – 6
Core Strategy Policy CP6: Community infrastructure - 5

221. All new development should be designed to reduce the opportunity for crime. The Council has a duty to do all that it reasonably can to prevent crime and disorder in its area. The following list highlights some recommendations designed to maximise public safety in urban areas:

7.2.3 Natural Surveillance and Permeability

222. Streets that are overlooked by windows and shopfronts are much friendlier and feel safer than blank facades. The main pedestrian entrance should be located on the street frontage so that it is visible from the public realm. Comings and goings further increase activity in the area. Public access routes that are not overlooked should be avoided. Parking areas can be particularly vulnerable to crime and should not be separated from pedestrian routes and natural surveillance unless they are secure.

223. Areas with good permeability have greater numbers of passers by and through traffic. Consequently activity levels are higher and natural surveillance is increased. Cul-de-sacs have much reduced levels of activity and are generally considered more vulnerable to crime.

CCTV

224. Where CCTV is necessary it should be carefully integrated into the building design and not an afterthought. Cameras should be visible but not over dominant. In conservation areas in particular, CCTV must not be intrusive. From a design perspective attaching them to buildings or existing street furniture is a much preferable option than providing new free standing poles.

Neighbourhood Creation and Mix of Uses

225. Communities of mixed uses, mixed tenures and housing types attract people of a range of ages and social backgrounds. A more balanced community generally brings about a more sustained level of activity throughout the day and evening. Living above shops and offices gives increased protection for commercial properties by providing natural surveillance and activity outside of office hours and will be encouraged.

Sense of Place

226. New development should, where appropriate, create its own identity, reinforce established character and have a comfortable relationship with adjacent buildings, streets

and public spaces. High quality urban design can engender civic pride and ownership of a public space and well selected robust materials tend to be more durable in the long term. (Consideration should be given to including anti-skateboard measures on all street furniture and planters as this has become a particular problem in the Borough.) Successful attractive streets and public spaces tend to be better used and subsequently have greater levels of activity and natural surveillance, discouraging anti-social behaviour. Good management and maintenance of public spaces will also discourage crime.

Lighting and Boundaries

227. Well-lit streets and spaces are clearly an integral part of any development and lighting schemes should be designed to enhance the quality of the spaces at night. Corners created by negative spaces should be avoided. It is essential to consider both the pedestrian and the motorist when designing lighting schemes. Energy efficient lighting must be used wherever possible.

228. Boundary walls and other types of enclosure can contribute to character and provide a buffer between public and private spaces. Security gates may be considered appropriate for vehicular entrances to flatted developments but they need to careful detailing. This will avoid negative architectural language and should only be used if there is not better alternative. Security gates to private roads can be detrimental to local character and will not normally be considered acceptable.

See also 'Secured by Design Initiative' at www.securedbydesign.com and Section 11.6.2 Security Shutters

section eight

8 Sustainable Development and Design

'Good design ensures attractive, usable, durable and adaptable places and is a key element in achieving sustainable development.' (PPS1: Delivering Sustainable Development)

'Local authorities should promote resource and energy efficient buildings; community heating schemes, the use of combined heat and power, small scale renewable and low carbon energy schemes in developments; the sustainable use of water resources; and the use of sustainable drainage systems in the management of run-off.' (PPS1: Delivering Sustainable Development)

Policy Link - Core Strategy Policy KP2; Development Principles
Core Strategy Policy CP4: The Environment and Urban Renaissance - 1

229. The aims of the Council in delivering true sustainability are broader than ecology and the reduction of energy consumption. Sustainable development should provide a better quality of life for everyone, now and in the future. The concept of sustainable development has been around for a number of decades, its main aims are defined in the Government's 'A Better Quality of Life' (1999) as:
    - Maintenance of high and stable levels of economic growth and employment
    - Social progress that meets the needs of everyone
    - Effective protection of the environment
    - Prudent use of natural resources

230. A significant proportion of UK energy consumption and CO_2 emissions comes from building construction and operation or from travelling between buildings. Therefore the planning and building process should aim to minimise the environmental impacts of buildings, or positively influence the social and economic impacts of them, which will contribute to sustainable development.

231. However, it should be noted that in some instances, for example alterations to historic buildings, sustainability objectives may be in direct conflict with other planning and design criteria and the extent to which the development can follow the sustainability guidelines may be more limited.

232. All applications should make some contribution to sustainable development. This may involve a number of different techniques and technologies depending on the characteristics of the development.

233. The following planning considerations in particular are key factors of sustainable development and new developments should be designed to embrace the aims of sustainable development, without compromising the overall design quality.

Major applications are required to submit a Sustainability Appraisal as part of application which should include an appraisal on the opportunities for carbon reduction, carbon neutral building and sustainable technologies. Also see Section 15 - Making an Application

8.1 Redevelopment or Refurbishment?

234. Refurbishment and reuse of existing buildings usually requires significantly less energy than building new ones and therefore supports the aims of sustainable development. This option should be seriously considered particularly where the existing building makes a positive contribution to local character or where it can form the basic building block of a new development. This must always be the first option in the historic environment.

8.2 Resource Minimisation

Policy Link - Core Strategy Policy KP2: Development Principles – 11a
Core Strategy Policy CP4: The Environment and Urban Renaissance - 3

235. Resource (and waste) minimisation is a key part of sustainable development and new developments can make a significant contribution in this area both during construction and in their operation. Resource minimisation involves reducing the amount of energy used (and waste generated) and the efficient use of natural resources such as water and energy. Water in particular is scarce in the Eastern Region and new development in the Borough must have particular regard to this and be designed to make efficient use of water wherever possible.

236. Significant performance improvements can be achieved very cheaply if they are considered from the outset rather than in an ad hoc nature. The following list identifies what should be considered at each stage in the development process:

Design stage

- Retain and refurbish rather than rebuild.
- Orientate the buildings and design fenestration to maximise daylight and reduce the need for artificial light.
- Design for water efficiency and water recycling.
- Consider designing modular components which can be manufactured off site Design to Lifetime Homes Standards to maximise adaptability of units for future occupiers.
- Design the building to be easily adapted for changing uses in the future.

Construction stage

- Use high quality, robust materials which tend to last longer. Use recycled and sustainably sourced materials. Use local suppliers and local labour.
- Use standard components where appropriate.
- Minimise over ordering and damage of materials.
- Aim to recycle demolition waste materials in the construction of the new development – e.g. as the sub structure of new roads.
- Operate the Considerate Contractors Scheme

- Consider planting more trees to offset pollution during construction.

Operation Stage
- Monitor water and energy usage.
- Provide facilities within each unit for recycling and composting.
- Implement Travel Plan policies.

Resource Minimisation in Historic Buildings

237. It is usually possible to improve the energy saving performance of historic buildings with the subtle use of materials or systems that make a significant difference without altering the character of the building. However, inappropriate materials and installation can cause damage to the historic fabric of a building. The choice of materials and installation will need to carefully considered. Even small measures such as installing draught proofing on the windows and energy efficient light bulbs can make a significant difference and will not affect the historic fabric of listed buildings. It is always advisable to discuss proposals with the Council beforehand.

238. Where extensions are proposed to historic building, up-to-date performance standards should be integrated to the design wherever possible.

Examples of various resource minimisation options are outlined in Appendix 6. All new development should seek to include as many of these options as possible and details should be outlined in the Sustainability Appraisal. Southend Borough Council is currently undertaking a Water Cycle Study in conjunction with other South Essex Authorities. The outputs of the study will indicate the degree to which the area is water stressed, indicating measures that should be taken to ensure water efficiency. This information will be available on the Council's website in due course.

8.3 Mix of Uses

'Policies should promote mixed use developments for locations that allow the creation of linkages between different uses and can thereby create more vibrant places' (PPS1: Delivering Sustainable Communities)

Policy Link - Core Strategy Policy CP4: The Environment and Urban Renaissance – 2
Core Strategy Policy CP 8: Dwelling Provision – 5, 6

239. A mixed use scheme can be defined as a layering of uses within one building or a mix of uses in one development or neighbourhood.

240. The benefits of mixed use development include:
- Giving priority to employment generating uses such as retail and offices at lower levels.
- Adding vibrancy and vitality to the streetscene and variety and interest to the townscape.

- Reducing the need to travel to shops, workplaces and community facilities.
- Creating mixed and balanced communities.
- Greater community safety through increased natural surveillance throughout the day and night.

241. Reducing the need to travel is an important objective of Sustainable Development, and mixed use development will be encouraged in the Borough's town and local centres and public transport corridors, where it is important to give priority to employment generating uses, particularly at ground level. The mix of uses will depend on local character, need and location.

8.4 Flexibility

'Planning should promote adaptability through development that can respond to changing social, technological and economic conditions.' (By Design. CABE, 2000)

242. It is essential that new buildings are able to adapt to the changing needs and trends of society otherwise they may become obsolete and impractical well within their life span. Flexible buildings allow the occupiers to personalise the buildings to suit their working and living requirements, and increase the variety of available uses. Buildings that incorporate mixed uses and provide the facility for live work units will reduce the need for travel. Most developments located in district and local centres should include commercial development particularly at ground level.

243. New commercial buildings in particular, should be designed to have flexible internal layouts to enable the business to grow within itself e.g. be subdivided to provide a range of unit sizes.

Also see Section 8.3 Mix of Uses above

8.5 Site Layout and Orientation

244. The site layout and orientation of buildings can play an important role in creating a more sustainable building. For example buildings orientated within 30 degrees of south and well spaced benefit most from passive solar gain and have maximum daylight. This reduces the need for artificial heating and lighting however the benefits of solar gain need to be weighed against the disbenefits of too much solar gain so that the need for artificial cooling is minimised. Natural ventilation and solar shading should be integral to the design where required.

245. Other aspects of the site such as local microclimate, exposure, natural shading, atmospheric pollution, ground water levels and drainage need also to be assessed, ensuring that the site's maximum potential is realised.

8.6 Built Form

Policy Link - Core Strategy Policy CP4: The Environment and Urban Renaissance – 3, 4

246. The actual built form and detailing of a new building should also play a significant role in promoting sustainable development. For example, buildings can incorporate sustainable technologies such as natural ventilation and locally sourced and recycled materials. The lifespan and ongoing maintenance of buildings also has implications for sustainability. Developments built from high quality materials not only look better, but generally last longer and require less maintenance. When constructing new buildings it is important to ensure that both the internal and external layouts make the best use of the space available and avoid the creation of unusable and negative spaces.

8.7 Water Recycling and Sustainable Urban Drainage Systems

Policy Link - Core Strategy Policy KP2; Development Principles – 11b

247. The Thames Gateway is a water stressed area where water is a scarce resource. There is greater pressure placed on the water available for people and the environment than in other areas of the country. New development places extra demand on existing water resources. In order to minimise this demand all new developments should be designed to be water efficient and minimise water consumption and conversions and renovations should retrofit water efficiency measures where possible. These measures will help reduce the water use of the Thames Gateway and contribute towards the goal of water neutrality. Water efficiency measures include spray taps, water efficient showers and appliances, low flush toilets and water butts. Residential development should use less than 95 litres/head/day of water which is in line with Code for Sustainable Homes Level 4.

248. Larger developments sites in particular, should also aim to include rainwater harvesting, water recycling technologies and Sustainable Urban Drainage Systems (SUDS).

8.7.1 Water Recycling

249. Water recycling of some form has the potential to be incorporated into all new development in some way. There are three options:

- Rainwater harvesting - water collected from roofs via traditional guttering, through down pipes to an underground tank(s). It is then delivered on demand direct to toilets, washing machine and outside tap use. More than 50% of mains water can be substituted by rainwater. Rainwater can also be harvested by installing a water butt.
- Grey water recycling - involves the reuse of wash water (from washing machines, dishwashers, baths and showers). It involves diverting waste water into tanks where it is passed through a filtering system and then redirected to an outside tap or used to flush toilets or for washing machines.

- Black water recycling goes a step beyond grey water recycling in that everything that goes down the drains (including toilet water) is recycled through more complex treatment tanks or reed beds and is reused.

250. All new development should look to include some form of water recycling.

8.7.2 Sustainable Urban Drainage Systems

251. Current Government Policy requires developments to return as much storm water to the ground or recycling system as close as possible to the source. This can be achieved by employing the principles of SUDS. SUDS provide an alternative approach to managing runoff from buildings and hardstandings. They mimic natural drainage patterns, can reduce surface water runoff, encourage recharge of groundwater and provide amenity and biodiversity enhancements through a range of different techniques. Larger developments will therefore be expected to employ some SUDS techniques as part of the overall scheme.

252. When selecting a SUDS it is important to consider quality, quantity and amenity design criteria equally. There may not be a single solution, several options may meet the design criteria and technical judgement will be needed.

253. An early initial assessment of the site will be required to enable the site specific requirements for the drainage system to be established and used to inform the wider scheme design. The initial assessment should include a soil investigation report to determine the suitability of the site for SUDS. This will also establish the level of the water table and its susceptibility to seasonable variations and tidal pressures, which are significant in areas such as Shoeburyness. For larger sites a Drainage Strategy may be required which should identify the appropriate type of SUDS, how it will be provided and how it will be maintained. The potential for contamination should also be investigated when assessing the suitability for SUDS. Where contamination is present, infiltration drainage may not be possible as this provides a direct pathway for contamination into the groundwater. Alternative SUDS techniques which do not involve infiltration should be considered.

254. New development should be designed to retain an existing water features such as ponds and ditches. Retention of these features will help to ensure existing habitat is protected and drainage structures are retained to reduce the impact of flooding.

255. The Council's primary aim is to achieve effective drainage for all new schemes so that the new development and existing communities and business (as well as the carriageway) are protected from flooding. It is possible and may be desirable for several systems to be employed on one site including a variety of SUDS techniques.

256. All SUDS schemes should consider reuse of the run off (grey water recycling) and where possible this should be designed into the system. This may include basins and ponds for storage and use for irrigation.

257. The main SUDS techniques are:

Prevention (Minimising runoff)
This involves minimising paved areas and minimising directly connected paved areas. Rainwater recycling can remove runoff from the drainage system altogether.

Filter Strips and Swales
These are vegetated surface features (swales are long shallow channels whilst filter strips are gently sloping areas of ground) that drain water evenly off impermeable areas. These are often integrated with the landscaping scheme.

Permeable and Porous Surfaces and Filter Drains
These are devices that have a volume of permeable material below ground to store surface runoff. The water passes through the surface to the permeable fill.(Note..both the surfacing and the base need to be permeable) The water can then be disposed of by either infiltration, underdrain or pumped out to be used as grey water recycling or into the sewer system after the storm has passed and there is spare capacity.

Infiltration Devices
These drain water directly into the ground. They may be used at source or the runoff can be conveyed through a pipe or swale to the infiltration area. They are completely below ground level. They allow the removal of solid and increase the soils natural drainage ability.

Basins, Reed Beds and Ponds
These are areas designed to store large volumes of surface runoff. They can be either normally dry areas that become wetland such as floodplains or balancing ponds with spare capacity to enable them to hold more water when it rains. These can often be combined with creating habitats for wildlife.

Green Roofs
These are vegetated roofs or roofs with vegetated spaces. The benefits of green roofs include reduced air pollution, improved biodiversity, improved thermal performance and reduced surface water run-off.

Water Recycling (see above)

258. It is important that consideration is given to the long term maintenance of SUDS and in all cases a SUDS maintenance agreement will be required. Where considered appropriate, a contribution to the ongoing maintenance costs of SUDS infrastructure may be sought via a S106 agreement.

For further information see Communities and Local Government Publication 'Improving the flood performance of new buildings' which can be viewed at www.communities.gov.uk See also

Appendix 6 which gives examples of resources minimisation options including building design techniques.

8.8 Renewable Power Generation

Policy Link - Core Strategy Policy KP2; Development Principles - 11

259. **Core Strategy Policy KP2 requires that 10% of the total energy needs of all new development must be provided from renewable sources on site (and /or decentralised renewable and recycled energy sources).** This will help to achieve a Code for Sustainable Homes Level 4 or an 'excellent' BREEAM rating which the Council aspires to for all new development. There are many options available for renewable power generation, however, the right combination will depend on what is most appropriate for the site, size and type of unit. Options for renewable power must be considered at the beginning of the design process to enable them to become an integral part of the design of the scheme. The applicant will be required to demonstrate how this requirement will be met as part of the planning application supporting documentation. . For larger schemes this information will be required as part of the planning application otherwise the application will be considered invalid. A specialist consultant may be required.

Renewable Power Generation and the Historic Environment

260. The application of renewable energy technologies on listed buildings, locally listed buildings and buildings in conservation areas will be carefully considered. The affect on the appearance of the building and its setting will be a key consideration. Whether the fabric of the building will be able to support the technology (for example the additional weight and forces of a micro wind turbine) will also need to be justified. Applicants should consider all the options and choose the most appropriate type of renewable energy generation for each situation. For example, solar panels may be acceptable where they can be hidden in a roof valley and technologies such as ground source heat pumps can also have minimal visual impact. In conservation areas and for locally listed buildings, the public view of the building takes precedent over elevations that have no public impact. It may be possible to site technologies at the rear where they cannot readily be seen. For listed buildings the considerations will be more complex.

Options for renewable power generation can be found in Appendix7. New development should include a variety of these and they should be outlined, in detail, in the Sustainability Appraisal.

For further information on the Code for Sustainable Homes and Appendices 5 and on the following websites www.communities.gov.uk Further information on BREEAM can be found at www.breeam.org

8.9 Code for Sustainable Homes

'Building a home to the Code means that sustainability is designed in. By building to Code standards, we can make Britain's homes more environmentally friendly for the future.' Greener Homes for the Future: Code for Sustainable Homes Publication (DCLG, 2008)

Policy Link - Core Strategy Policy KP2: Development Principles – 11a

261. The Code for Sustainable Homes measures the sustainability of a home in the following areas:

- Energy and CO_2 Emissions
- Water
- Materials
- Surface Water Run-off
- Waste
- Pollution
- Heath and Wellbeing
- Management
- Ecology

262. The Code uses a sustainability rating system, indicated by 'stars', to communicate the overall sustainability performance of a home. A home can achieve a sustainability rating from one (*) to six (******) stars depending on the extent to which it has achieved Code standards. One star (*) is the entry level – above the level of the Building Regulations; and six stars (******) is the highest level – reflecting exemplar development in sustainability terms:

- 1* homes will be 10% more energy efficient and 20% more water efficient than most new homes and may also have some of the other features such as providing office work space with communication links within the home, secure cycle storage or greater security features.
- 3* homes would be 25% more energy efficient and have many more sustainable features than a 1* home.
- 6* homes would be highly sustainable and over the course of the year their net carbon emissions would be zero. Needing over 90% of the points available, a 6* home would include most of the sustainability features in the Code.

263. Code homes encourage their owners to live a more sustainable lifestyle and are built in a more efficient way, using materials from sustainable sources. This creates less waste and reduced running costs.

Requirement

264. The Council has now signed up to the Nottingham Declaration and is therefore committed to tackling climate change and significantly reducing carbon emissions across the Borough. The aim being to achieve the Government's plan to make all new homes zero carbon by 2016. The building sector is a major contributor to carbon production and by ensuring that we build better insulated and more efficient homes, and by promoting renewable energy sources the Council can honour this commitment. We will therefore be requiring that all new homes be built to a minimum of Code for Sustainable Homes Level 3 with a view to moving towards Code Level 4 over the next few years. This supports the Governments aspiration for the Thames Gateway to lead the way as an Eco-Region (as set out in the Eco-Region Prospectus) and is in line with Core Strategy Policies KP2 and CP4. The Code Level achieved is a material consideration in any planning application. An

explanation of how the Code Level will be reached should be included within the planning application supporting documentation.

An overview of the assessment criteria for the Code for Sustainable Homes can be found in Appendix 5. Full technical details can be found at www.communities.gov.uk Further information on the Nottingham Declaration can be found at www.energysavingtrust.org.uk/nottingham

8.10 Non-Residential Buildings - BREEAM Assessment

265. The sustainability performance of non-residential building can be measured by using the BREEAM Environmental Assessment Method. BREEAM assesses the performance of buildings in the following areas:
    - Energy Use
    - Water
    - Materials
    - Pollution
    - Heath and Wellbeing
    - Management
    - Ecology
    - Transport
    - Land Use

266. Developers and designers are encouraged to consider these issues at the earliest opportunity to maximise their chances of achieving a high BREEAM rating. Credits are awarded in each area according to performance. A set of environmental weightings then enables the credits to be added together to produce a single overall score. The building is then rated on a scale of pass, good, very good or excellent and a certificate awarded, which can be used for promotional purposes.

Requirement

267. As with residential development all new commercial development will be expected to contribute to the sustainability of the Borough and we will therefore be requiring that all new commercial buildings to achieve a BREEAM 'very good' rating (or equivalent) with a view to moving towards an 'excellent' rating (or equivalent) over the next few years. This requirement is in line with Core Strategy Policies KP2 and CP4. The Code Level achieved is a material consideration in any planning application. An explanation of how the Code Level will be reached should be included within the planning application supporting documentation.

For further information see www.breeam.org Further information on the Nottingham Declaration can be found at www.energysavingtrust.org.uk/nottingham

8.11 Maximising Travel Choice

Policy Link - Core Strategy Policy KP2: Development Principles – 8
Core Strategy Policy CP3: Transport and Accessibility – 2
Core Strategy Policy CP4: The Environment and Urban Renaissance - 6

268. All new development should provide links to a range of transport networks and facilities so that the users have the widest possible travel options. This must include creating a safe and attractive environment for pedestrians and cyclists (including covered and secure cycle storage as part of any development) and enhancing public transport links wherever possible.

269. Travel to work accounts for a significant amount of car journeys and therefore large commercial developments are required to produce a Travel Plan to demonstrate how the principles of sustainable development will be incorporated.

For further information on Travel Plans see Section 13 Making an Application

8.12 Biodiversity

'Development proposals provide many opportunities for building-in beneficial biodiversity or geological features as part of good design.' (PPS9: Biodiversity and Geological Conservation)

'Biodiversity offers an opportunity to link together various aspects of your development proposal. These include open space, recreation, sustainable transport links such as footpaths and cycle ways, sustainable design and construction, sustainable drainage and landscape.' (Essex Biodiversity Project)

Policy Link - Core Strategy Policy KP2: Development Principles – 11e
Core Strategy Policy CP4: The Environment and Urban Renaissance – 2, 9, 10

270. New development should recognise the ecological importance of including wildlife features and open space as part of their design. Trees and plants play an important role in the biodiversity of the Borough as they can provide food, shelter, nesting sites and safe corridors of travel for a variety of wildlife including mammals, birds and insects.

271. The existing biodiversity value of each development site should be assessed at the outset to identify any areas of significant biodiversity value. Newly created habitats can take years to flourish, so established semi-natural habitats should be retained as much as possible within new development. Some UK species (e.g. bats and badgers) have been afforded special protection by law and, where they occur, exclusion zones or special mitigation measures may be required. In these cases, advice from a specialist consultant must be sought.

272. New areas of habitat should be connected to existing green spaces and where possible, located to provide missing links in the Borough's green grid network. The aims of the Thames Gateway South Essex Green Grid include the creation of high quality green spaces and links that enable a diversity of wildlife, habitat and landscapes. Native plant species, in particular species suitable for a coastal environment, are generally preferred as they are more appropriate for local wildlife. Species which are drought tolerant and requiring little maintenance are also considered a more sustainable option.

273. The expansion of our habitat links and greenways is one of the objectives of the Local Development Framework and landscaping schemes which connect with the Boroughs existing green corridors will be welcomed. Proposals will be assessed for their contribution to biodiversity.

274. In addition to the biodiversity benefits of retaining existing trees one of the other significant benefits of mature trees, especially in urban areas, is their contribution to alleviating the affects of Climate Change and this should also be considered.

Examples of how development can contribute to local biodiversity can be found in Appendix 8. An Environmental Statement will be required for certain sites. For further information see Section 13 Making an Application.

For further information on Biodiversity in the Borough see the Southend-on-Sea Biodiversity Action Plan (2003) and Essex Biodiversity Project. For information on protected species visit www.englishnature.org.uk For further information on the Thames Gateway Southend Essex Green Grid visit www.tgessex.co.uk

8.13 Affordable Housing

'High quality and inclusive design should create well-mixed and integrated developments which avoid segregation and have well-planned public spaces that bring people together and provide opportunities for physical activity and recreation.' (PPS1: Delivering Sustainable Development)

'Proposals for affordable housing should reflect the size and type of affordable housing required.' (PPS3: Housing)

275. In order to achieve sustainable communities we must have a good and well integrated blend of different housing types and tenures in our residential areas. Affordable housing is a key part of this mix.

276. There will always be a demand for affordable housing in the Borough and larger residential developments will be expected to contribute to the supply of affordable homes in accordance with the Council's policies and according to the needs of the local community. This will be delivered through appropriate legal agreements.

8.13.1Requirement

Policy Link - Core Strategy Policy CP8 – 3a, 3b

277. Core Strategy Policy CP8 sets out the requirement for affordable housing in new residential development schemes. Proposals of 10-49 units or 0.3-1.99 hectares will be required to provide not less than 20% affordable housing or key worker provision. Larger proposals will be required to provide not less than 30% affordable housing or key worker provision. The affordable housing offer should provide a range of unit sizes that reflect the mix of the development and meet the Boroughs affordable housing needs. The Council will negotiate with developers to ensure that the appropriate type and sizes are provided on larger schemes.

Further information on the type of affordable housing required for the Borough can be found in the Thames Gateway South Essex Strategic Housing Market Assessment which can be viewed on the Council's website www.southend.gov.uk

8.13.2 Integration

278. Affordable housing should be indistinguishable from adjacent private housing. The integration between the affordable housing and the private units within any singular scheme must be seamless and not of a lower quality, including the quality of landscaping, amenity space, location, views, materials and parking provision. All affordable housing units must be built to 'Lifetime Homes Standards'.

For further details on Lifetime Homes Standards see Appendix 4

8.13.3 Management

279. It is recommended that where developments involve affordable housing, a Registered Social Landlord should be engaged at an early stage in the development process in order to establish a formal working relationship to ensure specific requirements are inherent within the design and to provide the most appropriate size and type of unit. This is a more straight forward process now, given the changes to funding streams for Registered Social Landlords and so early contact is essential.

A list of local housing associations and registered social landlords can be found on the Council's website www.southend.gov.uk

section nine

9 The Historic Environment

'The design of new buildings intended to stand along side historic buildings needs very careful consideration. In general it is better that old buildings are not set apart, but are woven into the fabric of the living and working community.' (PPG15: Planning and the Historic Environment)

'New buildings do not have to copy their older neighbours in detail. Some of the most interesting streets include a variety of building styles, materials and form of construction, of many different periods, but together forming a harmonious group.' (PPG15:Planning and the Historic Environment)

Policy Link - Core Strategy Policy KP2: Development Principles – 4
Core Strategy Policy CP4: The Environment and Urban Renaissance – 7
Saved BLP Policy C2 - Historic Buildings
Saved BLP Policy C3 - Conversion of Historic Buildings
Saved BLP Policy C11 - New Buildings, Extensions and Alterations – v

280. The Borough's historic areas have special value for the community. They are visible links with our past, attractive contrasts to modern environments and can help strengthen the local economy. So it is important to ensure that when changes are necessary, they protect the special character of the area and bring about improvements.

281. The Borough's historic environment comprises heritage assets: Listed Buildings, Buildings on the Local List (buildings of local historical and / or architectural interest), Conservation Areas, Scheduled Ancient Monuments and other sites included in the Southend Sites and Monuments Record. In addition to these, the Borough also includes some historic landscapes (a small section of ancient woodland adjacent to the Arterial Road, the southern edge of the Roach valley, Belton Hills, Leigh Marshes and the foreshore), but these are outside the scope of this Guide. Any development affecting the historic environment will need to take into account those aspects of acknowledged importance and be designed to respect, safeguard, restore or enhance its quality.

9.1 Significance and Recording

282. Proposed development or other works affecting a heritage asset or its setting should be based on an understanding of the significance, condition and the needs of that asset. Proposals should normally provide for the preservation, repair or enhancement of those aspects of the asset which contribute to its significance. A development proposal may be required to include a Heritage Statement which should include an assessment of its significance in order to demonstrate that the proposal has recognised and addressed the needs of the asset and seeks to preserve and enhance its special historic character.

283. Where a proposed development, or other work, affects a heritage asset or its setting, a record of the asset may be required prior to development or works being carried out. This may be in the form of drawn elevations and plans, photographs, or a written report.

For further information on Heritage Statements see Section 13 Making an Application.

9.2 Listed Buildings

Policy Link - Saved BLP Policy C2 - Historic Buildings

284. Listed Buildings are buildings of national importance which have special architectural or historic interest. They are designated by English Heritage. The Council is required to have special regard to the desirability of preserving Listed Buildings, their settings and any features of special architectural or historic interest. Owners of Listed Buildings have a responsibility of care for these buildings and Listed Building Consent is needed for all work which affects their special character.

285. Listed Buildings are graded to show their relative importance. The great majority are Grade II. Those with "more than special interest" or "exceptional interest" are Grade II* or I respectively.

286. About 150 of the most important historic buildings in the Borough are Listed Buildings. They represent a wide range of different periods, uses, styles and materials and each shows something of our history. Our Listed Buildings include examples of:

The earliest surviving buildings in the Borough:

- The medieval timber-framed 13th century moated manor house of Southchurch Hall, the 13th century Church of St Laurence and All Saints in Eastwood and the 15th century Fox Hall farmhouse at Garons Park .

The post-medieval rural period:

- Suttons Manor, the 17th century Queen Anne Manor House, Shoeburyness, the fine 18th century Southchurch Lawn and, opposite, the modest 18th century Lawn Cottages in Wakering Road.

The town's early phase of development:

- The Hope Hotel, the Georgian Royal Terrace and the mid Victorian Clifton Terrace .

And the modern era:

- St. Margarets Church, Leigh (1931), the international style house at 62 Clatterfield Gardens (1934) and the most modern building to be listed - Westcliff Library (1960).

They were built for many different purposes and reflect the town's social history.

The current list is in Appendix10 Note: buildings may be added to or deleted from the list from time to time. The live list can be found on the Council's website www.southend.gov.uk

9.2.1 The Extent of Protection

287. Listing applies to the interior and exterior of the building and to objects fixed to it, such as fire places, panelling, skirtings and doors. It also includes free standing objects and structures within the building's "curtilage" (i.e. its grounds) which have been there since before 1st July 1948. Structures as well as buildings may be listed.

288. The setting of a listed building helps establish its character and may extend well beyond its curtilage. Where new development affects the setting of a listed building it must be designed to preserve or enhance this setting.

9.2.3 Works to a Listed Building

289. Work to demolish, alter or extend a Listed Building in any way which affects its character as a building of special architectural or historic interest must have Listed Building Consent before it is carried out. Repairs also need Consent if they alter the building's character. Even minor work like replacing cast iron guttering with plastic or changing internal doors is likely to need Consent.

290. It is a criminal offence to carry out work to a Listed Building without necessary Consent. Before carrying out work please check with the Council whether Listed Building Consent is necessary and obtain advice on its suitability and the information needed for an application.

291. Planning permission may also be required if the proposal involves a material alteration to the building's external appearance, a change of use or other forms of development.

In addition to the guidance elsewhere in this Document, works affecting listed buildings should comply with guidance contained in PPG15 (Planning and the Historic Environment) and any subsequent policy guidance. They should also take account of any other relevant guidance or advice from English Heritage and from statutory consultees.

292. Work to a Listed Building should follow these principles:

- Proposals should preserve or restore the building's special architectural or historic interest. It is therefore important to understand what features give the building its interest.
- It is important to retain and repair historic fabric as it gives authenticity to the building. This may include internal features like skirtings, doors, fireplaces, ceiling cornices, wattle and daub to walls, and stair banisters and handrails. Where the fabric has deteriorated, repair rather than replacement should always be the first option.
- Necessary alterations to historic fabric should be reversible, as far as practical. For example, if fire proofing is needed, original ceilings, walls and doors may be retained behind fire-resistant fittings.
- The historic plan form of the building (its internal layout) should be retained.

- Additions and external alterations should preserve the scale and character of the building and should use appropriate traditional materials, techniques and designs. Extensions must be subservient to the host property.
- The setting of the building should be preserved where this contributes its character.
- Employ only suitably skilled designers and craftsmen.

9.3 Buildings on the Local List

Policy Link - Saved BLP Policy C2 - Historic Buildings

293. The Local List is a non-statutory advisory list of buildings of local architectural or historic interest. The list is compiled by the Borough Council according to the following criteria. Buildings may be included if they:
    - Demonstrate the Borough's history, particularly during its main period of growth, including schools, churches, public buildings, leisure, entertainment and commercial buildings; or
    - Have architectural interest by virtue of being designed by a well known architect, being a good example of a particular style or period or contain notable architectural features; or
    - Have importance for the townscape.

The current list is in Appendix 11. It will be reviewed from time to time as part of the Local Development Framework process. The live Local List will be available on the Council's website www.southend.gov.uk

294. The purpose of the Local List is to identify buildings, structures and monuments of local architectural or historic importance and to take action as far as possible to preserve them. About 150 are on the Local List ranging from houses, shops and schools to transport structures and townscape features such as post boxes and shelters.

295. In addition to the guidance elsewhere in this Document, development proposals affecting a locally listed building, including its setting, should respect its local interest and seek to preserve or reinstate architectural features and materials contributing to its interest. The Local List is advisory only and does not give the Council additional powers. It is however, a material consideration in any planning application and therefore proposals should pay special regard to;
    - Preserving or restoring features which contribute to their character.
    - Maintaining their scale and proportions.
    - Preserving their setting.
    - Using appropriate materials.

296. This does not mean that the building has to be preserved exactly as it is, but that any alterations should be carried out in a sympathetic manner.

9.3.1 Works to Locally Listed Buildings

297. The following principles should be followed when considering work to a Locally Listed Building:

- Regular maintenance is essential. It will safeguard historic fabric and avoid the need for more costly repairs later on;
- Proposals should preserve or restore the building's architectural or historic character. The starting point should be to understand what features give the building its interest;
- It is important to retain and repair the historic fabric of the building as it gives it authenticity.. This may include internal features like skirtings, doors, fireplaces ceiling cornices, historic plaster, and stair banisters and handrails. Where the fabric has deteriorated, repair rather than replacement should always be the first option;
- Necessary alterations to historic fabric should be reversible, as far as practical. For example, if fire proofing is needed, original ceilings, walls and doors may be retained behind fire-resistant fittings;
- The historic plan form of the building (its internal layout) should be retained;
- Additions and external alterations should preserve the scale and character of the building and should use appropriate traditional materials and design;
- The setting of the building should be preserved where this contributes to its character;
- Employ only suitably skilled designers and craftsmen.

9.4 Conservation Areas

Policy Link - Saved BLP Policy C4 - Conservation Areas
Saved BLP Policy C5 - Leigh Old Town

298. The Planning (Listed Buildings and Conservation Areas) Act 1990 Section 69 imposes a duty on local planning authorities to designate as conservation areas any 'areas of special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance'. To this end a variety of historic areas in the Borough have been given protection through their designation by the Council as Conservation Areas. Additional planning controls apply to each conservation area and permission is normally only given if proposed development preserves or enhances its character. Demolition of buildings and work to trees are also controlled.

299. Our Conservation Areas are a microcosm of the town's history and include parts of:

The Borough's two main Medieval Settlements:
The fishing village of Leigh maintains its character as a working marine village, whilst the former village of Prittlewell centred on the 15th century parish church has been badly affected by development and is now greatly in need of enhancement.

The Seafront:
Conservation Areas along the seafront represent development of Southend as a resort from the late 18th century onwards and show good examples of seaside architecture.

The earliest of Southend's Residential Development:
Clifftown contains the first two major attempts to develop Southend with the Georgian Royal Terrace and the unique mid-Victorian Cliff Town Estate designed by Banks and Charles Barry Junior in response to the completion of the railway to London;

Shorefields contains interesting architecture as Clifftown spread westwards;

Milton, north of the railway, demonstrates the transition in residential architectural styles and materials at the start of Southend's development boom between 1880 and 1910;

Warrior Square is the only late Victorian residential square in Southend.

The Victorian Garrison at Shoeburyness
With much unspoilt architecture, Shoebury Garrison has a range of different types of military buildings including a chapel, barrack blocks, clock tower and hospital, and a wonderful setting overlooking the sea.

Post World War I 'Homes for Heroes
An estate developed by the Chapmanslord Housing Society during the early 1920s as part of the Government's 'Homes for Heroes' campaign. The estate has a distinctive and attractive character and is an example of early 20th century Garden City planning which combines Arts and Crafts architecture with buildings of a more 'cottage' character.

Further details of the special historic and architectural character of the Borough's Conservation Areas is given in the respective Conservation Area Character Appraisal which can be found on the Council's website www.southend.gov.uk For details of which appraisals have been completed see Appendix 12.

9.4.1 The Protection and Enhancement of Conservation Areas

300. A Conservation Area is "an area of special architectural or historic interest" with a character which is "desirable to preserve or enhance" (Planning (Listed Buildings & Conservation Areas) Act, 1990). Its special character will come from a range of factors like the design of its buildings, their materials and setting, street alignment, street furniture, public and private open spaces, trees and landscape.

301. The Council will therefore seek to preserve and enhance the aspects of the townscape that make a significant contribution to the special qualities of conservation areas such as:

- The layout, density and scale of buildings and streets in the area;
- The relationship of open spaces, gardens and trees to buildings and streets in the area;
- The original design, detailing and materials of the area's buildings, structures and streets;
- Unique features of the area such as vistas, views and focal points.

302. This means that the following general principles for development in Conservation Areas will normally be required:

- Existing features of the area and of its buildings which contribute to its character and appearance should be retained;
- Original external features of buildings should, where practical, be repaired rather than replaced;
- Where possible, opportunities should be taken to enhance the area by reinstating original designs, materials and features which have previously been altered unsympathetically;
- New buildings, extensions and alterations visible from public places should positively enhance the character and appearance of the Conservation Area.

303. Views into and out of an area, focal points, road and building alignments, street furniture and surface materials and other aspects of the townscape may also contribute to an area's character and it is important that these aspects are maintained in any proposals.

304. In addition to the guidance in this Document, development affecting a building or site in a conservation area should comply with guidance contained in Planning Policy Guidance Note 15: Planning and the Historic Environment, and any subsequent policy guidance. It must also take account of any relevant character appraisal and demonstrate how it preserves or enhances the appearance or character of the area. In addition, account should be taken of any relevant guidance or advice from English Heritage.

305. Appropriate contemporary design can positively enhance the character and quality of conservation areas. Unless perfect replicas are produced, including utilising traditional materials and construction techniques, pastiche designs can be detrimental the quality of a conservation area.

306. Character appraisals and proposals for the management of all existing and proposed conservation areas will be adopted and reviewed from time to time taking account of guidance from English Heritage. These will define the special interest of each conservation area and identify aspects of the area which the Council will seek to preserve, reinstate or enhance.

Appendix 12 contains a list of current Conservation Areas and Conservation Area Appraisals. The Appraisals can be found on the Council's website www.southend.gov.uk

9.4.2 Works to Buildings in Conservation Areas

307. In order to maintain the special character of Conservation Areas it is important that works to the buildings have regard to the following basic principles.
    - Maintenance - regular maintenance is needed to protect original features. But if more extensive work is found necessary, repair rather than replacement should be the first option and will often be better value;
    - Materials and Designs - when considering alterations or repairs to the property original materials and designs should be respected. The type of materials used for historic buildings and their designs reflect their age. So it is important to ensure these are retained whenever possible and that only sympathetic alterations are carried out;
    - Enhancement - take the opportunity to enhance the property when considering alterations, by restoring any missing features and improving poorly designed alterations of the past.

308. There are a number of key building features of particular significance to the character of Conservation Areas and it is important that these are preserved and respected. Where necessary the Council has introduced Article 4 Directions to give greater protection to these features.

See Section 9.8 and Appendix 15 for further information on the Boroughs Article 4 Directions

Windows

309. Traditional windows, especially timber sliding sashes, are vital for the character of Conservation Areas. Original windows can be given a new lease of life by overhauling them and installing draft proofing brushes in the sash rebates. Secondary glazing is also acceptable if it is unobtrusive.

310. If replacement or reinstatement is necessary, purpose-made windows to match the original materials and external appearance should normally be installed. For most buildings, double glazing within timber frames is acceptable if the external appearance is unaltered and the metal frames and seals are not visible. Non-traditional materials, especially plastic, cannot match traditional timber windows and are normally not acceptable.

311. To safeguard the building's character, new windows should normally:
    - Be of good quality softwood or hardwood from renewable sources;
    - Be painted (not stained);
    - Copy the original pattern of glazing bars and horns, if any - glazing bars should be built into the window and not stuck on to the glass;
    - Use the original method of opening;
    - Retain or restore the dimensions of the original window opening and the position of the frame within the opening - most openings are well-proportioned and most frames in older brick buildings are well set back from the face of the wall to give weather-protection, shadow and character;
    - Give adequate ventilation;

- Retain decorative surrounds - they give elegance and distinction to many Victorian and Edwardian buildings.

Conservation Window Grant Scheme

312. The Council recognises that traditional windows are essential to the character of historic buildings in conservation areas but many need repairing; others have been replaced by inappropriate designs. Conservation Window Grants are, therefore, available from the Council to help repair or reinstate traditional windows in Conservation Areas Only windows that face the street are eligible for the scheme and grants are discretionary and will depend on funds being available when an application is made. Further details of the Conservation Window Grants Scheme can be found on the Council's Website.

Doors and Porches

313. Original front doors of period buildings are well proportioned and have good detailing. They tend to be larger than standardised modern doors, sometimes have a fanlight or original decorative stained glass that help to give the property distinction. Original front doors should normally be retained and repaired when necessary. If this proves impossible, the new door should be similar in design and dimensions to the original, and should not have an over emphasis on glass. Original decorative surrounds to porches and doors should be retained

314. Recessed porch areas give shadow and interest to the face of many buildings and should not normally be enclosed with doors or new porches. New porches will only be acceptable where they compliment the original design of the facade and use traditional materials. Where a house is being converted to flats, the original entrance door should be retained or restored. Entrance doors to individual flats should be contained within the building behind the original entrance.

Balconies

315. Balconies are attractive features of some of the Borough's Conservation Areas and should not be altered. Unfortunately, some have been enclosed by a variety of windows and additions and the character of each property has been impaired. If repairs are needed, consider reinstating the original style of balcony. The old patterns of iron railings are often available and reinstatement would greatly add to the character of the property. Some balconies in Clifftown have successfully been restored in this way.

Outside Walls and Decoration

316. Yellow stock brick and soft red brick are typical local materials and give attractive "warm" tones and texture to facades. They are sometimes combined for decorative effect. Alternative original facing materials can be found in some of the Boroughs Conservation Areas; Traditional weatherboarding can be found in some of the Leigh Conservation Areas and the properties in Chapmanslord Conservation Area have a substantial amount of rendering. In all cases it is important for the special character of these areas that the original external materials are retained.

317. Original facing brickwork, therefore, should not normally be rendered or painted. If it suffers from damp, dirt or deterioration, alternatives should first be considered, such as cleaning with an appropriate solvent, repointing and treating it with a transparent microporous solution. Render and cement-based masonry paints might increase problems of damp by trapping moisture within the brickwork. If brickwork has already been painted, it may be possible to clean it off, but ensure first that the proposed method will not damage the face of the bricks.

318. Repointing also needs care. It must match the colour and style of the original and not extend over the face of bricks or make joints appear wider. To achieve this it may need to be slightly recessed. The mortar mix needs to include lime and be the right strength for the bricks - too strong a mix will force damp into the bricks and damage their surface.

319. Decorative features, like brick arches to openings, mouldings to window and door surrounds, string courses, friezes, cornices and stone or terracotta panels, which add interest to buildings should be retained.

320. Where terraces and pairs of semi-detached buildings have painted facades, a co-ordinated colour scheme would enhance the appearance. Uniform colours should also be used for walls, windows, gutters, pipes and decorative features but varied colours for front doors can add interest to the street. The chosen colours should not dominate the appearance of the building or clash with neighbouring buildings. The mortar pointing between bricks should not be painted a different colour.

Roofs and Chimneys

321. Welsh slate is widely used for 18th and 19th century buildings; clay tiles (usually plain) are typical of later buildings (except in Leigh Old Town where there is a long tradition of clay tiles). Both are natural materials which weather well to produce attractive roof surfaces. They give unity to terraces, semi-detached buildings, and help establish the character of the Area. Finials and decorative ridge tiles are also important features of some older buildings.

322. Re-roofing should put back the original materials and designs. For slate roofs, it may be possible to re-use some of the existing slates to help keep costs down. In some instances, good quality artificial slate may be an acceptable alternative for a detached building or where adjoining buildings are re-roofed together.

323. Stacks and pots usually emphasise the roofline and in most cases should not be removed. Some stacks have intricate detailing which adds to the character of the property and should be retained.

Hardstandings and Boundaries

324. In the Borough's Conservation Areas there is generally a good balance between the visual "hardness" of buildings and streets and the "softness" of gardens and planted open areas. Front gardens, in particular, should be maintained as planted areas wherever possible.

325. Hardstandings in front gardens harm the appearance of individual properties and the Area's character if badly designed. They will only be acceptable if no reasonable alternative to parking is possible, and there is adequate space in the garden to allow a good design incorporating a suitable surface, landscaping and partial enclosure of the frontage with a traditional boundary wall or railings. It should not involve the loss of mature trees.

326. The appearance of many older properties has been eroded by the loss of traditional front boundaries - usually brick walls and stone copings (sometimes topped by iron railings), between substantial brick piers and iron gates. Their restoration would greatly enhance Conservation Areas and is encouraged - advice on original designs can be given.

Gardens and Landscaping

327. Gardens and landscaping play a vital role in determining the character of many urban conservation areas. Established tree planting in the pavements and the front and side gardens of properties make a significant contribution to the streetscene and enhance the setting of the building. Rear gardens, although less visible, also have a clear role to play as they determine the grain of the historic street pattern. Development will be expected to respect these important characteristics by preserving and enhancing gardens and landscaping wherever possible.

Shopfronts

328. Some of the Borough's Conservation Areas include commercial properties and it is the quality of the shopfronts that give these areas their special character. Whilst commercial properties in Conservation Areas need to cater for modern commercial requirements, care is needed to ensure their external appearance is compatible with the character of the building and Conservation Area.

329. Original shopfronts are particularly important and the Council will seek to retain these wherever they exist. Whilst it may be possible to construct a new shopfront in a traditional design with traditional materials it does not have the same integrity and character as the original. Where they survive, original shopfronts tend to have significantly more character than replicas and are usually valued by the local community.

330. In addition, decorative features on the surrounds of shopfronts such as columns, pilasters and cornices are key to the character of the conservation area and must also be retained. They should not be obliterated by new frontages or fascias.

331. Where original shopfronts no longer remain, replacement frontages must be designed to respect the historic character of the area and use traditional materials. Where unsympathetic shopfronts exist, significant improvements in the design of replacement frontages will be required.

Further information on shopfront design can be found in Section 11.6

9.5 Frontages of Townscape Merit

Policy Link - BLP Saved Policy C6 – Frontages of Townscape Merit

332. The street frontages of some buildings not subject to other conservation control can, nevertheless, contribute significantly to the quality of the local townscape by their architectural character as a group and their prominence in the streetscene. Such frontages are identified by the Council as Frontages of Townscape Merit. They are situated in parts of the town centre and Hamlet Court Road. The Council intends that such frontages are retained and that their architectural character is respected by proposals for fascias, shopfronts and other alterations and will seek enhancements in applications for replacement shopfronts and other alterations where appropriate.

A list of the Frontages of Townscape Merit can be found in Appendix 13

9.6 Archaeology

'The main body of this guidance underlines the importance of early consultations between developers and local planning authorities with a view to establishing the existence and importance of any archaeological remains on a development site and to ensuring that they are considered as an integral part of the planning application.' (PPG16: Planning and Archaeology)

Policy Link - Saved BLP Policy C1 - Ancient Monuments and Archaeological Sites

333. Concern for our heritage is not just about our visible historic buildings and areas. Hidden features below ground, in our landscapes and in some of our historic buildings hold evidence of our past and how our own society has developed. It is important that such evidence is protected and investigated wherever possible, and that comprehensive archaeological records are maintained.

334. The Southend Sites and Monuments Record (SMR) is a record of archaeological information in the Borough. It is maintained by the Borough Council and is continually enhanced as new information becomes available. It will be used to assess the need for archaeological work to be commissioned by the developer prior to determination of the planning application, prior to the start of development and during development.

335. Archaeological sites of national importance are given statutory protection by English Heritage as 'scheduled ancient monuments'.

The sites that are currently scheduled in the Borough are listed in Appendix.14

336. Other sites in the Borough have known or potential archaeological significance. Sites of high archaeological potential are identified in the SMR. These are relatively large scale sites which are substantially undisturbed by previous development or use and are within the

vicinity of significant archaeological evidence. Smaller sites may also have archaeological potential as demonstrated by previous archaeological work or known historic settlement or use in the vicinity.

337. In addition to the guidance elsewhere in this Document, proposed development affecting scheduled ancient monuments and other sites of known or potential archaeological significance should comply with the guidance in Planning Policy Guidance 16: Archaeology and Planning and any subsequent policy guidance. Where such a site is likely to be affected by the proposed development, an archaeological site evaluation will be required either prior to a decision on the planning application (in cases where preservation in situ may be required) or prior to the start of the development (in other cases). Results of the evaluation will inform the need for mitigation, in order to preserve remaining archaeological evidence, and for any further archaeological work prior to or during development. Records of all archaeological work commissioned by the developer should be provided to the Southend SMR in an appropriate format.

9.7 Enabling Development

338. In a few cases, where substantial repairs and improvements are required to save historic buildings, it may be necessary for development proposal to include an additional element of building works which will fund the restoration of the historic asset. This is known as enabling development. Where this is proposed it should meet the following criteria:

- The enabling development will not detrimentally affect the archaeological, architectural or historic interest of the heritage asset or its setting;
- The proposal avoids harmful fragmentation of management of the heritage asset;
- The enabling development will secure the long term future of the heritage asset;
- The problem arises from the inherent needs of the heritage asset;
- Sufficient financial assistance is not available from other sources;
- The enabling development is the minimum necessary to secure the future of the heritage asset and its form minimises disbenefits;
- The benefits of the enabling development outweigh any disbenefits.

339. In each case the Council will make an assessment as to whether the proposed enabling works are necessary and appropriate. English Heritage and The Council will only accept one application of enabling development and repetitive enabling development proposals are not considered appropriate.

9.8 Control of Permitted Development - Article 4 Directions

Policy Link - Saved BLP Policy C12 - Undercliff Gardens

340. Under current planning law certain types of relatively minor development come within the definition of 'permitted development' and may be carried out without planning permission from the Borough Council. In some situations such development might seriously harm the townscape, the historic environment or the amenity of nearby properties. The Borough

Council will keep under review the need to restrict permitted development by making Article 4 Directions. Such Directions already apply in some Conservation Areas and in Undercliff Gardens / Grand Parade. If you live in an area covered by an Article 4 Direction, you should contact The Council prior to carrying out any works.

See Appendix15 for a List of current Article 4 Directions. The content of the Article 4 Directions can be found on the Council's website www.southend.gov.uk

section ten

10 Alterations and Additions to Existing Residential Buildings

Policy Link - Saved BLP Policy C11 - New Buildings, Extensions and Alterations

341. Alterations to existing buildings should be done so as not to destroy existing character. Even minor changes such as changing the window design can be detrimental. Key features and proportions should be retained where they are an integral part of the character.

342. Building an extension is one way of adapting to the changing needs of a household or business and most properties have the capacity to be extended in some form. A well designed and integrated extension can complement and even enhance an existing property, whereas a poorly designed addition can easily destroy the original character and have a detrimental effect on the streetscene.

343. Whether the proposed extension is modern or traditional, the simplest way to ensure that its does not conflict with the existing character of the property is to draw references from the parent building. For example:

- All extensions should be well designed, well detailed and respond to the unique constraints and opportunities of the site.
- The scale of the extension must be respectful of the scale of the present building - additions that are too large will be over dominant.
- Extensions that appear subservient to the parent building tend to fit more comfortably and integrate better with the existing building. Matching roof styles and pitches can help integrate old and new.
- Extensions must respect the amenity of neighbouring buildings and ensure not to adversely affect light, outlook or privacy of the habitable rooms in adjacent properties.

344. Where single storeys join to double storeys there should be a step in the plan form to give articulation and differentiation to the elevation

10.1 Permitted Development

345. If you live in a house, you can make certain types of minor changes to your home without needing to apply for planning permission. These rights are called 'permitted development'. They derive from a general planning permission granted not by the Local Authority but by Parliament (the General Permitted Development - Town and Country Planning Order, 1997 and amendment 2 2008 (the GPDO)). Flats, maisonettes and commercial properties have no permitted development rights.

346. However, in some areas of the Borough and individual properties, permitted development rights are more restricted. If you live in a Conservation Area, or an area covered by an Article 4 Direction, you will need to apply for planning permission for certain

types of work which do not need permission in other areas. If you live in a listed building all works that affect the character of the building will require listed building consent.

347. It is always advisable to check with Southend Borough Council Planning Department whether planning permission is needed before commencing any development.

Also see Section 9.8 Article 4 Directions and Section 6 Relationship with Neighbours. Further details about the General Permitted Development Order can be found on the Department for Communities and Local Government Website www.communities.gov.uk the Planning Portal Website www.planningportal.gov.uk and the Council's Website www.southend.gov.uk.

10.2 Types of Extensions

10.2.1 Rear Extensions

348. The easiest and most popular way to extend your home is to build a rear extension. These additions are generally preferred to other types of extension because they usually have little or no impact on the public realm and therefore preserve the character of the streetscene. Whether or not there are any public views, the design of rear extensions is still important and every effort should be made to integrate them with the character of the parent building, particularly in terms of scale, materials and the relationship with existing fenestration and roof form.

349. Rear extensions can sometimes adversely affect neighbouring properties through overlooking, and blocking of light. The design should therefore ensure that these are kept within reasonable limits. Each application will be assessed on a site by site basis. Extensions on the boundary can have a significant affect on the neighbouring property and may not be considered appropriate.

350. Proposals which would result in a neighbouring window, as the sole source of light to a habitable room, being contained between two projections will require careful consideration to ensure that light, outlook and spaciousness to the adjoining property is retained. In some cases this type of extension may be unacceptable in principle.

10.2.2 Side Extensions

351. Many properties in the Borough have the capacity to extend to the side. However, side extensions can easily become overbearing and dominate the original property. In order to avoid this, side extensions should be designed to appear subservient to the parent building. This can generally be achieved by ensuring the extension is set back behind the existing building frontage line and that its design, in particular the roof, is fully integrated with the existing property. Poorly designed side extensions will detrimentally affect the proportions and character of the existing property and so extreme care should be taken to ensure the original design qualities are preserved. Set backs can also alleviate the difficulty of keying new materials (particularly brickwork) into old and disguises slight variations.

352. Where a terracing effect would be out of character, it is important to maintain a degree of separation between two neighbouring properties. This separation should be maintained at all levels - narrowing an extension at first floor level creates an unacceptable design and must be avoided. Extensions over one storey should be set off the boundary to provide an equivalent amount of contextual separation that reflects the prevailing local character and should always be continuous in their form.

353. Side extensions will undoubtedly impact on neighbouring properties and care should be taken to ensure that they do not cause an unreasonable loss of light. This is particularly important when the adjacent property has side windows, to habitable rooms, which are the sole source of light. Each application will be assessed on a site by site basis.

10.2.3 Extensions incorporating Garages

354. Garages should be designed so that they do not dominate the parent building or the streetscene and in most cases they should be set back from the front building line. New garages should be large enough to accommodate a medium sized car and bicycles but not so large that they appear out of proportion with the main building.

355. The roof design and materials of a garage extension is the key to its successful integration with the parent building. It is usually a good idea to draw reference from the roof of the parent building. Where this is not possible a parapet is preferred over a flat roof as it provides a neater solution. Small pitched roofs that lead into flat roofs behind are not considered an acceptable design solution.

356. Garages should normally be set back at least one car's length from the footway to prevent cars parked in the driveway from overhanging the pavement. Integral garages that are set back behind the first floor building line can create a dark void below which may be detrimental to both the main property and the streetscene. This will not be considered acceptable. Where there is not enough space to achieve this alternative off street parking arrangements, such as parking to the rear, should be considered.

357. In exceptional circumstances, buildings that have their frontages on the highway may be able to incorporate a garage, however it should form an integral part of the design of the development and include an automated entry system.

10.2.4 Detached Garages and Other Detached Buildings

358. Detached garages and other ancillary buildings within the grounds of an existing building should be designed to complement the character of the associated building. As with all new buildings they should embrace the design principles set out in this document. Garages in particular should be set back from the pavement to allow room to pull up without causing obstruction.

10.2.5 Conversion of Garages to Habitable Rooms

359. Converting an existing garage to a habitable room may be one relatively easy option for extending a property but will not always be considered acceptable in principle. The viability of this option will depend on whether the parking space in the garage is required to meet the demand of the enlarged property and whether an acceptable design solution that successfully blends the converted garage with the rest of the dwelling can be found. Provided the loss of parking can be justified, a design that achieves a seamless integration with the existing house is normally the best option. This should include matching the materials and fenestration with the main building. However, where the garage is a particular feature that is replicated in a row of properties or where it projects significantly forward of the main front building line this type of proposal may be considered out of character with the existing building and the wider streetscene.

10.2.6 Front Extensions

360. Extensions to the front of existing properties are generally discouraged as they alter the relationship of property within the street and may be detrimental to the wider townscape. Where front extensions are considered not to harm the local townscape care must be taken to ensure that they are of an appropriate size and scale, that they show consideration for the established street frontage and do not unreasonably obstruct light to habitable rooms within the existing property or on the flank or front walls of adjoining properties.

10.2.7 Porches

361. Porches are a common addition to residential properties. Most property entrances are located on the front elevation and therefore it is particularly important that the design of the porch is of an appropriate scale, well integrated with the parent building and does not obscure or conflict with existing features such as bay windows.

362. Projecting porches are not normally appropriate in the historic environment. In these areas many of the properties have recessed open porches which contribute to the special character and the wider streetscene and these should be retained.

10.2.8 Conservatories

363. Conservatories are a common type of rear extension. Many new conservatories are not site specific designs so it is important that the size and style chosen is appropriate for the existing building. Generally the style of the conservatory should respect the period of the original property. This can be in either a traditional way that blends in with the period of the building or a contrasting simple modern design that does not try and compete with the original building. Choosing the appropriate design and materials is especially important in conservation areas. In all cases the placement of any conservatory should normally be at ground level and preferably located away from the boundary to avoid overlooking.

10.2.9 Balconies

364. Balconies, particularly on front elevations are a traditional feature of seaside towns such as Southend. As an integral element of local character existing balconies should not be infilled. Where new balconies are proposed on existing buildings, care needs to be taken to ensure that the design is of a high quality, of an appropriate style for the period of property and that the privacy of neighbours is not compromised. Obscure screens may be used to prevent overlooking but these should not be at the expense of good design. Balconies created by cutting into the roofslope are a low impact alternative to the traditional projecting balcony and are more appropriate in some areas. All new balconies will need to meet building regulations and should be designed to minimise the risk of crime.

365. For new developments balconies and roof terraces can be a good way of adding visual interest and layering to a building whilst also providing additional private outdoor space. In flatted developments a usable private balcony or terrace can be a valuable asset to the future resident.

See also Section 4.5.2 Amenity Space

10.2.10 Roof Extensions and Dormer Windows

366. Proposals for additional roof accommodation within existing properties must respect the style, scale and form of the existing roof design and the character of the wider townscape. Dormer windows, where appropriate, should appear incidental in the roof slope (i.e. set in from both side walls, set well below the ridgeline and well above the eaves). The position of the new opening should correspond with the rhythm and align with existing fenestration on lower floors. (Note: one central dormer may also be an appropriate alternative.) The size of any new dormer windows, particularly on the front and side elevations, should be smaller to those on lower floors and the materials should be sympathetic to the existing property. The space around the window must be kept to a minimum. Large box style dormers should be avoided, especially where they have public impact, as they appear bulky and unsightly. Smaller individual dormers are preferred.

367. There are many types of dormers and it is important to choose the most appropriate one for the style of property. For example small dormers with a vertical emphasis tend to suit the Borough's older properties, whereas thin dormers with a horizontal emphasis (flat roofed or catslide) are better suited to the chalet style post war properties.

368. Some contexts, for example where there are unbroken roofslopes in a terrace or street, where the existing pitch is too shallow or where it would over dominate neighbouring properties, dormers and roof extensions will mainly be inappropriate. Where dormers to the front would disrupt the overall balance of the property or the wider streetscene they also will be considered unacceptable.

369. Side dormers often dominate the front elevation and, where appropriate, will only be acceptable where they are small scale, set back from the front building line and have limited visual impact.

370. In some cases it may be possible to increase the roofspace and remove the need for a side dormer by changing a hipped roof to a gable end. This type of development can be more acceptable than a side dormer provided it is not out of character with the streetscene or leads to an unbalanced street block or pair of semis i.e. It is more appropriate for a detached or end of terrace property than only one of a matching pair of semi's which would be considered unacceptable.

371. Rooflights are a less obtrusive, cheaper alternative to dormer windows and may be more appropriate in certain circumstances. Flush fitted 'conservation style' rooflights are less conspicuous and are therefore preferred, especially in conservation areas. In the historic environment, rooflights may only be acceptable if they are not visible from the street.

372. All dormers and rooflights must be kept away from other forms within the roof including chimneys, dormers and gable features, etc.

373. 'Mansard roof' style extensions are generally inappropriate for the style of buildings within the Borough. They are often unsightly and tend to significantly increase the scale of the property to the detriment of the wider streetscene.

374. Extensions that raise the ridge height of an existing building are only considered acceptable in principle where they complement the design of the original building and where they do not break the continuity of the streetscene or appear overbearing.

10.2.11 Additional Storeys

375. In a few cases it may be possible to extend a property upward by adding an additional storey however this will only be appropriate where it does not conflict with the character of the street. For example adding another storey to a bungalow will not be considered appropriate where the street comprises predominately of single storey dwellings or where there is a regular pattern of bungalows and other style of properties which is part of the local character. It is advisable to establish the principle of this kind of development with the Council before progressing onto the detailed design.

376. Where it is considered acceptable in principle, in order to achieve a cohesive development it is essential that the additional storey draws strong references from the lower floors and adjacent properties, or an overall integrated design is developed. It is also important to ensure that proposed new windows, particularly on the side and rear elevations, do not give rise to any overlooking (or perceived overlooking) of habitable rooms in neighbouring properties or unreasonably overlook into private gardens.

See also Section 4.2 Scale, Height and Massing and Section 6.2 Overlooking and Privacy

377. Additional storeys to flatted and commercial buildings will, in the main, be unacceptable as the increase in scale is normally a significant issue. In the few instances where such additions will have an acceptable and limited visual impact, the design should have maximum transparency and a lightweight structure and complementary to the existing building. Where this type of development is proposed it is recommended that the principle is agreed with the Council at an early stage.

See also Section 11.2 Extensions to Commercial Buildings below.

section eleven

11 Additional Guidance for Commercial Schemes

378. The Borough has a number of industrial estates and commercial areas. Some of these areas are becoming outdated and are under pressure to regenerate to meet the needs of modern businesses and embrace new technology. All redevelopment or commercial buildings from large industrial buildings to small shops, should seek to create pleasant and sustainable places for their users and the wider community. Attractive places attract people, new businesses and wider investment.

Applications for new commercial developments will normally be required to submit a Transport Assessment outlining the impact of new workers and visitors on local infrastructure and a Green Travel Plan outlining the measures that will be introduced to encourage more sustainable forms of transport for their workforce and visitors. For further information see Section 13 Making an Application.

11.1 Commercial Site Layout

379. From a design and operational perspective it is more desirable for commercial buildings to take the form of perimeter blocks round the edge of a site, rather than a single unit in the centre of the site. This type of development has a number of benefits:

- A perimeter building can present a more active public frontage than a fence.
- A perimeter building provides the business with more presence in the streetscene and the opportunity for an easily identifiable public entrance.
- A perimeter building provides a more appropriate location for signage rather than using free standing signage that adds clutter.
- A perimeter building does not require as much soft landscaping to provide an attractive setting for the building (although some landscaping will normally be required some to soften the impact of the building in the streetscene).
- A perimeter building increases security by enclosing and protecting storage and parking.
- A perimeter building can be used to screen unsightly open storage, servicing and car parking.
- A perimeter block can screen nuisance and noise from neighbours.

11.2 Extensions to Commercial Developments

380. The feasibility of extending commercial premises will be assessed on a site by site basis. Where space and character allows for an extension the following issues should be considered:

- Extensions will only be acceptable where they would not be detrimental to local townscape. Additional floors, for example, may not be considered appropriate for certain types of building or in areas where increased height would be out of character.

- Extensions that involve the loss of existing parking will only be considered acceptable in principle where sufficient parking spaces are left to serve the extended building.
- Extensions that involve the loss of landscaped areas will only be considered acceptable in principle where enough landscaping remains to soften the extended building.
- The design of the extension should complement the existing building
- Extensions should not cause adverse impacts (overshadowing, noise etc.) on neighbouring properties.

381. Where extensions to commercial buildings are required the applicant should consider trying to acquire the adjacent site or incorporate adjacent buildings so that a more flexible design approach can be taken. In some cases it may not be possible to extend and alternative premises should be sought.

11.3 Signage and Advertising

Policy Link - Saved BLP Policy C8 - Advertisements

382. Advertisements, including illuminated signage are an essential part of commercial development, they can add vitality to an area but because they are intended to have significant public impact, care needs to be taken to ensure that they do not have a detrimental affect on townscape. Low quality, poorly sited or excessive signage can have an adverse affect on both the image of the business and the wider area. Over illuminated or poorly located signage could also have a detrimental affect on highway safety. Adverts should be well designed in themselves and have adequate regard for their setting. A well made attractive sign can be just as effective and project an image of quality to the customer. All signage must be integral to and compliment the design of the building / shopfront.

383. Where located on a building, signage must be related to the buildings proportions and not appear over dominant. They must not obstruct architectural features such as shopfronts, windows and cornices and they should be located below the cill level of first floor windows. The principle of signs above first floor level will be decided on a case by case basis.

384. The appropriate number and size of signs will depend on the scale of the building and its location. The size and amount of lettering should relate to the proportion and area of the fascia. Large numbers of adverts add clutter to the streetscene and will not be considered appropriate. Where upper floors of a building are utilised for separate businesses, simple lettering on the windows is to be used instead of a box or projecting sign. All signage should be appropriate to the context and not result in a proliferation of clutter in the streetscene. A proliferation of free standing totems and flag advertisements will be unacceptable. Particular care should be given to the impact of signage in Conservation Areas.

385. Applications for new advertisement will therefore be assessed on the following criteria:
    - Prominence in the streetscene.
    - Effect on the building and the wider townscape.

- Impact and relationship to existing architectural features.
- Cumulative affect in conjunction with other advertisements in the vicinity.
- The impact on any historic building designations in the area.
- Effect on residential amenity.

386. Box and hanging signs can add articulation to the frontage although such signage will be restricted to one per property unless it has a double frontage. They must not be over-scaled and should not obscure architectural detailing. Imaginative hanging signs add character and will be welcomed.

Illuminated Signs

387. Illuminated fascia signs can have an impact on the character of an area and traffic safety. The acceptability of an illuminated fascia sign will depend on location and its appropriateness to the character of the existing building and wider streetscape. Other types of illuminated signage such as cut out illuminated letters or externally illuminated fascia signs are generally more appropriate and can be just as, if not more, effective.

Corporate Image

388. Corporate image should not be at the expense of design or imposed where is would be inappropriate for the context. Businesses should be prepared to adapt their regular signage and materials. It should be noted that breach of Advertisement Consent is a criminal offence. Advice should be sought from The Council as to whether deemed or express consent is required.

For further guidance on fascias and box signs see Section 13.6 Shopfronts.

Hoardings

389. Advertisement hoardings are unacceptable except on a temporary basis to screen development sites in predominately commercial areas.

11.4 Open Storage

Policy Link - Saved BLP Policy C18 - Open Sites Used for Commercial Purposes

390. Open storage should be shielded by perimeter blocks where possible. However, for large areas of open storage where is it difficult to enclose by the building, extensive soft landscaping should be employed to screen fencing which, on its own, can result in a dead frontage.

11.5 Servicing

391. Servicing arrangements for commercial development should be considered at an early stage to ensure that they become an integral part of the overall design. Where possible, servicing arrangements should be hidden from public view at the rear of the building or in the centre of perimeter blocks. Shared serving access arrangements should be considered for

smaller plots. If there is no alternative to servicing from the public highway, deliveries should be timed to cause the minimum of inconvenience to other highway users and nearby residential properties. This may not be appropriate for some uses or larger developments.

392. Applicants for larger schemes will be required to demonstrate that the proposed service provision is sufficient for the development in their Transport Assessment and will not cause adverse impact on the amenity of neighbouring properties.

11.6 Shopfronts and Shutters

Policy Link - Saved BLP Policy C7 - Shop and Commercial Frontages And Fascias

11.6.1 Shopfronts

393. Shopfronts contribute significantly to the quality of shopping centres. Attractive shopfronts can create a pleasant shopping environment positively enhancing the shopping experience and boosting local businesses. Just one unsympathetic shopfront can destroy the character of the whole street, therefore to build high quality retail environments it is important that basic design principles and high quality detailing is applied to each and every shopfront alteration. Inappropriate shuttering can also give rise to the perception of higher crime.

394. Many of the Borough's original shopfronts have been replaced by unsympathetic facades, which can be detrimental to the character of the building and the streetscene. Shopfronts must always be designed to complement and enhance the rest of the building and the local environment.

395. Every building, old or new, will provide a framework into which a new shopfront can be inserted. This could mean either a traditional design or a contemporary solution which relates well to the surrounding townscape. Planning permission will be required for new or replacement shopfronts materially affecting the external appearance of the building.

396. In conservation areas development proposals for shopfronts will be carefully controlled in order to preserve and enhance the traditional character and appearance of these areas. The design should be compatible with the individual style of the building and with the local vernacular. It must seek to sympathetically incorporate or reinstate any original features such as fascia scrolls, and use traditional colours and materials.

397. Any alteration to a shopfront which forms part of a listed building will require listed building consent if it affects the special character of the building. Even minor changes such as repainting the facade or alterations to the interior may require consent. The Council will normally expect original and existing shopfronts in listed buildings to be retained especially where they are part of the special character of the building or within a Conservation Area, Locally Listed Building or Frontage of Townscape Merit. However, proposals to upgrade unsympathetic shopfronts in historic buildings will be encouraged. In most cases an accurate replica of the original shopfront will be most appropriate.

For further information on shopfronts in historic buildings and areas see Section 9.4.2

398. Shopfronts must reflect the scale and character of the whole building and generally aim to enhance the streetscene. Whilst large garish signs and over proportioned shopfronts may initially draw attention to a particular shop, they impinge on and dilute architectural details and will be 'lost' when adjoining shops follow suite. The streetscene will then generally appear devoid of character and disjointed. Where a shopfront extends across more than one building, it should maintain visual separation between the buildings.

399. The following list outlines the points to be considered when designing new shopfronts:

Fascia Boards and Signage

- The size and proportions of fascia boards must reflect the scale of the overall building and correspond to the fascia's of adjoining shopfronts.
- They should not encroach on upper floors or obscure adjoining buildings or architectural features.
- Where possible fascias should be designed to sensitively incorporate, and where necessary restore, existing architectural features, such as decorative pilasters, corbels, cornices and mouldings.
- The use of highly reflective glossy materials should be avoided. Lettering on fascia boards should be painted, engraved, fixed or projected in a style and colour appropriate to the character of the building and the area.
- Frontages of adjoining buildings should be kept separate. Where a shop extends across more than one building fascias, advertisements should not extend across what was originally one building.

Shop Windows and Doorways

- Large expanses of glass appear flimsy and unsupported and should be avoided. Vertical subdivisions or mullions, which correspond to the proportions of the upper floors, should be used to reduce the scale and improve the appearance of the shopfront at ground floor level.
- Shaped or decorative mullions and panelling may, where appropriate, be used to give additional detail to traditional shopfronts.
- Recessed doorways should also be used to reduce the scale of shopfronts and to bring relief to the retail frontage. (This will need careful consideration and detailing to avoid anti-social behaviour.)
- Easy access for all users is an essential element any shopfront design. Entrances must be flush with the pavement and wide enough to allow easy access for pushchairs and wheelchairs.
- Access ramps to mitigate changes in level should be integrated into the shop (perhaps as part of a recessed doorway) and must not be an afterthought that adds clutter to the forecourt.

Corporate Image

- Firms with a corporate image or 'in house styles' should adopt a flexible approach to shopfront design and tailor their branding to complement the building features and its location.

Stallrisers, Pilasters and Cornices

- Stallrisers improve the proportions of a shopfront by providing a solid visual base.
- Stallrisers also serve a practical purpose by providing a protective barrier between the shop and the street, and they raise the window display so it is more visible to the shopper.
- Pilasters and cornices provide a frame for the shopfront and give visual support to the upper floors.

Materials and Colours

- The materials used in all shopfronts must be high quality and durable and sympathetic to the overall building design and the wider streetscene.
- Traditional materials such as wood, brick, glass, stone or brass, or good quality modern materials chosen to compliment the building and the surrounding area, should be used.
- Garish or vibrant colours will not be permitted especially in conservation areas.

Canopies and Blinds

- Canopies and blinds can be used to add colour and variety to the streetscene as well as provide shade for shoppers and produce.
- Where installed, shopfront canopies and blinds should be made of canvas and be retractable.
- Where a shop is part of a parade, individual units need not necessarily be identical but they should have some regard to the character of the streetscene.
- Sufficient headroom should be maintained below the canopy to allow the free flow of pedestrians.
- Canopies and blinds must be free from advertising unless advertising consent has been granted. Each application will be assessed on its merits.
- See below for parasols and umbrellas.

Pavement Cafes

- External seating for cafes, restaurants and bars brings vitality to the streetscene and will be encouraged where it does not cause obstruction or impede the flow of pedestrians. A minimum of 2 metre width of unobstructed pavement should be maintained although more may be appropriate in certain cases for example in the High Street and other pedestrainised areas.
- In some cases it may be appropriate to segregate the seating area from the general pedestrian flow by using screens or barriers. Where these are proposed they should normally be freestanding, lightweight and removable and should be packed away at the end of the day, although in some cases, where it would not obstruct pedestrian flow, more permanent structures (e.g. planters) may be allowed.
- Where proposed, umbrellas should also complement the street furniture, business and streetscene. Larger more continental style umbrellas for commercial use should be considered where space allows. Advertising on the screens and umbrellas should be kept to a minimum and will require advertisement consent. Plain designs are preferred. Each application will be assessed on its merits.
- Proposals for pavement cafes should include a well co-ordinated range of attractive high quality furniture that makes a positive contribution to the streetscene. A co-ordinated style of furniture should be used and the design should reflect the business and enhances the streetscene. Lightweight plastic 'garden type' furniture will not be considered acceptable. Wooden picnic benches will not be acceptable on the highway in built up areas, but may be more acceptable in parks, gardens and in seafront location where space allows. What is considered appropriate will depend

on the type of business and the location.
- A Highway licence will be required before furniture can be placed on the highway.

For further information on licensing see Council Policy and Guidelines for Tables and Chairs on the Highway which can be viewed at www.southend.gov.uk

Forecourts

- External displays can also add vitality and interest to the streetscene (e.g. florists). They should be arranged in an attractive way which enhances the streetscene and does not cause obstruction.
- Displays should be retained within the forecourt are unless agreed in advance and licensed by the Council.
- A-Boards add clutter to the streetscene and will be discouraged especially where they are located off the forecourt. Almost all A-boards will require planning consent.

Further information on licensing see the Council's Policy for Advertising Materials on the Public Highway can be found on the Council's wesbsite www.southend .gov.uk

Shelters and Compounds for Smokers

- Where required, smoking areas should use high quality materials and be positioned in an appropriate and designed to complement the character of the existing building. They should not overhang the highway.
- Adequate arrangements should be made for litter collection and reasonable steps should be taken to reduce noise pollution.
- Shelters and compounds should not be located where they adversely impact on visual or residential amenity

11.6.2 Security Shutters

400. In many areas security is becoming an important issue in the design of new and existing shopfronts. Whilst the Council recognises the need for such precautions, it is keen to ensure that security shutters become an integral part of the shopfront design and are not harmful to the wider streetscene.

401. Solid or micro perforation shutters in particular, have a detrimental affect on townscape, creating 'dead' frontages, attracting graffiti and fly posting, and generally destroying the appearance of an area. When shut, solid shutters also prevent internal surveillance of the building. This type of shutter will not be considered acceptable.

402. Punched security shutters or grilles which retain visibility into the window, and which are fully integrated into the design of the shopfront, are more acceptable. These must be installed so that the housing is hidden behind the fascia, not fixed on the outside. All shutters and grilles must be powder coated or painted if visible from the public realm.

403. In some locations specially designed grilles can enrich the streetscene by providing an element of public art.

404. The installation of all roller shutters (solid or perforated), external folding shutters, external roller grilles and removable or demountable grilles will require planning permission.

Shutter Alternatives

405. Various design techniques can be employed, other than security shutters, to reduce the impact of crime and should be considered. For example:

- Dividing up windows with mullions and using smaller panels of glass can be less of a temptation to crime and are easier and cheaper to replace.
- Window panes can also be laminated for extra strength.
- Installing solid stallrisers at the base of the shopfront also reduces the risk of ram raiding.

See also Section 7.2 Secured by Design

11.7 Beach Huts

406. Beach huts add interest and vitality to the seafront are an important part of its character. Southend has two distinct types of beach hut - those on the beach in Thorpe Bay, have verandas and more detailed entrances and those on the promenade in Shoeburyness are much simpler in design. As with all buildings the design of new or replacement huts must have regard to context and draw reference from its neighbours, particularly in terms of scale, materials, entrance and roof design. They must be located to respect the established frontage line and to maintain a similar separation distance. Verandas are a key feature and must be included in the design where they are an important part of the local character. All shutters and windows should be opened inwards so as not to cause obstruction and be located where they will not cause loss of privacy to their neighbours.

407. Installing roller shutters on beach huts is not considered acceptable as it has a detrimental impact on the character of the foreshore. Where beach huts are subject to repeated vandalism heavy duty hinges and locks should be installed which can be just as effective as roller shutters.

408. All beach huts should be constructed of timber ship-lap boarding which must be painted. Vibrant pastels and bold colours that add vitality to the beachscape and will be actively encouraged. Staining is not considered acceptable (except for the run of flat topped elevated beach huts in Thorpe Bay where it is part of their character and where their interest comes from colourful doors instead).

section twelve

12 Telecommunications

'The Government's policy is to facilitate the growth of new and existing telecommunications systems whilst keeping the environmental impact to a minimum.' (PPG8: Telecommunications)

12.1 Antennae and Masts

409. Telecommunication masts can be obtrusive but for operational reasons must be located in positions that give a direct clear line of sight between antennae. They can have a dominant impact on the surrounding townscape and their siting is therefore crucial. The Council's overall objective is to ensure that the positioning of telecommunications minimises their impact on the environment without prejudicing the progress of the telecommunications industry.

410. Where located on buildings, antennae should be set well back from the frontage so that their impact is minimised, respect the scale of the building and be appropriately coloured to blend with their surroundings. Larger masts and towers should be reserved for shared use by several operators and should if possible, be sited on industrial land where they will have significantly less impact.

411. Antennae disguised as street furniture tend to be the least obtrusive. However, care should be taken to ensure that they match, in terms of style, height and colour, the other street furniture in the vicinity.

412. The siting of associated equipment cabins must also be carefully considered so as to minimise the visual impact and not hinder sight lines and pedestrian movement. They must be powder coated a dark colour and screened with landscaping where appropriate.

12.2 Satellite Dishes

Policy Link - Saved BLP Policy C9 - Satellite Antennae

413. With the growing popularity of satellite television and the increasing use of satellite technology in business the number of satellite dishes being installed is steadily increasing. Satellite dishes are often unsightly and can have a significant detrimental impact on townscape. In many cases planning permission is not required to install the dish on a residential property (1 per house or block of flats, subject to conditions). However, it must be sited so as to minimise its visual impact on the external appearance of the building and on the streetscene. Satellite dishes on commercial properties will require planning permission. For larger residential and commercial buildings consideration should be given at an early stage to the integration of satellite facilities as part of the overall building design so that they do not appear in an unattractive add hoc way after completion. Residents of flatted blocks will normally be required to share satellite equipment.

Siting

414. The position of the dish should respect the character and architectural features of the building. Satellite dishes will not be allowed on the front elevations of properties in conservation areas. If a dish is poorly sited and could reasonably be positioned less conspicuously elsewhere, the Council may require you to re-site it. (Siting on elevations not visible from the street is preferable).

415. Possible suitable locations for the siting of satellite antennae could be:

- Within roof valleys
- On the roofs of rear extensions
- On a lower roof or a garage
- Where the antennae is shielded from public view by roof parapets, chimney stacks or other projections
- On walls not fronting the street
- In rear gardens

The impact of satellite dishes may also be reduced by:

- Blending the colour of the antennae with the colour of the background. (Black or a dark colour is likely to be the best option for brick properties where as white may be more appropriate for rendered properties.)
- Not siting the antennae where it is readily visible against the sky.
- Installing a communal satellite dishes for flatted blocks.

For further information see Planning Advice Note 4 Satellite Dishes which is available on the Council's website www.southend.gov.uk

section thirteen

13 Making an Application

13.1 Pre-Application Discussions

416. Pre application discussions with the Planning Department can make a significant positive difference to the application process. It is widely acknowledged that successful pre-application discussions often lead to better schemes. They can be an opportunity to clarify information requirements and to discuss the key issues and constraints relating to the development site as well as consider alternative design approaches and details. Southend Borough Council encourages all applicants to partake in pre application discussion particularly for major developments. Where no pre-application discussions take place the Council will determine the application as submitted and will not negotiate on amendments in order to meet its Government targets.

417. Pre application discussions can be booked through the Development Control Team who will endeavour to ensure that all the relevant technical officers required will be in attendance. The applicant / agent will usually be asked to provide written drawings and/or written details prior to a pre application meeting being arranged so that the Council Officers can give a full response to the proposal at the meeting. (If these are not provided beforehand there may be a delay in giving complete feedback on the scheme.) This service is currently free of charge, although the service may introduce charges for some pre application meetings in the future.

13.2 What to include in your Application

13.2.1 National and Local Lists

418. As part of the Government's drive to provide a quicker, more predictable and efficient planning service new information requirements have been introduced for the validation of planning applications and to discharge conditions. These changes include the introduction of a National List which is a list of statutory information that is required to accompany all applications, a Local List which is a list of additional information which local planning authorities can require to validate an application and new fees for the discharge of planning conditions. Further information about which documentation will be required for each type of application can be found on the Council's website. For larger schemes or schemes in a sensitive location (e.g. a conservation area or a flood risk area) additional documentation may be required. It is recommended that exactly which statements are needed is confirmed with the Council before an application is made. Applications without the correct information will be deemed invalid and will be delayed.

13.2.2 Statutory Requirements

419. All planning applications must include the following:

- The Completed Standard Application Form(s)
- Certificate of Ownership and Agricultural Holding Certificate (except for the approval of reserved matters, discharge or variation of conditions, work to protected trees and express consent to display an advertisement).
- The correct fee (except where exemptions apply: e.g. applications required by an Article 4 Direction, Listed Building Consent, Conservation Area Consent or for Works to Protected Trees).
- An up to date location plan at a recognised metric scale (1:1250 for smaller sites and 1:2500 for larger sites) with the site edged in red and wherever possible showing at least 2 adjacent roads.
- A block plan of the site (e.g. 1:100 or 1:200 scale) showing the site boundaries, the proposed development in relation to the road and neighbours, access, parking and boundary proposals and existing and proposed trees and landscaping areas.
- Properly numbered scale drawings of all existing and proposed floor plans, roof plans, elevations and sections (including site levels where appropriate) at either 1:100 or 1:50 scale (These plans should also include dimensions or scale bar for internet viewing.)
- Schedule of all materials.
- A Design and Access Statement where required.(See Section 6.2.3)
- Note – for larger schemes streetscene elevations and plans which shows the relationship with the neighbours is likely to be required.

For major applications applicants should discuss with the Council beforehand how many copies of the plans and documents are needed for consultation purposes. An electronic copy of the complete application should also be included.

For further details see the Local List Guidance Notes that accompany the Application Forms and Schedule of Fees which can be found on the Council's Website www.southend.gov.uk Applications can now be submitted online.

13.2.3 Amended Plans

420. Where amended plans are required they should clearly identify on the drawings, all the changes from the original proposal. It would be helpful to list submitted and cancelled drawing numbers.

13.3 Design and Access Statement

421. A Design and Access Statement is now required for all applications. It is the applicant's opportunity to explain the design concept behind the scheme. It should describe how the design relates to its wider context (through a full context appraisal where appropriate) and include full details of the materials including surfacing of parking areas, landscaping etc. It must also give details of the access, parking and sanitary conveniences for people with pushchairs, wheelchairs and special needs.

422. All developments above 20 residential units will be assessed against the CABE Building for Life Criteria and it would therefore be helpful if the design and access statement in this case included evidence of how the scheme has addresses these issues. *For further details of the Building for Life Criteria see Appendix 3*

423. All Design and Access Statement should follow use following headings:
- **Assessment of Local Character** (of area and / or existing building(s) as appropriate)
- **Proposed Use(s)** (including schedule of accommodation)
- **Layout** (including position of buildings and relationship to existing townscape)
- **Scale** (including density and justification of increased height or scale as appropriate)
- **Appearance** (including response to local character and schedule of materials)
- **Landscaping** (including commitment to biodiversity)
- **Amenity Space** (including justification of provision (see criteria in Section 5) and design) *Residential and Mixed Use schemes only*
- **Parking** (including schedule of provision and relationship to building)
- **Pedestrian and Vehicular Access and Transport Links**
- **Waste and Recycling Provision**
- **Commitment to Inclusive Access**
- **Commitment to Secured by Design**
- **Commitment to Lifetime Home Standards** *Residential and Mixed Use schemes only*
- **Commitment to Sustainable Development** (including explanation of the Core Strategy Requirement for 10% renewable energy generation on site)

424. The written statement should be illustrated as appropriate by:
- Plans and elevations
- Photographs of the site and its surroundings
- Other illustrations, such as perspectives and montages
- Sketch maps to illustrate the context appraisal.

425. A design statement should accompany all applications where design is a key issue.

For further advice on writing Design and Access Statements see CABE Guidance at www.cabe.org.uk

For further details on access requirements see Building Regulations Part M which can be viewed at www.communities.gov.uk

Additional Visual Information

426. Additional visual representations of the existing situation (e.g. photos) and the proposed scheme in context (streetscene drawings, sections and site level diagrams, photomontages and 3D modelling, models) can help to show how the proposed development can be successfully integrated into the streetscene, and although not a statutory requirement, are always useful in determining an application. These may be requested by the case officer. An

agreement on what types of drawings considered necessary should be reached at the pre-application meetings.

427. Photographs of the existing situation are particularly helpful even for minor applications.

13.4 Additional Supporting Documentation

428. The following information may be required to accompany application on larger development sites:

13.4.1 Environmental Statement

429. An Environmental Statement assists the Council in determining the environmental implications of the development.

430. The Environmental Statement should:

- Identify any significant wildlife habitats or features on the site
- Provide an assessment of how the development will impact on local ecology and wildlife including long term management of retained and new areas.
- Outline how the development contributes to local habitat links and plugging the gaps in the green grid network.

431. An Environmental Statement should be submitted for major applications and minor applications where ecology is a key issue. If you require clarification you can ask the Council for a Screening Opinion which will confirm whether an Environmental Statement is necessary (including reasons). If it is deemed necessary you can also request a Scoping Opinion which outlines what should be covered in the Environmental Assessment.

For further details see The Town & Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 which can be viewed at www.communities.gov.uk See also Appendix 8 Options for enhancing Biodiversity in Development

13.4.2 Report to Inform an Appropriate Assessment

432. Under the Conservation (Natural Habitats, &c) Regulations, 1994, the Council is required to carry out an Appropriate Assessment of proposals that might have a significant effect on a European Site. Such sites are designated for their importance for European nature conservation and currently include the Borough's foreshore.

433. Where a Report to Inform an Appropriate Assessment is necessary the developer will be required to provide relevant information to enable an Appropriate Assessment to be carried out.

For further information see the Institute for European Environmental Policy (IEEP) website www.ieep.org.uk and English Nature Habitats Regulations Guidance Note HRGN1

13.4.3 Supporting Planning Statement

434. The Supporting Planning Statement should include:
- A full explanation of the proposal including any relevant background or site history
- Identified the context and need for the proposed development including justifications for proposed change of use where appropriate.
- An overview of how the proposal accords with BLP saved policies, Local Development Framework emerging policies and any other supplementary planning guidance or development briefs.
- Details of any consultation undertaken with statutory consultees and the local community (A statement of community involvement may also be appropriate).

435. A Supporting Planning Statement should be submitted for all new applications (except householder applications). It may be combined with the Design and Access Statement.

13.4.4 Loss of Employment Land Justification

436. Applications for change of use from a commercial use to residential will be required to justify why the existing or another employment use is no longer viable. This should include:
- An explanation as to why the existing employment use or an alternative employment use is no longer viable on the site.
- Details of the number of jobs lost or relocated.
- Evidence that the site has been actively marketed for an employment use for a substantial period of time. (usually 12 months)Explain why the proposed change of use would be desirable for the local area.

437. A loss of employment land justification will be required whenever a development proposes the loss of an existing employment use.

For further information see the Interim Employment Land Policy 'Providing and Safeguarding Employment Land' and saved policy E2 of the Borough Local Plan. These can be viewed on the Council's website www.southend.gov.uk

13.4.5 Sunlight / Daylighting Assessment

438. A Sunlight / Daylighting Assessment should include:
- Diagrams of how the shadow of the building will impact on its neighbours for all 4 quarter of the year. Both diagrammatic and technical information may be required.

439. A Sunlight / Daylighting Assessment should accompany applications for tall buildings and proposals that break the established building grain and street pattern. Specialist consultants may be required to undertake this assessment.

For further information see 'Site Layout Planning for Daylight and Sunlight – A Guide to Good Practice' by P J Littlefair who's methods are accepted by the Council for this type of assessment.

13.4.6 Transport Assessment / Transport Statement

440. A Transport Assessment is a comprehensive and systematic process that sets out transport issues relating to a proposed development. It identifies what measures will be taken to deal with the anticipated transport impacts of the scheme and to improve accessibility and safety for all modes of travel, particularly for alternatives to the car such as walking, cycling and public transport.

441. In some cases, the transport issues arising out of development proposals may not require a full Transport Assessment to inform the process adequately and identify suitable mitigation. In these instances, it has become common practice to produce a simplified report in the form of a Transport Statement (TS). There will also be situations where the transport issues relating to a development proposal are limited, and no formal assessment is necessary.

442. A Transport Assessment or Statement will usually be required for larger developments where it is important for the travel and transport needs of the development to be clearly understood.

443. A Transport Statement may also be required where a development is proposed in a sensitive area of parking stress, traffic congestion or where it is important that the Planning Authority has a full understanding of the travel and transport implications associated with the proposal.

444. A Transport Assessment should include information on:

- The existing and proposed, commercial and residential, vehicular and pedestrian movements to and from the site and a detailed examination of the way that development proposals will affect existing highway and transport infrastructure.
- Loading areas and servicing arrangements should also be identified and assessed for adequacy where appropriate.

Note:

- Developers will be expected to fund highway improvements where overloading the highway network is identified as a risk.
- Developers will be expected to fund infrastructure improvements that will assist in encouraging travel by non-car modes where minimal or reduced parking levels are being provided.

For Further Information about when a Transport Assessment or Statement is required See Appendix 16. For further information on the content see PPG 13:Transport which can be viewed at www.communities.gov.uk and 'Guide to Transport Assessments' (March 2007) which can be found at www.dft.gov.uk

13.4.7 Car Parking Management Strategy

445. A Car Parking Management Strategy should:

- Explain in detail the operation of the car parking facilities e.g. timed use of parking by different users, management and enforcement.

446. A Car Parking Management Strategy should be submitted for all development that includes large parking areas with multiple users.

13.4.8 Travel Plan

447. A Travel Plan should outline how the transport implications of the development will be managed in order to ensure the minimum environmental, social and economic impacts. They must give details of how the development will encourage sustainable means of travel.

448. It should include:
- Measures to promote public transport.
- Measures to promote walking.
- Measures to promote cycling.
- Measures to promote Car sharing.

449. A Travel Plan should be submitted for all new educational, commercial or mixed-use applications (very minor commercial alterations). It will also be required for flatted development of a significant size.

For further information about when a travel plan is required see Appendix 16.

The Council's Travel to Work Advisors can assist applicants on producing a Travel Plan. For further information including detailed guidance on what to include visit the Council's Website www.southend.gov.uk

13.4.9 Planning Obligations Legal Agreement (S106) – Draft 'Head of Terms'

450. Planning obligations (or "Section 106 agreements") are private agreements negotiated between local planning authorities and developers and are intended to make the impact of a development more acceptable in planning terms.

451. The Planning Obligation requirements are outlined in the Planning Obligations DPD. Applicants are advised to clarify the specific requirements for their proposal in pre application discussions. A draft 'Head of Terms' may be submitted to the Council for discussion.

For further details on planning obligation requirements see Planning Obligations DPD which can be viewed on the Council's website www.southend.gov.uk

13.4.10 Flood Risk Assessment / Drainage Strategy

452. A Flood Risk Assessment / Drainage Strategy should include:

- An assessment of the existing situation
- Whether any proposed development is likely to be affected by current or future flooding from any source.
- Satisfy the Local Planning Authority that the development is safe and where possible reduces flood risk overall.
- Whether it will increase flood risk elsewhere.
- Mitigating measures proposed that will be undertaken to deal with the effects and risk of flooding
- Evidence must also be supplied to demonstrate that, where required, the Sequential and Exception Tests of PPS25 have been met.

453. A flood risk assessment may be required for development sites within Flood Zones 3 (High Probability) or 2 (Medium Probability), or in a functional floodplain or where the proposed development may lead to an increase in surface water run-off.

454. The flood-risk assessment must be carried out by a suitably qualified competent person.

Further information on areas at risk of flooding is available from the Environment Agency. The Flood Map can be found on www.environment-agency.gov.uk For further information on the content of a Flood Risk Assessment see Planning Policy Statement 25 Development and Flood Risk Annex E which can be viewed at www.communities.gov.uk

13.4.11 Sustainability Appraisal / Energy Statement

455. A Sustainability Appraisal should outline the elements of the proposal that contribute to sustainable development.

456. This document should consider:
- Resource and Waste Minimisation
- Renewable Power Generation
- Heating
- Drainage
- Code for Sustainable Homes / BREEAM Rating and justification

457. A Sustainability Appraisal should be submitted for all new applications (Except householder applications)

For further information see PPS1: Delivering Sustainable Development, PPS9: Biodiversity and Geological Conservation, PPS10: Planning for Sustainable Waste Management and PPS22: Renewable Energy which can be viewed at www.communities.gov.uk

13.4.12 Contaminated Land Assessment

458. A Contaminated Land Assessment will initially involve a desk study and site reconnaissance (walk-over) to develop a conceptual model of the source of contamination and pathways by which it might reach vulnerable receptors, as well as the means by which the identified pollutant linkages can be broken. The desk study and site reconnaissance will assist in determining the need for and scope of further investigation.

459. A Contaminated Land Assessment will be required where contamination is known or suspected or the proposed use would be particularly vulnerable.

460. A Contaminated Land Assessment must be carried out by or under the direction of a suitably qualified competent person and in accordance with BS10175 (2001) Code of Practice for the Investigation of Potentially Contaminated Sites.

For further information see PPS23: Planning and Pollution Control which can be viewed at www.communities.gov.uk and Essex Contaminated Land Consortium Guidance for applicants and Developers.

13.4.13 Noise Assessment

461. Applications that raise possible noise nuisance and disturbance which could cause detriment to amenity should be accompanied by a noise impact assessment prepared by a suitably qualified acoustician.

462. A Noise Impact Assessment should be submitted for all applications where noise nuisance on residential amenity may be a consideration e.g. for sites adjacent to a railway line, a main road or MOD testing area or adjacent to noisy land uses such as service yards, industrial development or car parks.

For further details see PPG 24: Planning and Noise which can be viewed at www.communities.gov.uk Guidance on the content of Noise Impact Assessments and criteria can be obtained from the Council's Environmental Protection Section.

13.4.14 Air Quality Assessment

463. Proposals that have a significant impact on air quality or developments that are potential pollutants should be supported by an air quality assessment outlining the proposed mitigation measures.

For further details see PPS 23: Planning and Pollution Control which can be viewed at www.communities.gov.uk

13.4.15 Retail Assessment

464. A Retail Assessments should include details of the sequential test process that supports the chosen site location.

465. A Retail Assessment should be submitted for all significant retail proposals that are outside of the town centre.

For further details see PPS 6: Planning for Town Centres which can be viewed at www.communities.gov.uk

13.4.16 Recycling / Waste Management Plan

466. Developers of larger sites will need to demonstrate:
- How refuse and recycling will be stored and collected
- That the proposal will meet the current waste and recycling requirements and is flexible enough to adapt to future needs.

467. A Recycling / Waste Management Plan should be submitted for all new applications (except householder applications)

For further information see the Southend Borough Council Waste Management Guide which is available on the Council's website www.southend.gov.uk and PPS 10: Planning for Sustainable Waste Management which can be viewed at www.communities.gov.uk

13.4.17 Lighting Strategy

468. A lighting Strategy should include details of the proposed lighting scheme.

469. A lighting Strategy may be required for major leisure developments (including proposals for floodlighting), large residential developments and other applications where external lighting is a key issue. It should demonstrate that the proposal will not have an adverse impact on residential amenity.

13.4.18 Structural Survey

470. An Independent Structural Survey may be required where an application involves the substantial or total demolition and redevelopment of building for structural reasons. This will be particularly important where the building has historic value.

13.4.19 Heritage Statement / Listed Building Appraisal

471. A Heritage Statement should include:

- The significance of archaeology, history and character of the building / structure or area
- The principles of and justification for the proposed works and their impact on its special character
- Detailed schedule of the proposed work
- A Structural Survey if required

472. A Heritage Statement may be required for Listed Building and Conservation Area Applications

For further details see PPG15: Planning and the Historic Environment and PPG16: Planning and Archaeology which can be viewed at www.communities.gov.uk

13.4.20 Affordable Housing Statement

473. An Affordable Housing Statement should include:
- The number and mix of units and their proposed location
- Details of rooms and floorspace
- Details of future management
- Contact details for the chosen Residential Social Landlord (RSL)

474. An Affordable Housing Statement may be required where an element of affordable housing is required as part of the scheme. Schemes for 10 residential units or more will be required to include an element of Affordable Housing.

For further information see policy CP8 in the Core Strategy which can be found on the Council's website www.southend.gov.uk

13.4.21 Arboricultural / Tree Survey

475. A Tree Survey should contain:
- A comprehensive survey of all the existing trees
- Details of proposed works to existing trees
- Details of replacements where applicable
- Details of how retained trees are to be protected during development

476. A qualified tree surgeon report will be required for applications to fell preserved trees that it is alleged are causing structural damage. It is advisable to check whether there are any preserved trees on the site before work begins.

477. A Tree Survey may be required for major development sites and tree applications.

13.4.22 Ventilation / Extract Details

478. Ventilation and extract details will be required for applications involving restaurants, cafes hot food takeaways (Use classes A3, A4 and A5).

13.4.23 Crime and Disorder Assessment

479. A Crime and Disorder Assessment should include:
- Details of measures proposed to minimise and mitigate the risk of crime and disorder.

480. A Crime and Disorder Assessment will be required for uses or locations where there is a risk of crime and public disorder.

For further information see Section 7.2 Secured by Design and Section 17 of the Crime and Disorder Act

13.4.24 Health Impact Assessment

481. A Health Impact Assessment (HIA) is a practical approach that seeks to assess how a proposal will impact on peoples health. Health is affected by a number of determinants including transport, housing, education, the environment and economic activity.

482. HIA must
- Identify the potential health consequences of a development
- Identify Measures proposed to encourage healthy activities such as walking and cycling
- Maximise the positive health benefits and minimise potential adverse effects on health

483. And it should connect with other statements such as Environmental Impact Assessment and Traffic Impact Assessment where appropriate.

484. The threshold for HIA screening across Essex threshold is for developments above 50 residential units and / or 100sqm commercial floorspace

For further information see www.hiagteway.org.uk

13.4.25 Statement of Community Involvement

485. A Statement of Community Involvement sets out how the applicant has complied with the requirements for pre-application consultation set out in the Council's Statement of Community Involvement and demonstrate that the views of the community have been sought and considered in the formulation of the development proposals.

486. For larger schemes the Government recommends applicants carry out professional consultations and engage the community at an early stage to help avoid potential pitfalls before it is too late to change the scheme. Working with the community can usually achieve a more successful supported scheme.

487. Details and results of any community involvement should be submitted with the application in the Supporting Planning Statement or in a separate Statement of Community Involvement.

The Statement of Community Involvement can be viewed on the Council's website www.southend.gov.uk Further guidance on Statements of Community Involvement is available in 'Creating Local Development Frameworks: A Companion Guide to PPS12 (Chapter 7).

13.4.26 Biodiversity Survey and Report

488. Where a proposed development may have an impact on wildlife and biodiversity, a Biodiversity Survey should be undertaken to show the impacts and to allow the full consideration of the impacts in the formulation of the development.

489. The report should information on:
- The location of significant wildlife habitat or features
- The location of habitats of protected species
- Assessment of the impacts of the proposal including long term maintenance and management
- Proposed mitigation measures including justification

490. This information may form part of the Environmental Statement where one is required.

For further information see PPS9: Biodiversity and Geological Conservation.

13.4.27 Economic Statement

491. An Economic Statement should include information on the regeneration benefits of the proposal, including:
- New jobs created or supported
- Relative floorspace for each use
- Community benefits
- Links to known regeneration strategies

13.4.28 Foul Sewerage and Utilities Assessment

492. All new buildings need separate connections to foul and storm water sewers. Where the connection is to an existing drainage system this should be shown on the application drawings. Where the development involves the disposal of trade waste or the disposal of foul

sewage effluent other than the public sewer then a fuller foul drainage assessment will be required. This should include details of the method of storage, treatment and disposal.

For further information see DETR Circular 03/99 and Building Regulations Approved Document part H and BS297.

13.4.29 Landscaping Details

493. Applications for larger scheme should be accompanied by full landscaping details at application stage. Landscaping schemes for smaller schemes may be conditioned. A Landscaping Scheme should include:
- Plan of proposed design including identification of species.
- Proposals for long term maintenance and management.
- Details of existing trees to be retained and explanation as to how they are to be protected during development.

494. Where the proposal includes planting on a deck or roof the landscaping proposals should also include details of irrigation systems and drainage and a cross section of how the planting will work above ground level (i.e. green roofs, planters etc.)

13.4.30 Site Waste Management Plan

495. Proposals for large scale new development or where significant evacuation or demolition is required should be supported by a site waste management plan. The plan should provide details of the volume and type of material to be demolished / evacuated and identify opportunities for the reuse and recovery of materials.

496. The plan should
- Provide a statement detailing how the developer intends to minimise the creation of waste during construction and how the adverse environmental impact from any waste that has to be removed from the site will be minimised.
- Provide details of how the waste materials for reuse, recycling or disposal will be separated to ensure the waste is handled in the most sustainable manner possible.
- Demonstrate that where practical and when fit for purpose, sustainable sourced, recycled, reclaimed and second hand materials have been used to construct the development

13.4.31 Telecommunications Development – Supplementary Information

497. Planning applications for mast and antenna development by mobile phone operators should be accompanied by a range of supplementary information including:
- Area of search
- Details of consultation
- Details of proposed structure
- Technical justification
- Information about the proposed development

- Signed declaration that the equipment and installation has been designed to comply with the requirements of the radio frequency public exposure guidelines of the ICNIRP.

For further information see Code of Practice on Mobile Network Development (2002)

13.4.32 Proposed Tall Building Justification

498. Where tall buildings are proposed the applicant will be required to justify why the site can accommodate a tall building and why a departure from the height of the existing townscape is acceptable. The must include a Tall Buildings Justification which demonstrates that at least one of the following conditions has been met:
    - To provide variety to the roofline – only appropriate where a varying roofline is a characteristic of the area, should respect existing plot widths, small variations in height only.
    - To act as a local landmark – townscape significance of the site should be explained in the design and access statement, small variation in height only.
    - Define a node – usually only appropriate at the junction of two or more main routes / distributors, non-residential elements may be required to reinforce importance of junction.
    - To provide presence to spaces – where the space has a clear civic or community function.
    - To act as a district landmark –. Justification for significant increase in height should be provided in the design and access statement. It should be noted that there are few appropriate sites for district landmarks and where acceptable in principle, an exceptional design will be required.

499. This justification should accompany or be included in the Design and Access Statement which gives a full explanation of the design of the proposal and its relationship to local context.

500. Planning applications for tall buildings should be accompanied by accurate and realistic representations of the appearance of the building which show the proposal in all significant views - near, middle and distant, including the public realm and streets around the base of the building. Photomontages should be used to show the building accurately rendered in a range of weather and light conditions (including night-time views); 3D graphics and/or models should be used to show how the building is modelled and how it fits into the local townscape. Shading diagrams and analysis will be required to show the impact on surrounding buildings and spaces. A Transport Assessment, Travel Plan waste Management Strategy and Sustainability Appraisal will also be required and an Environmental Impact Assessment and a flood risk assessment may also be required for certain locations.

Consultation

501. Owners and prospective applicants for tall buildings are strongly encouraged to enter into pre application discussions with the Council at an early stage to establish, in particular, the appropriateness of the site for a tall building as well as other design issues. The Council

will often chose to consult an independent design review panel such as CABE on these types of proposal.

13.4.33 Executive Summary of all Supporting Documents

502. Where a number of different supporting documents are required the Council may request an Executive Summary outlining the key issues of each assessment.

13.5 Planning Briefs, Design Briefs, Concept Statements & Masterplans

503. In order to apply the above guidance (and other planning criteria) to specific sites and areas of strategic importance the Council may prepare a planning brief, a design brief, a concept statement or a masterplan, as appropriate. Development proposals will be required to comply with any such documents.

section fourteen

14 Development Checklists

504. The following questions should be used as a quick reference to ensure that any new development or extension has addressed the key issues and that the end product is a well considered high quality design. The questions, where relevant to the scheme, should be able to be answered in a positive way. Answers to these questions should be used to inform the explanation of the development in the Design and Access Statement.

505. The CABE 'Building for Life' questions are included in the list (see questions with *). All proposals for 20+ residential units will be evaluated under the 'Building for Life' Scheme as part of the development monitoring of the Borough. Schemes will be expected to achieve a good or excellent score. Developments that rate poorly will not be considered acceptable.

Site Appraisal

✓ Have the site's assets been identified and maximised in an imaginative way? Does the scheme exploit existing buildings, landscape or topography?*

✓ Does the development's design and use complement local character? How does it respond to its context? Does the building contribute positively to street character? Does the design draw reference from local character i.e. scale, rhythm, frontage lines…?

Creating Successful Places

✓ Does the scheme integrate with existing roads, paths and surrounding development?* Have opportunities for creating new links into the surrounding network of streets and spaces been taken? Are the links and entrances visible and convenient? Have negative and dead frontages been avoided?

✓ Do the building layouts make it easy to find your way around?* Is the main entrance clearly identifiable from the street? Are the streets defined by a well-structured building layout? Does the building layout take priority over the roads and car parking, so that the highways do not dominate?*

✓ Where required, is public space well designed (usable, flexible and durable) and does it have suitable management arrangements in place?* Have colour, pattern, decoration, texture, public art and landscaping been used, where appropriate, to enrich the sensory experience and create a sense of place?

Building Form

✓ Is the scale, height, massing, layout and density of the proposal compatible with local townscape and appropriate for the location?

✓ Where appropriate, has the development created a new high quality landmark building for the Borough? Does it relate well to the skyline?

- ✓ Is the design specific to the scheme?* Does the language of architecture reflect the use and is it appropriate for the scale and location of the building(s)?

- ✓ Does the scheme feel like a place with distinctive character?* Do the buildings exhibit architectural quality?* Are the elevations well resolved with good structure, balance, articulation and detailing?
  Does the scheme use high quality materials that are appropriate for the location? Has the thinking behind the appearance of the scheme been explained in the Design and Access Statement?

- ✓ How will the building be able to adapt to changing needs of occupiers? Do internal spaces and layout allow for adaption, conversion or extension?* Are the room sizes and specifications compatible with Lifetime Homes Standards?

- ✓ Has private amenity space and parking been provided for all residents? Are the amenity spaces of a sufficient size and shape to be usable?

- ✓ Has the landscaping scheme been designed as an integral part of the overall scheme? Have key existing trees and landscaping features been retained and protected during development? Is the proposed landscaping scheme sufficient to soften the impact of the new development, enhance the outlook for the residents and create attractive amenity areas?

- ✓ Does the boundary treatment give sufficient enclosure and privacy and relate well to the streetscene and the proposed development? Are the public and private spaces and boundaries of the scheme clearly defined?

- ✓ Does the development provide sufficient off street parking for its location? Is the car parking well-integrated and situated so that it supports the streetscene?*

- ✓ Is the parking area well lit and landscaped so as not to appear over dominant? Are the proposed surface materials high quality and porous?

- ✓ Does the proposal respect the amenities of the neighbours?

Accessibility and Community Safety

- ✓ Are the streets pedestrian, cycle and vehicle friendly?* Does the design address the needs of all including pedestrians, cyclists and those with specific needs?

- ✓ Are public spaces and pedestrian routes overlooked and do they feel safe?* Do they have good lighting?

Sustainable Development and Design

- ✓ How does the scheme embrace the principles of sustainability and diversity? Has the proposal been designed to make efficient use of resources including energy and water?

- ✓ Has the scheme made use of advances in construction or technology that enhance its performance, quality and attractiveness?* Have recycled or sustainably sourced materials been used in construction?

- ✓ Do buildings or spaces outperform statutory minima, such as building regulations?*

- ✓ Does the scheme have permeable surfaces for parking areas and new roads? Have other SUDS techniques been adopted?

- ✓ What level of 'Code for Sustainable Homes' or BREEAM Assessment rating has been achieved?

- ✓ Does the development have any features that reduce its environmental impact?* Have renewable power generation options been considered and included wherever possible? How does the development meet the requirement for 10% of energy needs to be generated on site?

- ✓ Does the proposed use / mix of uses integrate with the surrounding neighbourhood? Does the development provide community facilities such as a school, park, shops, pubs or cafes?* (Mixed Use)

- ✓ Does the development have easy access to adequate public transport?*

- ✓ Is there an accommodation mix that reflects the needs and aspirations of the local community?* Is there a tenure mix that reflects the needs of the local community?* Is affordable housing seamlessly integrated into the scheme?

The Historic Environment

- ✓ Has the special historic character of the conservation area and / or building been preserved and enhanced?

- ✓ Where applicable, has the development respected the special historic character of the listed building and its setting?

- ✓ Have traditional materials and building techniques been used where appropriate?

Alterations and Additions to Existing Buildings

- ✓ Is the type and siting of extension appropriate given the constraints of the site and the character of the area?

- ✓ Is the extension of an appropriate scale and subservient to the parent building? Does the design of the extension, including the roof, integrate well with the existing building?

- ✓ Is the design of the extension well resolved? Does the design respect the character and proportions of the original building? Do the new openings have a structured relationship

with the existing fenestration? Do the materials and window styles complement those of the parent building?

- ✓ Where appropriate to the local character, has sufficient separation been retained between the proposed extension and the neighbouring property?

Non Residential Schemes

- ✓ Is the advertising and signage of an appropriate design and scale for the location? Does it respect the style and architectural features of the parent building?

- ✓ Have the servicing, utilities and plant been hidden from public view? Are the refuse and recycling facilities convenient, off the public highway and integral to the design of the scheme?

- ✓ Does the shopfront design have a positive relationship with the parent building? Are the security shutters seamlessly integrated into the shopfront design and of an open nature?

*Questions taken from the Department for Communities and Local Government Housing Quality Assessment 'Building for Life', adopted as a Core Output Indicator in 2008

appendices

Appendix 1 The Core Strategy – Aim and Strategic Objectives

The Aim

To secure a major refocus of function and the long term sustainability of Southend as a significant urban area that serves local people and the Thames Gateway.

To do this there is a need to release the potential of Southend's land and buildings to achieve measurable improvements in the town's economic prosperity, transportation networks, infrastructure and facilities; and the quality of life of all its citizens. This will include safeguarding and improving the standards of the town's amenities and improving the quality of the natural and built environment.

Strategic Objectives

SO1 Deliver employment led regeneration, wealth creation and growth across the Thames Gateway South Essex sub-region
SO2 Secure the regeneration of Southend as a cultural and intellectual hub and a centre of education excellence
SO3 Create and maintain a balance between employment and housing growth in the future
SO4 Secure sustainable regeneration and growth focused on the urban area
SO5 Provide for not less than 13,000 net additional jobs in the period 2001 to 2021 within Southend on Sea
SO6 Provide for 6,000 net additional dwellings in the period 2001 to 2021 within Southend on Sea
SO7 Target future dwelling provision to meet the needs of local people including the provision of affordable housing
SO8 Secure a thriving, vibrant and attractive town centre and network of district and local centres
SO9 Secure a step change in the provision of transport infrastructure and accessibility as a precondition for additional development
SO10 Maximise the effectiveness and integration of key transport corridors and interchanges as a principal focus for development in the urban area
SO11 Secure the best use of the River Thames and its Estuary as an asset for transport, leisure and business
SO12 Secure the social and physical infrastructure related to improving the health, education, lifelong learning and well-being of all sectors of the community
SO13 Deliver high quality urban and natural environments based on the principles of urban renaissance, design excellence, and the safeguarding and enhancement of existing character and scale where appropriate
SO14 Protect, manage and optimise the benefits of the town's historic and natural environment and assets, including where appropriate the beneficial long term use of land that is contaminated or otherwise degraded

SO15 Contribute to the creation of a 'Green Grid' of high quality, linked and publicly accessible open spaces across the sub-region

SO16 Secure delivery of strategic objectives through all relevant delivery bodies, and their strategies

Appendix 2 List of Saved Policies and New Policies

The Southend-on-Sea Design & Townscape Guide relates to the following policies (which refer to design):

Core Strategy Design Policies

KP2 Development Principles
KP3 Implementation and Resources
CP3 Transport and Accessibility
CP4 The Environment and Urban Renaissance
CP6 Community Infrastructure
CP7 Sport, Recreation and Green Space
CP8 Dwelling Provision

Saved Borough Local Plan Design Policies

C1 Ancient Monuments & Archaeological sites
C2 Historic Buildings
C3 Conservation of Historic Buildings
C4 Conservation Areas
C6 Frontages of Townscape Merit
C7 Shop & Commercial Fascias
C8 Advertisements
C9 Satellite Antennae
C11 New Buildings, Extensions & Alterations
C12 Undercliff Gardens
C13 Street Furniture
C14 Trees, Planted Areas & Landscaping
C17 A127 Frontage
C18 Open Sites for Commercial Services
H5 Residential Design & Layout Considerations
H7 The Formation of Self Contained Flats
H10 Backland Development
H12 Environmental Improvement
S1 New Shopping Developments
U5 Access & Safety in the Built Environment

These policies will be gradually replaced by new policies in other Local Development Documents. This document is the first to be adopted and it will be reviewed after the publication of each new document and updated accordingly

East of England Plan Design Policies

SS1 Achieving Sustainable Development
ENV6 The Historic Environment
ENV7 Quality in the Built Environment

For further information see Section 1.3.1 – Policy Framework. The full wording of these saved policies can be found in the Core Strategy, the Borough Local Plan, the East of England Plan and on the Council's Website www.southend.gov.uk

Appendix 3 Building for Life Criteria

Environment & Community

1. Does the development provide (or is it close to) community facilities, such as a school, parks, play areas, shops, pubs or cafés?
2. Is there an accommodation mix that reflects the needs and aspirations of the local community?
3. Is there a tenure mix that reflects the needs of the local community?
4. Does the development have easy access to public transport?
5. Does the development have any features that reduce its environmental impact?

Character

6. Is the design specific to the scheme?
7. Does the scheme exploit existing buildings, landscape or topography?
8. Does the scheme feel like a place with distinctive character?
9. Do the buildings and layout make it easy to find your way around?
10. Are streets defined by a well-structured building layout?

Streets, Parking & Pedestrianisation

11. Does the building layout take priority over the streets and car parking, so that the highways do not dominate?
12. Is the car parking well integrated and situated so it supports the street scene?
13. Are the streets pedestrian, cycle and vehicle friendly?
14. Does the scheme integrate with existing streets, paths and surrounding development?
15. Are public spaces and pedestrian routes overlooked and do they feel safe?

Design & Construction

16. Is public space well designed and does it have suitable management arrangements in place?
17. Do the buildings exhibit architectural quality?
18. Do internal spaces and layout allow for adaptation, conversion or extension?
19. Has the scheme made use of advances in construction or technology that enhance its performance, quality and attractiveness?
20. Do buildings or spaces outperform statutory minima, such as building regulations?

Further information on the Building for Life standards can be found on the CABE website www.cabe.org.uk or www.buildingforlife.org

Appendix 4 Lifetime Home Standards

Standard	Requirement	Additional Information
1. Car Parking Width	Where there is car parking is adjacent to the home, it should be capable of enlargement to attain 3300mm width.	This criterion is only applicable to a dwelling that has a parking space within a designated plot boundary for that particular dwelling. This usually therefore only applies to houses and bungalows.
2. Access from Car Parking	The distance from the car parking space to the home should be kept to a minimum and should be level or gently sloping.	It is preferable to have a level approach. However, where the topography prevents this, a maximum gradient of 1:12 is permissible on an individual slope of less than 5 metres or 1:15 if it is between 5 and 10m, and 1:20 where it is more than 10m*. Paths should be a minimum of 900mm width.
3. Approach Gradients	The approach to all entrances should be level or gently sloping.	See Above.
4. Entrances	All entrances should: a) be illuminated b) have level access over the threshold and c) main entrances should be covered.	The threshold up-stand should not exceed 15mm.
5. Communal Stairs and Lifts	a) Communal stairs should provide easy access and b) Where homes are reached by a lift, it should be fully accessible.	Provision of a lift is not a Lifetime Homes requirement provided the communal stairs meet the following criteria: • Uniform rise not more than 170mm • Uniform going not less than 250mm • Handrails extend 300mm beyond top and bottom step • Handrail height 900mm from each nosing
6. Doorways and Hallways	The width of the doorways and hallways should conform to the following specifications:	

	Doorway clear opening width (mm) Corridor	passageway width(mm) minimum	The clear opening width of the front door should be a minimum 800mm.
	750 or wider	900 (when approach is head-on)	There should be a 300mm nib to the side of the leading edge of doors at entrance level.
	750 or wider	1200 (when approach is not head-on)	
	775 or wider	1050 (when approach is not head-on)	
	900 or wider	900 (when approach is not head-on)	
7. Wheelchair Accessibility	There should be space for turning a wheelchair in dining areas and living rooms and adequate circulation space for wheelchairs elsewhere.		A turning circle of 1500mm diameter or a turning ellipse of 1700mm x 1400mm is required.
8. Living Room	The living room should be at entrance level.		
9. Entrance Level Bed space	In houses of two or more storeys, there should be space on the entrance level that could be used as a convenient bed-space.		
10. Entrance Level WC & Shower Drainage	There should be: a) A wheelchair accessible entrance level WC, with b) Drainage provision enabling a shower to be fitted to be fitted in the future.		The drainage provision for a future shower should be provided in all dwellings.
11. Bathroom & WC Walls	Walls in the bathroom and WC should be capable of taking adaptations such as handrails.		Wall reinforcements (if required) should be located between 300mm and 1500mm from the floor.
12. Stair Lift / Through Floor Lift	The design should incorporate: a) provision of a stair lift b) a suitably identified space for a through-the-floor lift from the ground to the first floor, for example to a bedroom next to a bathroom.		There must be a minimum of 900mm clear distance between the stair wall (on which the stair lift would normally be located) and the edge of the opposite handrail/balustrade. Unobstructed 'landings' are needed at top and bottom of

			the stairs.
13.	Tracking Hoist Route	The design should provide a reasonable route for a potential hoist from a main bedroom to the bathroom.	Most timber trusses today are capable of taking a hoist and tracking. Technological advances in hoist design mean that a straight run is no longer a requirement.
14.	Bathroom Layout	The bathroom should be designed to incorporate ease of access to the bath, WC and wash basin.	Although there is not a requirement for a turning circle in bathrooms, sufficient space should be provided so that a wheelchair user can use the bathroom.
15.	Window Specifications	Living room window glazing should begin at 800mm or lower and windows should be easy to open/operate.	People should be able to see out of the window whilst seated. Wheelchair users should be able to operate at least one window in each room.
16.	Controls, Fixtures & Fittings	Switches, sockets, ventilation and service controls should be at a height usable by all (i.e. between 450mm and 1200mm from the floor).	This applies to all rooms, including the kitchen and bathroom.

Appendix 5 Code for Sustainable Homes Assessment Criteria

All new residential properties should achieve Code Level 3 as a minimum, but should aspire to achieve Code Level 4. An explanation of the Code Level attained should be given in the Design and Access Statement.

To achieve Code Level 3 developers must demonstrate:

- At least 25% improvement over current Building Regulations in respect of CO_2 emissions.
- Occupants should use no more than 105 litres of portable water per person per day (the current average is 150 litres per person per day.
- At least 3 out of the 5 main building materials (roof structure and finishes, external walls, upper floor, internal walls, windows and doors) must be at least rated 'D' as per the BRE Green Guide for Housing Specification.
- The site for storage of waste must be sized to hold either the larger of the local authority bins provided or the minimum capacity calculated as per BS5906.
- There must be a Site Waste Management Plan.
- Peak surface runoff rate and annual surface runoff volumes post construction must not exceed the previous conditions of the site.

To achieve Code Level 4 developers must demonstrate:

- At least 44% improvement over current Building Regulations in respect of CO_2 emissions.
- Occupants should use no more than 105 litres of portable water per person per day (the current average is 150 litres per person per day.
- At least 3 out of the 5 main building materials (roof structure and finishes, external walls, upper floor, internal walls, windows and doors) must be at least rated 'D' as per the BRE Green Guide for Housing Specification.
- The site for storage of waste must be sized to hold either the larger of the local authority bins provided or the minimum capacity calculated as per BS5906.
- There must be a Site Waste Management Plan.
- Peak surface runoff rate and annual surface runoff volumes post construction must not exceed the previous conditions of the site.

As well as the minimum standards, additional credits must be gained from a range of sustainability criteria outlined below.

A detailed breakdown of the points awarded in each criteria and the weighting can be found in the Code for Sustainable Homes Document and associated guidance which can be viewed and downloaded at www.communities.gov.uk

Issue	Total Credits Available (incl. Breakdown)	Weighting and Assessment Criteria
Energy and CO_2 Emissions	**29**	**Category Weighting Factor 36.4%** **Weighted value of each credit 1.26**
Dwelling Emission Rate	15	Credits are awarded based on the percentage improvement in the Dwelling Emission Rate *(DER)*, (estimated carbon dioxide emissions in kg per m^2 per annum arising from energy use for heating, hot water and lighting for the actual dwelling), over the Target Emission Rate *(TER)* (the maximum emission rate permitted by Building Regulations)
Building Fabric	2	Credits are awarded based on the Heat Loss Parameter for each dwelling
Internal Lighting	2	Credits are awarded for the provision of fixed dedicated energy efficient internal light fittings.
Drying Space	1	Credits are awarded based on the provision of adequate secure drying space for each dwelling type.
Energy Labelled White Goods	2	Credits are awarded where information is provided relating to the provision of energy efficient white goods
External Lighting	2	Credits are awarded where all external lighting within the development is provided by dedicated energy efficient fittings including space and security lighting.
Low or Zero Carbon (LZC) Technologies	2	Credits are awarded based on the percentage reduction in total carbon emissions that result from using Zero or Low Carbon (LZ C) Energy Technologies for each dwelling
Cycle Storage	2	Credits are awarded where adequately sized, safe, secure, convenient and weather-proof cycle storage are provided

Home Office	1	Credits are awarded on the basis of the provision of space and services that enable a suitable quiet room to be used effectively as a home office.
Water	**6**	**Category Weighting Factor 9.0%** **Weighted value of each credit 1.50**
Internal Potable Water Use	5	Credits are awarded based on the predicted average household water consumption
External Water Use	1	A credit is awarded for providing a system to collect rainwater for use in irrigation where a correctly specified system to collect rainwater for external/internal irrigation use has been provided to a dwelling with a garden, patio or communal garden space (examples of such systems include rainwater butts and central rainwater collection systems).
Materials	**24**	**Category Weighting Factor 7.2%** **Weighted value of each credit 0.30**
Environmental Impact of Materials	15	Credits are available depending on the Green Guide ratings and relative distributions of different materials for Roof, External Walls, Internal Walls (including separating walls), Upper and Ground Floors (including separating floors), Windows
Responsible Sourcing of Materials – Basic Building Elements	6	Points are awarded where materials used in key building elements (Frame, Ground floor, Upper floors (including separating floors), Roof, External walls, Internal walls (including separating walls), Foundation/substructure (excluding sub-base materials), Staircase) are responsibly sourced
Responsible Sourcing of Materials -Finishing Elements	3	Credits are awarded on the basis, where 80 per cent of the assessed materials in the *Finishing Elements* (Stairs, Windows, External & internal doors, Skirtings, Panellings, Furniture, Fascias) are responsibly sourced:
Surface Water Run-off	**4**	**Category Weighting Factor 2.2%** **Weighted value of each credit 0.55**

Management of surface water run-off from developments	2	It is mandatory at all levels to ensure that the peak rate of run-off into watercourses is no greater for the developed site than it was for the pre-development site
Flood Risk	2	Credits are awarded where the assessed dwelling is located either in an area of low annual probability of flooding, or where a flood risk assessment shows that appropriate measures have been taken to ensure safe access and escape routes and flood resilient and resistant construction.
Waste	**7**	**Category Weighting Factor 6.4%** **Weighted value of each credit 0.91**
Storage of non-recyclable waste and recyclable household waste	4	There are credits available for provision of storage space for household recyclable materials.
Construction Site Waste Management	2	It is mandatory at all levels of the Code for a Site Waste Management Plan to be developed and implemented. This will require monitoring and reporting of waste generated on site in defined waste groups and compliance with legal requirements as set in SWMP regulations 2008 for and with best practice.
Composting	1	Credits are awarded where home composting facilities are provided in houses with gardens or local authority kitchen waste collection/communal/community composting service in other dwelling types.
Pollution	**4**	**Category Weighting Factor 2.8%** **Weighted value of each credit 0.70**
Global Warming Potential (GWP) of insulants	1	Credits are awarded where all insulating materials in the roofs: (Including loft access), walls (internal and external including lintels and all acoustic insulation), floors: (including ground and upper floors),hot water cylinder, pipe insulation and other thermal stores, cold water storage tanks where provided and external doors avoid the use of substances that have a GWP less than or equal to

NO_x Emissions	3	Credits are awarded on the basis of NO_x emissions arising from the operation of space heating and hot water systems
Health & Wellbeing	**12**	**Category Weighting Factor 14%** **Weighted value of each credit 1.17**
Daylighting	3	Credits are awarded where kitchens, all living rooms, dining rooms and studies achieve a minimum average daylight factor; and a percentage of the working plane in kitchens, living rooms, dining rooms and studies receive direct light from the sky
Sound Insulation	4	Credits are awarded for achieving higher standards of sound insulation than those given in Approved Document E of the Building Regulations
Private Space	1	The credit is awarded where outdoor space (private or semi-private) has been provided
Lifetime Homes	4	The credits are awarded where all the principles of Lifetime Homes have been complied with.
Management	**9**	**Category Weighting Factor 10%** **Weighted value of each credit 1.11**
Home User Guide	3	Credits are awarded for the provision of a simple user guide which covers information relevant to the 'non-technical' tenant/owner on the operation and environmental performance of their home.
Considerate Constructors Scheme	2	Credits are awarded where there is a commitment to comply with best practice site management principles including a commitment to meet or exceed Best Practice under a nationally or locally recognised certification scheme such as the Considerate Constructors Scheme(CCS).
Construction Site Impacts	2	Credits are awarded where there is a commitment and strategy to operate site management procedures including where there are procedures that cover two or more of the following items: • set targets for CO2 production or energy use • CO2 or energy use arising from commercial

		transport • set targets for water consumption • Adopt best practice policies in respect of air (dust) pollution • Adopt best practice policies in respect of water (ground and surface) pollution occurring on the site • Eighty per cent of site timber is reclaimed, re-used or responsibly sourced.
Security	2	Credits are achieved by complying with Section 2 – Physical Security from *'Secured by Design New Homes'*. Where an Architectural Liaison Officer (ALO) or Crime Prevention Design Advisor (CPDA) from the local police force is consulted at the design stage and their recommendations are incorporated into the design
Ecology	**9**	**Category Weighting Factor 12** **Weighted value of each credit 1.33**
Ecological value of site	1	Credits are awarded where the site is defined as land of inherently low ecological value
Ecological enhancement	1	Where there is a commitment to enhance the ecological value of the development site in accordance by appointing a *Suitably Qualified Ecologist* to recommend appropriate ecological features that will positively enhance the ecology of the site and where the developer adopts all key recommendations and 30 per cent of additional recommendations.
Protection of ecological features	1	The credit is awarded where all existing features of ecological value on the development site potentially affected by the works, are maintained and adequately protected during site clearance, preparation and construction works.
Change in ecological value of site	4	Credits are awarded according to how the ecological value of the site has changed before and after development
Building footprint	2	Credits are awarded where the ratio of combined internal floor area of all dwellings on the site to

their footprint

Calculating the credit score

For each category, identify the credits awarded, multiply by the weighting value for each credit in that category and then sum all the totals.

Total percentage Points Score (equal to or greater than)	Code Levels
36 points	Level 1(*)
48 points	Level 2(**)
57 points	Level 3(***)
68 points	Level 4(****)
84 points	Level 5(*****)
90 points	Level 6 (******)

An initial Design Stage Assessment should be carried out for all new residential units and details (including an explanation) submitted with the planning application.

Further information on the Code for Sustainable Homes including technical guidance relating to calculation of the scores can be found at www.communities.gov.uk

Appendix 6 Options for Resource Minimisation in Development

Option	What	How	Suitability	Comments
Rainwater Harvesting	Capturing run-off from roofs for use flushing toilets or landscape irrigation	Drain pipes / channels leading to Underground tanks	Individual units and whole developments	Most suitable for new residential development Can be made into a design feature
Grey Water Recycling	Capturing waste water from baths, showers and washing machines for irrigation	Diverting drainage to underground tanks	Individual units and whole developments	Most suitable for new residential development
Water Efficient Sanitary Ware	Flow regulated or aerated taps, low volume showers and toilets and water efficient kitchen appliances	Reduces the need for water	All development	Particularly relevant as there is a shortage of water in this region
Sustainable Urban Drainage System (SUDS)	Stall or hold water in the ground and facilitate its evaporation	Permeable paving, filter drains and balancing ponds	New larger developments	Can be developed as part of a landscaping and open space scheme
Passive Solar Gain	Capturing heat from sun and creating a solar buffer zone	Large areas of south facing glazing / conservatories	Individual units to whole developments	Sun shading may be required to control solar gain – external shading, blinds, solar

				control glass
Designing for Good Daylighting	Introducing natural light into the building reduces the need for supplementary artificial light during the day	Maximising glazed areas (including rooflights where appropriate) and reducing the width of floorplates	All development	Sun shading and natural ventilation may be required
Utilising the thermal mass of the building	Maximising the capacity to store heat in the building's structure	Designing the building with heavy masonry areas (e.g. service areas) with thick walls to the north elevation to store heat from sun spaces on the south elevation and the central heating in winter and provide cooling in summer	New larger developments	Needs to be integral to the overall design
Passive stack ventilation (PSV) within airtight units	Introducing controlled natural air movement providing building ventilation into sealed units	Allowing natural movement of air in the building and removing the need for air conditioning	New commercial buildings and high density residential	The design of the stacks need to be integral to the overall design – where not possible mechanical ventilation should include heat recovery to reduce heat loss

Super Insulation Space heating - Inter-seasonal thermal storage	Reduce the need for heating and cooling Providing heating and cooling in harmony with the seasons	High levels of wall, floor and roof insulation Heat exchanger to retain heat in winter or exposed thermal mass to absorb solar gains in winter and absorb the cool air during summer nights	All buildings	
Car clubs	Sharing a pool of cars	Reducing the reliance on the private car	Commercial buildings and high density residential	May reduce the need of parking required by planning. Details should be set out in the Travel Plan
Cycle Storage	Provision of secure, protected and convenient cycle storage	Encourages cycling rather than car use	Commercial buildings and high density residential / neighbourhood All buildings	
Live / work units	Designed work areas included in residential developments	Reducing the need to travel for work	Individual units to whole developments	Work activities should not impact on the amenity of adjoining neighbours.
Energy saving and Environmentally friendly components	Double/triple glazing with low emissivity coatings (not PVC frames, which use	Avoid thermal bridges where heat can find an easy route to escape	All buildings	Toxic materials should be avoided

	harmful chemicals in their manufacture), and airtight construction			
Use of sustainable and reclaimed materials	Low embodied energy, minimise use of natural resources	Sustainable timber, straw bale construction, rammed earth walls, reclamation	All buildings	Reclaimed materials have a softer weathered appearance which can help integrate anew building into its surroundings
Use of locally sourced and manufactured materials	Reduces energy consumed in transportation		All buildings	Also supports local businesses and benefits the local economy
Black water recycling	Capturing waste water from toilets, kitchen sinks and dishwashers	Diverting drainage to Reed beds	New larger development	
Porous surfacing for parking areas	Allowing free drainage through parking areas, increase infiltration	Choice of surface material	All parking areas from single spaces to large car parks	landscaped areas within and around parking areas also help drainage
Earth- sheltered design	Employs the earth as a major component of a building's thermal control system	Digging the building into the landscape	Where landscape topography allows	
Energy	Careful use of	e.g.	All buildings	Up to 30%

conserving landscapes	landscaping to mitigate impact of the weather	Deciduous planting on south elevations to provide shade, evergreen planting on north side to slow winter winds		reduction in cooling and heating costs
Radiant barriers	Use of metallic foils and plates to reflect lost radiant heat	Used in lofts and behind radiators	Individual units, existing and new build	Very low cost and easy to install in existing properties
Zoned Heating Control	Allows independent control of heating in different areas of the building	Thermostatic radiators and a control system	All Buildings	Low cost
Composting and recycling of waste	Specific containers for separating waste encourages recycling and composting, reduces landfill and demand on natural resources	Composting and recycling facilities built into new developments	All buildings	
Energy efficient equipment	Reduced heat output equipment	Reduces the need for additional ventilation	Commercial buildings and domestic appliances	Including light bulbs!

Appendix 7 Options for Renewable Power Generation in Development

Option	What	How	Suitability	Comments
Solar panels / hot water systems	Absorbing energy from the sun to heat hot water passing through the panels	Roof panels containing water pipes	Individual units	Can provide up to 50% of hot water requirement
Photovoltaic cells	Converts suns energy into electricity	Roof panels or integrated into cladding or glazing	Individual units	Can be easily integrated into buildings with little visual impact
Large Wind Turbine	Converts winds energy into electricity	Large turbine	Existing communities or new large developments	Noise and visual impact considerations
Small wind turbine	Converts winds energy into electricity	Small turbine fixed to a building or free standing in an amenity area	Individual units, new or existing	Micro - generation technologies can either operate connected to a national or local grid or as a stand alone feeding into a battery store. Noise and vibration issues should be considered when installing these units.
Combined heat and power (CHP)	Burning bio-mass fuel or natural gas to	Generator powered by a choice of fuels	New larger developments	Should be sensitively sited. CHP has

	generate electricity and using the steam produced as a bi-product as heat for hot water systems (HWS).	and super insulated pipes.		double the efficiency of conventional power generation. Surplus power may be sold back to a local or national grid
Domestic CHP	Using the excess heat that normally escapes through the exhaust flue of a conventional boiler to heat the hot water	Replaces conventional domestic boiler (same size as a large domestic boiler)	Individual units	Micro-generation technologies - can either operate connected to a national or local grid or as a stand alone feeding into a battery store
Ground Source Heat Pumps (GSHP)	Using ground warmth to heat water	Circulating water through insulated pipes underground	Requires relatively large area of undeveloped land	Geothermal survey required to assess the suitability of the ground thermo properties. Vertical pipe systems can be used were space is at a premium
Air Source Heat Pumps (ASHP)	Extract heat from the outside air to heat water (air-to-water system) or air (air-to-air system) internally.	Air-to-water system – heat pumps extract warmth from the outside air to heat water. Air-to-air system – heat pumps extract	Individual units	As a preference, the electricity needed to run the pumps should come from an on-site renewable source, such as solar

		warmth from the outside air which is then circulated by fans to heat internally.		panels, to ensure their use is truly renewable. Consideration should be given to the visual and noise impact of ASHP. They should be located or hidden from public view
Mechanical Ventilation with Heat Recovery (MVHR)	Utilises the heat that normally escapes from the air through mechanical ventilation to heat the incoming air.	A heat exchanger captures the heat energy from the outgoing air and transfers it to the incoming air	Buildings of all sizes and uses (residential and commercial). Good practice for use in new builds and major refurbishments	Effective at reducing condensation and reducing cold draughts. More efficient when used in buildings that are built to be well air tight
Wood Pellet Stoves and Boilers	Specially cultivated wood fuel that absorbs the exact same amount of carbon dioxide as is released when it is burnt - carbon neutral	Stove with automated wood pellet feed	System can be used for heating a single room, hot water or a whole house	Consideration should be given to the location of the flue and the surroundings, the adequacy of the chimney height (there is the potential for problems associated with odour emissions), the availability of fuel, the space required for storage, and access for deliveries.

Appendix 8 Options for Enhancing Biodiversity in Development

Option	What	How	Suitability	Comments
Green Roof	Provide additional insulation and encourage biodiversity	Deep soil bases can support a variety of large plants including trees or shallow soil layers can support mosses and sedums	Roofs, including those above parking decks	Can have a pitch of up to 30%
Brown Roof	Can recreate lost habitat and support rare plants and animals	Substrate material, laid down on a flat roof and allowed to colonise naturally	Roofs, including those above parking decks	
Nesting boxes	Creation of man made nesting areas	Specially designed bricks and boxes for nesting birds or bats	Where possible	
Wetland areas	Creation of new habitat	Suds / balancing ponds. Ponds in rear gardens	Larger schemes only	Can be combined with SUDS
Roof Terraces and climbing wires and green walls	Creation of new habitat on the building itself	Provide planting areas and structure for climbing plants	Flatted blocks and commercial development	
Buffer zones / habitat links	Creates a route for wildlife	Connection of existing planted areas to create a route for wildlife	Larger schemes only	
Greenways	Traffic-free green routes for pedestrian and cycle access across development sites	Connection of key points by cycle / pedestrian routes	Larger schemes only	
Landscaping and tree planting	To promote the creation of wildlife ponds, wild areas, log	By careful selection of native plants, tree, shrub species; specific habitat	All development	

	piles, mixed hedgerows etc within new 'greenspace'	creation; and retention of existing valuable habitats, including mature trees		
Sensitive conversion / repair of old buildings / features	Protection of specialist lichen, mosses and plant communities	Re-use of original materials in buildings and walls	Where opportunity arises	
New Private Gardens	Encourage use of 'wildlife-friendly' planting	Planting of ornamental species identified as having value to wildlife	All Residential Development	
Watercourses/ ditches	Creation of new wildlife habitat through manipulation of existing water features / creation of new ones	Use of 'green engineering' techniques, de-canalisation of over engineered watercourses	Larger Schemes only	May require specialist advice
Highway design	Allow safe crossing / improve wildlife movement and connectivity between habitat areas	'Wildlife friendly' design, such as low paving, tunnels etc incorporated into road / cycle path construction	Larger Schemes only	

Appendix 9 Provision of Public Art as Part of New Development – Developer Guidelines

Southend Borough Council is committed to the promotion and encouragement public art, which includes the commissioning of works by artists for public and private developments, in the Borough. Developers of key sites will be required to include an element of public art as part of their development or make a contribution to a central public art fund.
For information about the requirement for Public Art in new development see the Planning Obligations DPD.

The Council is keen to work closely with a wide range of partners in the development of public art projects within the Borough. This Appendix provides preliminary guidance for developers on how to proceed with these projects, how to get additional support, and the objective criteria against which the Council will review contributions proposed by developers in association with their planning policies. More detailed information can be found in the Southend Borough Council Public Art Strategy.

Themes and Types of Work

The provision of public art should result in a work of art or a contribution by an artist and / or craftsperson, which complements the overall objectives of the development. Larger schemes may involve commissioning a number of different artists.

Southend Borough Council expects the work to be appropriate to the scheme and its location, both in terms of public usage and design context. The work should be visible by, and accessible to, the public and should remain on site permanently for an agreed period of time.

The work or contribution is likely to be commissioned and created specifically for the development. In many cases it will be developed in collaboration with the architect or designer and in consultation with the users of the site.

The approach adopted will vary from scheme to scheme depending on its nature, design, scale and end use. It is recommended that commissioned artists be invited to develop ideas and themes specific to the development. This is always more successful than the commissioner taking a prescriptive approach. It should however be noted that in reviewing the application the Council will pay particular attention to the maintenance of the highest quality in both the design and fabrication of commissioned work. The Council's preference is for public art to be fully integrated into development proposals.

Commissioning Public Art

Every project is different with individual considerations. Attention should be paid to developing a process, which is appropriate to its context. The following provides an outline of some issues important to achieving a successful project.

The Brief

Planning a brief, which covers issues such as the aims of the project, budget, timescales and technical issues, is essential.

Selection Process

The agreement of an appropriate method for selecting the artist. This will depend on the nature of the project but could be achieved through direct invitation, limited or open competition.

Preliminary Designs

The commissioning of preliminary designs for a fixed fee enables the commissioner to become involved in the selection process and the development of ideas.

Consultation

Consultation with local people is encouraged where appropriate. This might include workshops in schools, presentations to local groups, and questionnaires. Finding an appropriate artist or artists and managing the process can be complex and it is suggested that specialist advice be taken.

For further information on specialist advisors can be found in the Southend Borough Council Public Art Strategy.

Eligibility

The requirement for public art is set out in the Planning Obligations Development Plan Document (DPD). This will normally effect the larger developments but developers of smaller sites will also be encouraged to include public art within their scheme as a means of enhancing the quality of their development.

Cost

The Planning Obligations DPD sets out the value of public art that should be included within the development.

The precise amount will be determined either by the developer providing a detailed written estimate of the building costs or by the application of a nationally recognised building price index.

Expenditure on public art can cover the following:

- Artists fees and fabrication

- Specialist advice and project management
- Linked education programmes

If it is not feasible to spend the allocation on the development site the Council will accept a commuted sum of the same value via a planning obligation. In this eventuality the Council will inform the developers of the end use of the sum and will credit the developer appropriately.

Additional Funding

Developers may be able to secure additional external funding to enhance their contribution, for example by applying for grant aid. Details of possible grant sources can be obtained from the Council. These include schemes which match private investment, project development grants and the National Lottery. Assessment of funding applications can often be a lengthy process and sufficient time should be allowed for this. These schemes also change on an annual basis.

For further information including Council contacts, see Southend Borough Council Public Art Strategy.

Considerations

In considering public art proposals, the Council intends to be flexible in the way in which the requirement can be satisfied. This will depend on the type and scale of project but will always include consideration of the following:

- Appropriateness to public usage and design context
- Demonstration of good practice with particular reference to project management and equal opportunities
- Supporting education and interpretation programmes
- Consideration of ongoing care and maintenance, and its costs

Methodology

The key to a successful public art project is to plan for the involvement of artists at the earliest opportunity in the development process, ensuring that any costs are considered as part of the process *and* that alternatives to a financial contribution are fully explored.

In submitting details for outline planning permission, the following information will be required:

- Outline proposal for the involvement of artists
- Demonstration of how the scheme will contribute to the quality of the environment and the community
- Outline of the intended procurement process
- Budget allocation
- Proposals for future care and maintenance

At full planning permission stage, or reserved matters stage, the following information will be required:

- Detailed proposal for the involvement of artists
- Demonstration of contribution to the environment and the community
- Description of the commissioning process with a report on tasks already completed
- Budget details
- Details for future care and maintenance
- Proposals will, in general, be dealt with by your case officer as a material consideration in determining the application.
- Advice and Assistance (preliminary advice and assistance will be provided by your case officer).

Other Considerations

There may be circumstances where a freestanding artwork may require a separate planning permission. It is advisable to check with the Planning Department at an early stage in the development process.

For further information see the Southend Borough Council Public Art Strategy.

Appendix 10 Listed Buildings

Street	Number	Grade
Anerley Road	51, Marteg House	II
Beach Road, Shoebury Garrison	East & West Powder Magazines	II
	The White House	II
Bournes Green Chase	Garden wall at White House	II
Broadway, Leigh	Church of St. Clement	B
Broadway West	Leigh Library	II
Chalkwell Park	(see London Road)	
Chapel Road, Shoebury Garrison	Gatehouse / Clock Tower, offices & guardhouse with walled exercise yard (now 54 & 56 Chapel Road)	II
	Block A-B Horseshoe Barracks (now 58-72 (even) Chapel Road & 1 & 3 Horseshoe Crescent)	II
	Block C-D Horseshoe Barracks (now 5-21 (odd) Horseshoe Crescent)	II
		II
	Block E-F Horseshoe Barracks (now 23-37 (odd) Horseshoe Crescent)	II
		II
	Block G-H Horseshoe Barracks (now 65-71 (odd) Horseshoe Crescent)	II
		II
	Block I Horseshoe Barracks (now 73 & 75 Horseshoe Crescent)	II
		II
	Block J-K Horseshoe Barracks (now 80-94 (even) Horseshoe Crescent)	II
	Block J-K Horseshoe Barracks (now 80-94 (even) Horseshoe Crescent)	II
		II
	Block L-M Horseshoe Barracks (now 48-62 (even) Horseshoe Crescent)	II
		B
	Block N-O Horseshoe Barracks (now 8-22 (even) Horseshoe Crescent)	
	Block P-Q Horseshoe Barracks (now 38-52 (even) Chapel Road and 2 & 4 Horseshoe Crescent)	
	Cookhouse to rear of Block C-D Horseshoe Barracks	
	Cookhouse to rear of Block E-F Horseshoe Barracks	
	Cookhouse to rear of Block L-M Horseshoe Barracks	
	Garrison Church of St. Peter & St. Paul	
Chapel Road, Shoebury Garrison	Long Course Officers Quarters (the 'Stack')	II
	Gunnery Drill Shed	II
	Church of St. Andrew	B
Church Road, Shoebury	South Shoebury Hall	II
	Garden room at South Shoebury Hall	II
	62	II
Clatterfield Gardens	White Hall	II
	Statue of Queen Victoria	II
Clifftown Parade	War Memorial	II
	1-12 (consec)	II

	1-6 (consec)	II
Clifton Terrace	Telephone kiosk	II
	7, Broadwater House	II
Devereux Road	30	II
East Street, Southend	60	II
	Fox Hall Farmhouse, Fox Hall Lane	II
Royal Artillery Way	40-45 (consec)	II
Eastern Esplanade	Church of St. Laurence & All Saints	I
Eastwoodbury Lane	Cockethurst Farmhouse	II
	311, The Red House	II
Elm Road, Shoebury	Parsons Barn (formerly the barn at North Shoebury Hall Farm,	II
Frobisher Way	North Shoebury Road)	
High Street, Leigh	The Crooked Billet	II
	62 & 63	II
High Street, Southend	The Royal Hotel (inc. Princess Caroline House)	II
Horseshoe Crescent,	(see Chapel Road)	
Shoebury Garrison	Blocks E-H, (now 30 Chapel Road & 18-22 (even) Hospital	II
Hospital Road,	Road)	II
Shoebury Garrison	Blocks K-M, (now 2-6 (even) Hospital Road)	II
	Former Hospital & attached Blocks I-J, (now 8-16 (even) Hospital Road)	
Leigh Hill	28	II
	42, The Bank House	II
	85, Prospect House	II
	87, Herschell House	II
Lime Avenue	Church of St. Margaret of Antioch	II
London Road, Westcliff	The Palace Theatre	II
	Westcliff Library	II
Marine Parade,	Chalkwell Hall, Chalkwell Park	II
Southend	1-4 (consec)	II
Mess Road, Shoebury	33-35, The Hope Hotel	II
Garrison	Former Commandant's House (now 2 Mess Road)	II
	Former Officers' Mess	II
	Former Heavy Quick Firing Battery	II
	Former Light Quick Firing Battery	II
	1-15 (odd)	II
Nelson Street	Cliff Town Congregational Church and Memorial Hall	II
	Church of St. Mary the Virgin	B
North Shoebury Road	The Moat House	II
	New Farm	II
	The Angel (former Post Office and Blacksmith's Cottage)	II
	Former Park Road Methodist Church	II
Park Road, Westcliff	Southend Pier	II
Pier Hill	North Shoebury House	II
Poynters Lane	321, The Bell House	II
Rayleigh Road, Leigh	1-15 (consec)	II
Royal Terrace	Two telephone kiosks south-east of Royal Hotel	II
	Church of St. Alban the Martyr	II

St. John's Road	The Kursaal	II
Southchurch Avenue	Church of the Holy Trinity	B
Southchurch Boulevard	Former Southchurch Rectory	II
	Southchurch Hall	I
Southchurch Hall Close		
Southchurch Road	Porters	I
Suttons Road, Shoebury	Manor House	II*
The Terrace, Shoebury Garrison	Block A-B (now 12 & 14 The Terrace)	II
	C-E The Terrace (now 6-10 (even) The Terrace)	II
	F-G The Terrace (now 2 & 4 The Terrace)	II
	Former Public Library (now Southend Museum)	II
Victoria Avenue	Church of St. Mary the Virgin	I
	255 (now Swan Hall)	II
	269-275 (odd)	II
	Prittlewell Priory, Priory Park	I
	The Old Crowstone, Priory Park	II
	Southchurch Lawn (now Eton House & Alleyn Court School)	II
Wakering Road, Southend	Lawn Cottage (see Elm Road)	II
	1-4 (Blocks A-D) (now 1-7 (odd) Warrior Square Road)	II
Wakering Road, Shoebury	5, Clerk of Works House (now 9 Warrior Square Road)	II
	Carriage & Wagon Shed	II
Warrior Square Road, Shoebury Garrison	(see Eastwoodbury Lane)	II
Whitehouse Road		

Appendix 11 Buildings on the Local List

Street	Number
Alexandra Road, Southend	Former Synagogue
Ambleside Drive	Southend Adult Education Centre
Billet Lane	Billet Cottage
Boston Avenue	St. Mary's School
Bournemouth Park Road	Bournemouth Park School
Branksombe Road	Branksome Road Methodist Church
Broadway, Leigh	The Grand Hotel
Canewdon Road	Sunray House
Capel Terrace	Post Box adj. to No. 8
Chalkwell Esplanade	The Crowstone
Church Hill	Castle Cottage
	The Old School House
	1-7 Norman Place (consec.)
	1-8 Pleasant Terrace (consec.)
Church Road, Southend	St. John's Church & Cemetery
Clarence Street	23-29
Clifftown Parade	Shelter opp. Devereux Road
	Shelter opp. Wilson Road
	Shelter east of War Memorial
Clifftown Road	Southend Central Station
Clifton Terrace	Alexandra Yacht Club
Coleman Street	Brethren Church, adj. to No.9
Crowstone Avenue	Crowstone House
Eastern Esplanade	The Minerva PH
	The Britannia PH
	46-57 (consec.)
	The Castle PH
	193-194
Eastwood Road North	Cottage & Stable, Belfairs Park
Elm Road, Leigh	Police Station
Hamlet Road	The Cliff PH
Hamlet Court Road	65
High Street, Leigh	Wharf Cottage, 39a
	The Custom House, 74-74a
	2 & 3 Plumbs Cottage
High Street, Shoebury	The Shoeburyness Hotel
High Street, Southend	3-5 (former Brightwells)
	29-35 (former Woolworths)
	130 (former Boots)
	143 (former Midland Bank)
Kings Road	Cowstone United Reformed Church
	St. Saviour's Church
Leigh Hill	60/62
	82

	98-108 (even)
Leigh Road	Our Lady of Lourdes Church
London Road, Leigh	Former Christian Science Church, 925
Marine Parade, Southend	The Falcon PH
	The Cornucopia PH
Milton Road	Our Lady & St. Helen's Church
Nelson Street	2-18 (even)
	Clifftown United Reformed Church
Ness Road	Former Palace Cinema, 101
	Former Gatekeeper's Lodge, 107
	109-115 (odd)
	Cambridge House, 121
North Road	135
North Shoebury Road	Cemetery Chapel
Olive Avenue	1-3 Angel Terrace
Palmeira Avenue	71-73 (odd)
	Palmeira Mansions including 1-9
Pier Hill	Shorefields Road
	Palace Hotel
Prittlewell Chase	Southend High School for Boys
Royal Terrace	19-20
St. Augustine's Avenue	St. Augustine's Church
Seaforth Road	Argyll House
Southchurch Boulevard	Former Church Schoolhouse
Southchurch Road	All Saint's Church
	Post Box adj. to No. 228
Station Approach	Prittlewell Station
Station Road, Westcliff	Westcliff Station (platform canopies and
Swanage Road	ironwork)
Victoria Avenue	Southend-on-Sea New Church
	The Blue Boar PH
	The Spread Eagle PH, 263-267
Wallis Avenue	The Golden Lion PH, 287-289
West Street, Southend	Wallis Avenue Evangelical Church
Westcliff Avenue	37-41 (odd)
Westcliff Parade	Post Box adj. to Winton Hall
	27
	Post Box adj. to St. John's Court
Western Esplanade	Sun Shelter, Westcliff Cliffs
	Shelter opposite Westcliff Leisure Centre
Western Road	Shelter west of The Esplanade PH
	Former Post Office, The Last Post

Appendix 12 List of Conservation Areas and Appraisals

Conservation Area	Appraisal
Chapmanslord Conservation Area	yes
Clifftown Conservation Area	yes
Crowstone Conservation Area	yes*
Eastern Esplanade Conservation Area	yes*
Kursaal Conservation Area	yes
Leigh Conservation Area	yes*
Leigh Cliff Conservation Area	yes*
Leigh Old Town Conservation Area	yes*
Milton Conservation Area	due 2010
Prittlewell Conservation Area	yes
Shoebury Garrison Conservation Area	yes
Shorefields Conservation Area	due 2010
The Leas Conservation Area	yes*
Warrior Square Conservation Area	yes

**appraisal / reappraisal currently in progress*

Further details on the Conservation Areas including the full Conservation Area Appraisals can be found on the Council's website www.southend.gov.uk

Appendix 13 Frontages of Townscape Merit

The following buildings are designated as having Frontages of Townscape merit and the Council will seek to preserve and enhance the historic street frontages (including flanks of corner buildings).

Hamlet Court Road	103
	127-151 (odd)
	153-155 (odd)
	159-185 (odd)
	128-140 (even)
	148-150 (even)
	152-168 (even)
Alexandra Street	29-47 (odd)
	51
	26-36 (even)
	44-54 (even)
Clarence Road	7-17 (odd)
	35-37 (odd)
Clarence Street	23-29 (odd)
	31-43 (odd)
	2-8 (even)
	30-40 (even)
Clifftown Road	16-25 (consec)
	26-31 (consec)
High Street, Southend	49-57 (odd)
	69-71c (odd)
	77-83 (odd)
	70-80 (even)
	108-124 (even)
	130
Weston Road	148-162 (even)
	5
	7/9, Weston Chambers
	11
	25-27, County Chambers
	Post Office

Appendix 14 Scheduled Ancient Monuments

A slight univallate hillfort known as Prittlewell Camp, Southend (at Fossetts Farm)
Cold War Defence Boom, Pigs Bay, Shoeburyness
Defended prehistoric settlement at Shoeburyness (Danish Camp)
Prittlewell Priory, Southend
Southchurch Hall moated site, Southend
World War II cassion, West Knock Sandbank, Shoeburyness

Appendix 16 Highways Technical Guidance

For technical guidance on highways design refer to the Manual for Streets and associated interpretation documents, with the following exceptions and additional information.

A Streetscape Design Guide for Southend-on-Sea Borough, which will give technical guidance on all aspects of street design, is planned in 2009/10.

Exceptions and Additional Information

1. Local Route Hierarchy

The hierarchy of highways within the Borough is shown and described in the Local Transport Plan 2006 – 2011.

The appropriate highway design from the Manual for Streets can be selected to accord with the hierarchy.

2. New Public Roads

Junctions

Junction designs need to take account of the requirement of the largest vehicle that will need access and to ensure by design that the access will not be obstructed by parked cars on either the new access road or the road off which access is taken. Over-running of footways by the manoeuvring of large vehicles must be avoided by good design.

Pavement crossings shall be used in preference to the formation of road junctions to provide access to housing in circumstances where, for example the introduction of a road junction would cause an unnecessary obstruction to a pedestrian route and the site is not likely to generate large traffic flows.

Where a new access road is to be taken from a road of Distributor status or above and the traffic generation of the new development is likely to be greater than 500 vehicles per day, consideration should be given to the provision of a ghost island junction with or without islands, or single lane dualling where appropriate. Only in situations where land cannot be made available for such a junction will a simple 'T' junction be acceptable.

Junction Visibility

Junction visibility should be in accordance with TD 42/95. No relaxation below those criteria is permitted except as described below. In all cases visibility should be retained above a height of 0.6 metres.

From TD 9/93 Stopping Site Distances to be applied to 'Y' distances in TD 42/95 are as follows:-

For roads subject to a 30mph speed limit	70 metres
For roads subject to a 40mph speed limit	120 metres

Where the major and minor roads are subject to a 20mph speed restriction and the average speed has been sufficiently reduced, the 'X' distance may be 2.4 metres and the 'Y' distance may be 33 metres.

Private drives off roads of a lower category than a Secondary Distributor Route should also include sight splays wherever possible.

Pedestrian / Vehicle Sight Splays

Where a private vehicle access meets any road which is a Secondary Distributor or higher classification (See Local Route Hierarchy), there shall be visibility splays of 1.5 metres by 1.5 metres on each side.

Visibility from roads will generally require the sight-lines to be kept clear of tall planting and other significant obstructions.

Road Widths – Access

Standard Vehicles
Road design geometry should be fit for the purpose. Where there is only the requirement for cars to manoeuvre, the test will be whether a medium size saloon car can carry out the necessary manoeuvre with reasonable ease. Where the manoeuvre is constrained by structures there should be reasonable clearances between the vehicle and the structure; 300mm clearance is generally deemed reasonable.

Service Access
Refuse freighters and emergency vehicles will need to have access to most roads. The design therefore must be suitable for that purpose. Access and turning areas should be designed in such a way the risk of on-street parking obstructing the turning area is minimised as far as possible.

In other areas, such as private drives under 30m in length, where a refuse freighter / fire engine will not need access, the design should allow for the largest size of vehicle that is likely to require access. (This will need to be evidenced.)

Public Transport
Where new roads form part of a bus route they should be at least 6m wide. Any new bus stops installed or upgraded as part of the development must be DDA compliant (i.e. raised bus boarders). The Council's Highway Engineers will provide detailed design requirements.

Turning Spaces

Turning spaces should be provided to facilitate the largest vehicle normally requiring to turn on the highway or access road. This vehicle will in most cases be a large, three axled refuse freighter. The Council's Waste Management Guide Appendix C gives the minimum acceptable dimensions.

A car can generally turn in an 8 metre by 8 metre square. Other shaped turning heads can be derived using computer aided design techniques in accordance with Manual for Streets Clause 7.10

Vehicles will be expected to turn with reasonable ease in order to comply with the requirements to turn. This will include a realistic and reasonable tolerance for driving ability and avoidance of contact. It is also expected that vehicles will turn in no more than a 'three point turn' i.e. forwards/backwards/forwards.

Non-standard turning areas for all types of vehicles can be designed and checked using computer software such as AutoTrack.

3. Private Access Ways

Access to Driveways and Parking Areas
Private drives may take access from all road types. Where they take access from Secondary Distributors or higher category roads turning facilities will be required in order to enable egress onto the highway in a forward gear. This also applies on lower category roads within 30 metres of a junction with a Distributor Road or Strategic Primary Route.

Driveway and Access Road Widths

Road Status	Private Drives serving a single dwelling	Shared Private Drives and accesses serving less than eight parking spaces	Accesses serving eight or more parking spaces
Roads of lower status than Secondary Distributor Road	2.4 metres	2.4 metres	4.8 metres Some relaxation may be acceptable where relatively few parking spaces are served from very minor roads
Secondary Distributor Roads or higher status	2.4 metres with space for turning	4.8 metres wide for the first 6 metres and may taper over the next 6 metres to no less	4.8 metres

		than 2.4 metres.	

All drives longer than 18 metres should have a suitable turning area. Passing places will be required on shared drives longer than 18 metres.

Loose surfacings such as shingle are not permitted on driveways due to the fact that the material can be dragged out onto the highway and become a hazard and a nuisance.
Any access which becomes redundant following redevelopment should be removed.

4. Gradients of Roads and Private Accesses (including car parks)

Private Access Ways

The maximum gradient of a private access way should normally be plus or minus 8%. Where access ways are protected from the effects of bad weather, steeper slopes may be acceptable.

Where sloping driveways meet the highway the gradient should be no more than plus or minus 4% for the length of the largest vehicle usually using the access way; most commonly this will be for basement car parking in which case the 4% slope will be over a distance of 5 metres.

In all circumstances where the slope is rising towards the highway consideration should be given to the provision of some form of warning to drivers that they are approaching a junction with the highway, normally a footway. Such forms of warning could include vertical deflections either upwards or depressions, or rumble strips within the final few metres of the ramp. Alternatively or in addition, different coloured surfacing and lighting and/or signage could be useful to act as a warning to the driver.

It is important to bear in mind that structures associated with car park ramps can impinge on pedestrian/driver visibility. Caution should be exercised to ensure that visibility standards are not compromise.

Road Junctions

The maximum gradient of a side road at a junction is normally plus or minus 8% although the road should be designed to level out as it approaches a junction.

Careful consideration must be given to ensure adequate visibility is maintained where any gradient runs down from the highway in excess of 2% (1:50)

5. Parking Spaces

Appendix 2 of the Essex Planning Officer's Association Vehicle Parking Standards 2001 sets out the requirements for the design and layout of parking areas.

Additional Information

Parking spaces which have a wall or fence alongside them should be an additional 300 millimetres wide or have an additional 300 millimetre verge alongside because there isn't the advantage that car drivers and passengers are able to utilise the additional space of an adjacent parking space whilst opening the door to enter or leave the vehicle.

Forecourt Parking

Minimum Size	Parallel to footway	Right angles to footway
Width of frontage	6.5m	2.4m
Depth of frontage (Measured from edge of footway to nearest projection of house)	2.6m	4.8m
Width of crossing	3.66m	2.44m

A car parked in the parking space should not obstruct access to the main door of the dwelling

Forecourt parking areas must include space for soft landscaping, be surfaced with quality materials and maintain as much of the original boundary enclosure as possible.

6. Transport Assessments, Transport Statements and Travel Plans

The following table gives an indication of when a Transport Assessment (TA), Transport Statement (TS) and/or Travel Plan (TP) will be required. A transport statement may also be required where a development is proposed in a sensitive area of parking stress, traffic congestion or where it is important that the Planning Authority has a full understanding of the travel and transport implications associated with the proposal.

Thresholds based on size or scale of land use						
	Land use	Use/description of development	Size	No assessment	TS	TA/TP
1	Food retail (A1)	Retail sale of food goods to the public – food superstores, supermarkets, convenience food stores	GFA	<250 m^2	>250 m^2 <800 m^2	>800m^2
2	Non-food retail (A1)	Retail sale of non-food goods to the public but includes sandwich bars - sandwiches or other cold food purchased and consumed off the premises, internet cafés.	GFA	<800 m^2	>800 <1500 m^2	>1500 m^2
3	A2	Financial services – banks,	GFA	<1000m^2	>1000	>2500m^2

	Financial and professional services	building societies and bureaux de change, professional services (other than health or medical services) – estate agents and employment agencies, other services – betting shops, principally where services are provided to visiting members of the public.			m^2 <2500 m^2	
4	A3 Restaurants and cafés	Restaurants and cafes – use for the sale of food for consumption on the premises, excludes internet cafés (now A1)	GFA	<300m^2	>300 m^2 <2500 m^2	>2500m^2
5	A4 Drinking establishments	Use as a public house, wine-bar or other drinking establishment	GFA	<300m^2	>300 m^2 <600 m^2	>600m^2
6	A5 Hot food takeaway	Use for the sale of hot food for consumption on or off the premises.	GFA	<250m^2	>250 m^2 <500 m^2	>500m^2
7	B1 Business	(a) Offices other than in use within Class A2 (financial and professional services) (b) Research and development – laboratories, studios (c) Light industry	GFA	<1500m^2	>1500 m^2 <2500 m^2	>2500m^2
8	B2 General Industrial	General industry (other than classified as in B1).	GFA	<2500m^2	>2500 m^2 <4000 m^2	>4000m^2
9	B2 Storage or distribution	Storage or distribution centres – wholesale warehouses, distribution centres and repositories.	GFA	<3000m^2	>3000 m^2 <5000 m^2	>5000m^2
10	C1 Hotels	Hotels, boarding houses and guest houses, development falls within this class if no significant element of care is provided	Bedroom	<75 bedrooms	>75 <100 bedrooms	>100 bedrooms
11	C2 Residential	Used for the provision of residential accommodation	Beds	<30 beds	>30 <50	>50 beds

	institutions – hospitals and nursing homes	and care to people in need of care.			beds	
12	C2 Residential institutions – residential education	Boarding schools and training centres	Student	<50 students	>50 <150 students	>150 students
13	C2 Residential institutions – institutional hostels	Homeless shelters, accommodation for people with learning difficulties and people on probation	Resident	<250 residents	>250 <400 residents	>400 residents
14	C3 Dwelling houses	Dwellings for individuals, families or not more than six people living together as a single household. Not more than six people living together includes – students or young people sharing a swelling and small group homes for disabled or handicapped people living together in the community.	Dwelling unit	<50 units	>50 <80 units	>80 units *
15	D1 Non-residential Institutions	Medical and health services – clinics and health centres crèches, day nurseries, day centres and consulting rooms (not attached to the consultant's or doctor's house) museums, public libraries, art galleries, exhibition halls, non-residential education and training centres, places of worship, religious instruction and church halls.	GFA	<500m^2	>500 <1000 m^2	>1000m^2 and all schools irrespective of size
16	D2 Assembly and leisure	Cinemas, dance and concert halls, sports halls, swimming baths, skating rinks, gymnasiums, bingo halls and casinos. Other	GFA	<500m^2	>500 <1500 m^2	>1500m^2

		indoor and outdoor sports and leisure uses not involving motorised vehicles or firearms				
17	Others	For example stadium, retail warehouse clubs, amusement arcades, launderettes, petrol filling stations, taxi businesses, car/vehicle hire businesses and the selling and displaying of motor vehicles, nightclubs, theatres, hostels, builder's yards, garden centres, PO's, travel and ticket agencies, hairdressers, funeral directors, hire shops, dry cleaners.	Discuss with officers			

GFA = Ground Floor Area

* Generally flatted developments above the threshold will be required to submit and operate a Travel Plan. Other housing developments will only be required to submit and provide a "Travel Welcome Pack" for new residents. The Welcome Pack should include free or subsidised passes for public transport and other attractors for travel by non-car modes. The Travel Welcome Pack is similar in content to a Travel Plan but does not have the ongoing obligations for its continuation in perpetuity.

Thresholds based on other considerations				
		TS	TA	TA/TP
1	Any development that is not in conformity with the adopted development plan			√
2	Any development generating 30 or more two-way movements in any hour		√	
3	Any development generating 100 or more two-way vehicle movements per day		√	
4	Any development proposing 100 or more parking spaces		√	
5	Any development that is likely to increase accidents or conflicts among motorised users and non-motorised users, particularly vulnerable road users such as children, disabled and elderly people			√
6	Any development generating significant freight or HGV movements per day or significant abnormal loads		√	
7	Any development proposed in a location where the local transport infrastructure is inadequate, for example substandard roads, poor pedestrian/cyclist facilities and inadequate public transport provisions		√	

The Department for Transport document entitled "Guidance on Transport Assessment" should be relied on for guidance on what is expected in a Transport Statement and/or Transport Assessment. (Available to download at http://www.dft.gov.uk/pgr/regional/transportassessments/guidanceonta)

For further information about what should be included in the above documents see Section 6 Making an Application.

Appendix 17 Technical Waste Design Guidelines

Provision must be made within all new developments both residential (including conversions and changes of use) and commercial proposals for the separation and storage of waste prior to collection. The following information sets out the technical requirements and specifications for these storage areas.

Residential Properties

Requirements for Single Dwellings

- Storage that enables the separation of waste and recyclables in the kitchen area – e.g. split container system.
- Convenient external area for storage of waste and recycling prior to collection.
- Space to accommodate refuse and recycling at the edge of property on collection day.
- Designated site for composting in amenity area where possible. A 2m x 1m area should be provided with a suitably sized composter and adequate drainage.

Requirements for Flats

- Storage that enables the separation of waste and recyclables in the kitchen area – e.g. split container system.
- A convenient communal bin store for the storage of waste and recycling prior to collection. Where possible this should be integral to the building but may be accommodated outside (within 25m of the building) if necessary. Where external to the building the bin store should be designed in such a way to minimise its impact on the occupants and the streetscene. This means a discrete location away from windows and a careful choice of materials. All bins stores should be screened with soft landscaping where possible. In addition no doors should open over the highway, it should be ventilated, and include a wash down facility. It must be located not more than 25m from the public highway. Euro bins without dedicated enclosures will not be considered acceptable. Where Euro bins are proposed, a dropped kerb of 1.5m width will be required and gradients should not exceed 1:12.
- Where the carry distance is more than 25m from the public highway or the gradient is more than 1:12, arrangements should be made to move the waste and recycling to the edge of property on collection day and a level area must be made available in a convenient location for this purpose.
- For large scale developments it may be possible for the freighter to enter the development to collect the refuse. Where this is proposed the road should be designed to accommodate a refuse freighter. This arrangement will require prior agreement with the refuse contractor (see below).
- Designated site for composting in amenity area or integrated garbage disposal unit in kitchens where possible.

Waste Storage Containers

The approved waste storage containers for the Borough are

- Pink sack for accepted recyclables
- Black refuse sacks for residual wastes
- Biodegradable cornstarch sack for garden waste
- 240 litre wheeled bin for garden green waste
- 360 litre wheeled bin for small multiple occupancy dwellings (2-3 properties)
- 660 and 1100 litre dedicated wheeled bins for either recycling or wastes (properties with 4 or more dwellings)

Bins	Size (mm)		
	H	W	D
360 litre	1100 x 590 x 880		
660 litre	1235 x 1360 x 800		
1100 litre	1470 x 1370 x 1115		

No of Dwellings	Waste (1100 litre)	Recycling (1100 litre)
5 - 7	1 Container	1 Container
8 - 14	2 Containers	2 Containers
15 - 21	2 Containers	3 Containers
22 - 30	3 Containers	4 Containers
31 - 35	3 Containers	4 Containers
36 - 40	4 Containers	5 Containers
41 - 50	4 Containers	6 Containers
50	4 Containers	6 Containers

Figures based on an estimated yield for a 3 person dwelling unit.

Private Roads / Developments

The Councils collection contractor is not required to enter a private road/development, even if built to public highway specification due to liabilities in relation to any damage caused, therefore waste collection points need to be accessible from the public highway within contractor carry distance (25m).

Where highway conditions are such that it is undesirable or unlawful for a collection freighter to stand at the kerbside for loading, adequate provision shall be made within the curtilage of the site to accommodate the freighter, and such provision shall include turning facilities.

Exceptions may be made when the freighter can be safely and conveniently reversed from the public highway over a distance not exceeding 12m, to a point within the prescribed "carry distance". The construction of private access way including manhole covers, gulley gratings etc., must be suitable to carry freighter axle loads of up to 32 tonnes gross weight. The route must be free of obstructions i.e. parked vehicles, etc.

Turning Bays

For larger developments it is essential from both an operational and safety point of view that adequate turning bays shall be provided to accommodate refuse freighters. Approved turning bays are detailed in the Council's Waste Management Guide.

Retail, Industrial and Commercial Developments.

All commercial business must make arrangements for the separation, storage and collection of their waste. Some waste may require specialist arrangements.

In addition, it is now a requirement for all businesses to complete some form of separation of their waste prior to collection. i.e. office paper, glass, etc for separate collection. The degree of separation will depend on the nature of the business but it is likely that multiple storage containers will be required.

Requirement for Retail, Industrial and Commercial Developments

- Storage that enables the separation of waste and recyclables at source within the building.
- A convenient bin store for the storage of waste and recycling prior to collection. Where possible this should be integral to the building but may be accommodated outside if necessary. Where external to the building, bin stores should be located in screened service yards. Otherwise they should be designed in such a way to minimise

its impact on the streetscene. This will usually involve a careful choice of materials and screening with soft landscaping. The store should be ventilated and include a wash down facility. Where wheeled containers are proposed a dropped kerb of 1.5m width will be required and gradients should not exceed 1:12.

- The occupier or owner of the trade premises shall make arrangements with an authorised waste collection contractor. The Council can provide a list of contractors for consideration.
- A dedicated site for composting should be considered where the use is appropriate. E.g. horticultural businesses or restaurants.

Sustainable Development and Waste

Innovation to deal with waste in more sustainable ways is encouraged. Proposals can range from the small scale, such as waste disposal units or composting units, to larger scale options such as using waste materials as a fuel to create electricity/hot water and cooling, etc. These type of schemes will be always be welcomed where appropriate.

For further information see Section..... Sustainable Development.

Waste Management Plan

A Waste Management Plan will be required for larger planning applications.

For further information see Part 6 Submitting an Application.

Site Waste Plan

The Clean Neighbourhoods and Environment Act 2005 requires all developments to produce a Site Waste Plan. The plan details how waste created during construction/renovation is to be managed. It must be submitted with the planning application.

For further information see Part 6 Submitting an Application.

Appendix 18 Glossary

Accessibility	The ability of people to move round an area and to reach places and facilities, including elderly, those with children or special needs
Amenity	A pleasant and useful feature or facility.
Architectural Language	The architectural expression that provide a basis for the character and appearance of the building. The language should be appropriate for the use and scale of building.
Articulation	The design rhythm produced by openings and recesses on an elevation
Biodiversity	The huge variety of life that exists – including plants, animals & ecosystems.
Blackwater	Waste water generated by toilets, kitchen sinks and dishwashers
Brownfield Site	Previously developed land
Building Line	The line formed by the frontages of buildings along a street.
Bulk	The combined effect of the volume and shape of buildings or groups of buildings.
Bungalow	A long, low, often rectangular house of a single storey
Carriage Arch	A break in a continuous frontage, which is bridged by a building to provide rear access for vehicles.
Concept Statement	A document that sets out the preferred land use and design concept that will be favoured by the Local Authority for the redevelopment of a particular site.
Conservation Area Character Appraisal	A published document defining the special historic and architectural interest which warranted the conservation are being designated.
Context	The setting of a site or an area, including built fabric, landscape, links to wider area, activities.
Continuous Frontage	Building facing onto and overlooking public areas that are joined to each other, or linked by small stretches of brick wall.
Cornice	Projecting ornamental moulding along the top of the building or shopfront.
Curtlilage	The area of land associated with a dwelling. Often called the 'plot'.
Density	Number of dwellings per hectare (can also be applied to floorspace)
Design Brief	Document setting out the requirements for a specific site.
Design Principle	An expression of one of the basic design ideas.
Desire Line	An imaginary line linking facilities or places that people find it convenient to travel along
Distributor Road	Those main roads whose principal function is to distribute traffic.
Eaves	The lowest part, and any overhang, of a sloping roof.
Elevation	The façade of a building or the drawing of a façade.
Enclosure	The use of buildings, trees and hedges to create a defined space.
Environmental Room	Those areas bounded by distributor roads within which the Quality of Life and local environment will have priority.
Fascia Board	Name plate over a shopfront or the roof finish at eaves level.
Fenestration	The pattern, proportion and arrangement of windows.

Form	The layout (structure and urban grain), density, scale (height and massing), appearance (materials and details) and landscape of development.
Frontage	The length of a building or site in contact with the road, street or public space.
Grain	See Urban Grain.
Greywater	Waste water produced from baths, showers and washing machines
Habitable Room	A room where people eat, sit or sleep.
Habitat	A place where a particular plant or animal lives.
Homezone	A mainly residential and pedestrian environment where speeds are regulated to around 10mph making streets into multi-use spaces.
Human Scale	Elements that relate well in size and scale to an individual human being and their assembly in a way that makes people feel comfortable rather than overwhelmed. – eg activity and openings at ground level.
Landmark	A building or structure that stands out by virtue of its height, size or some other aspects of its design.
Legibility	A place that has an image which is easy to understand and is easy to move around in.
Local Distinctiveness	The positive features of a place and its communities which contribute to its special character and sense of place
Massing	The combined effect of height, bulk and arrangement of the elements of a building.
Masterplan	Document setting out proposals for the development of an area which includes a concept statement and spatial diagrams.
Mixed Use	The layering of uses within one building or a mix of uses in one development or neighbourhood.
Morphology	The three dimensional form of buildings and spaces in an urban setting.
Mullion	Upright / vertical bar between the horizontal sections of a window or door.
Natural surveillance	The discouragement of wrong doing by the presence of passers-by or the ability of people to be seen out of surrounding windows.
Neighbourhood	The district or district character usually on a scale that makes internal movement easy for pedestrians.
Passive Solar Gain	The collection of solar radiation to meet a building's heating needs using the fabric of the building rather than solar panels which are active solar systems.
Perimeter Block	A block of continuous frontage development that defines the public realm and encloses private backs within it.
Permeability	The degree to which an area has a variety of pleasant, convenient and safe routes through it.
Perspective	Illustration showing the view from a particular point in 3D.
Pillaster	Ornamental column usually associated with shopfronts.
Planning Brief	Site specific development brief that covers all planning issues.
Planning Policy Guidance (PPG) / Planning	Documents embodying Government guidance on general and specific aspects of planning policy to be taken into account in formulating development plan policies and in making planning decisions. PPG's

Policy Statement (PPS)	can be found on the www.communities.gov.uk
Public Art	Permanent or temporary physical works of art visible to the general public, whether part of the building or free standing. It can include, sculpture, lighting effects, street furniture, etc.
Public Realm	The parts of the town (whether publicly and privately owned) that are available without charge, for everyone to use or see, including streets, squares and parks.
Rhythm of Buildings	The pattern and sequence of the architectural elements (width of frontage, building line, windows etc) and how they relate to each other in a along a complete frontage.
Scale	The impression of a building when seen in the context of its surroundings.
Section	Drawing showing a slice through a building or site.
Sense of Place	Local characteristics which give a place identity.
Site Appraisal	An assessment of an area's land uses, built and natural environment, historic development and social and physical characteristics. This may be for a single site or a wider area.
Site Lines	The visibility set back and the forward visibility needed to enable a vehicle to stop safely.
Soft Landscaping	Organic, vegetative or natural element of the urban environment.
Solid to Void Ratio	The relationship between the amount of wall and the amount of windows on an elevation. (Designs with too much wall and not enough windows can appear lifeless and bland.)
Stallriser	The vertical panel between ground level and the underside of the display window in a traditional shop front.
Strategic View	The line of sight from a particular point or to a particular landmark or skyline.
Sustainable Development	Development that ensures a better quality of life for everyone, now and in the future.
Sustainable Urban Drainage System (SUDS)	A range of different drainage systems that are designed to promote the filtration and evaporation of water as close to the source as possible to break down pollutants. SUDS are an alternative to drainage though pipes directly to a watercourse and will help enhance water quality and biodiversity, maintain groundwater levels and reduce the risk of flooding.
Thames Gateway	Nationally designated regeneration area along the Thames Estuary.
Topography	Local geography – gradients and heights.
Townscape	The way in which buildings relate to each other and the spaces around them.
Traffic Calming	Measures applied to existing roads to keep traffic speeds low.
Tree Preservation Order (TPO)	A legal order made by the Local Authority that makes it an offence to top, lop, fell or damage the tree without the Authority's consent.
Unresolved Building Forms	Where the different elements of the building have a weak relationship with each other and little correlation.

Urban Design	The art of making places. Urban design involves the design of buildings, groups of buildings, spaces and landscapes.
Urban Grain	The pattern of the arrangement and size of buildings and their plots in a settlement, and the degree to which an area's pattern of street blocks and street junctions is respectively small and frequent (fine) or large and infrequent (coarse).
Urban Renaissance	Action that secures significant improvements to the vitality and environment of urban areas so that they are more attractive places in which to live, work, shop and spend time.
Vernacular	The way in which ordinary buildings were built in a particular place, making use of local styles techniques and materials and responding to local economic and social conditions in the past.
View	What is visible from a particular point.
Vista	An enclosed view, usually a long and narrow one.
Visual Cues	References taken from the existing streetscene, e.g. window designs, ridge heights, frontage lines, materials etc.
Wildlife Corridor	A linear habitat that links two or more areas of wildlife significance which facilitates movement of species. (Can also be used for walking and cycling).

Appendix 19 Bibliography

Bently, Ina et al; Responsive Environments – A Manual for Designers; Architectural Press;1999

DETR; By Design – Urban Design in the Planning System: Towards Better Practice; DETR 2000

DETR; Living Places – Urban Renaissance in the South East; URBED; UCL 2000

DETR & CABE; Better Places to Live – A Companion Guide to PPG3; Thomas Telford Publishing; 2001

DCLG & DfT; Manual for Streets; Thomas Telford Publishing 2007

DCLG; Planning Policy Statement 1: Delivering Sustainable Development; DCLG; 2005

Department of Communities and Local Government; Planning Policy Statement 3: Housing; DCLG, 2006

DCLG; Planning Policy Guidance 4: Industrial, Commercial Development & Small Firms; DCLG

DCLG; Planning Policy Guidance 8: Telecommunications; DCLG; 1996

DCLG; Planning Policy Statement 9: Biodiversity and Geological Conservation; DCLG; 2005

DCLG; Planning Policy Guidance 15: Planning and the Historic Environment; DCLG; 2002

DCLG; Planning Policy Guidance 16; Archaeology and Planning; DCLG; 2001

DCLG; Planning Policy Statement 22; Renewable Energy; DCLG; 2004

DCLG; Best Practice Guidance on the Validation of Planning Applications; DCLG; 2005

DETR; Planning for Sustainable Development: Towards Better Practice; HMSO; 1998

Urban Task Force; Towards Urban Renaissance – Final Report; DETR; 1999

Llewelyn-Davies; Planning and Development Briefs – A Guide to Better Practice; DETR; 1998

Llewelyn-Davies; Going to Town – Improving Town Centre Access – A Companion Guide to PPG6; DTLR; 2002

Llewelyn-Davies; Urban Design Compendium; English Partnerships; The Housing Corporation; 2000

Colquhoun, Ian; Design Out Crime; Architectural Press; 2004

British Standard 5837; Guide for Trees in Relation to Construction; Second Edition; 1991

Urban Design Alliance; Placecheck: A Users Guide; UDA; 2000

Essex Planning Officers Association; The Essex Design Guide; EPOA 2005

Essex Design Initiative; Urban Place Supplement – Companion Document to Essex Design Guide; ECC 2005

Essex Planning Officers Association; Vehicle Parking Standards; EPOA; 2001

CABE; The Value of Public Space; CABE; 2004

CABE; The Value of Housing Design and Layout; Thomas Telford Publishing; 2003

CABE & DETR; The Value of Urban Design; Thomas Telford Publishing; 2001

CABE; Protecting Design Quality in Planning; CABE; 2002

English Heritage; Streets for All; English Heritage; 2000

English Heritage & CABE; Building in Context; Westerham Press Ltd; 2001

RTPI Carmona, Punter & Chapman; From Design Policy to Design Quality; Thomas Telford Publishing; 2002

Urban Design Group; Urban Design Guidance – Urban Design Frameworks, Development Briefs and Master Plans; Thomas Telford Publishing; 2002

Essex Biodiversity Project; Integrating Biodiversity into Development; Essex Economic Partnership & East of England Development Agency; 2005

TCPA; Biodiversity by Design; TCPA 2004

Bre Trust; Putting a Price on Sustainability; Bre Bookshop; 2005

Countryside Agency; Concept Statements and Local Development Documents – Practical Guidance for LPA's; Countryside Agency Publications; 2003

Southend Borough Council; Southend-on-Sea Green Space Strategy 2005-2015; SBC; 2005
TCPA; Sustainable Energy by Design; TCPA; 2006

Building Research Establishment; EcoHomes 2005- The Environmental Rating for Homes; BREEAM; 2005

ODPM; Planning and Access for Disabled People: a Good Practice Guide; ODPM website

Department for Transport; Manual for Streets; Thomas Telford; 2007

Department of Communities and Local Government; Code for Sustainable Homes; Communities and Local Government Publications; 2006

English Partnerships; Places, Homes, People; English Partnership Publications; 2007

English Partnerships; Car Parking, What Works Where; English Partnership Publications; 2006

CABE; Building for Life; CABE 2007

CABE; Thames Gateway Design Pact Consultation Draft; CABE 2008

Appendix 20 List of Useful Websites

Association for Environmentally Conscious Buildings	www.aecb.net
Beddington Zero Energy Development	www.bedzed.org.uk
BREEAM – Assessing Eco Performance	www.breeam.org.uk
Cabe Space	www.cabespace.org
Carbon Trust	www.carbontrust.co.uk
Commission for Architecture and the Built Environment	www.cabe.org.uk
Construction Best Practice Programme	www.cbpp.org.uk
Civic Trust	www.civictrust.org.uk
Countryside Agency	www.countryside.org.uk
Greenspace	www.green-space.org.uk
English Heritage	www.english-heritage.org.uk
English Nature	www.english-nature.org.uk
English Partnerships	www.englishpartnerships.org.uk
Energy Efficiency Best Practice Programme	www.energy-efficiency.gov.uk
Energy Saving Trust (including grants)	www.est.org.uk
Environment Agency	www.environment-agency.org.uk
Flood Risk Matrix	www.pipernetworking.com
Home Builders Federation	www.new-homes.co.uk
Institute of Highway Engineers	www.ile.og.uk
Landscape Institute	www.l-i.org.uk
Living Roofs	www.livingroofs.org
Department for Communities and Local Goverment (formerly Office of the Deputy Prime Minister)	www.communities.gov.uk
Placecheck Initiative	www.placecheck.com
Planning Portal	www.planningportal.org.uk
Resource for Urban Design Information	www.rudi.net
Royal Institute of British Architects	www.architecture.com
Royal Town Planning Institute	www.rtpi.org.uk
Secured by Design	www.securedbydesign.com
Southend-on-Sea Borough Council	www.southend.gov.uk
Sustainable Development Commission	www.sd-commission.gov.uk
Thames Gateway Car Share	www.thamesgatewaycarshare.com
The Landscape Institute	www.landscape.institute.org.uk
UK Government and Related Websites	www.ukonline.gov.uk
Urban Design Alliance	www.udal.org.uk


southend·on·sea
town, shore and so much more