EAST CAMBRIDGESHIRE
DISTRICT COUNCIL

Design Guide

Supplementary Planning Document

March 2012

Appendices

INTRODUCTION

The overall purpose of this guide can be understood by considering the primary objectives for development within East Cambridgeshire, given below. Meeting these objectives is the responsibility of anyone carrying out development in the District.

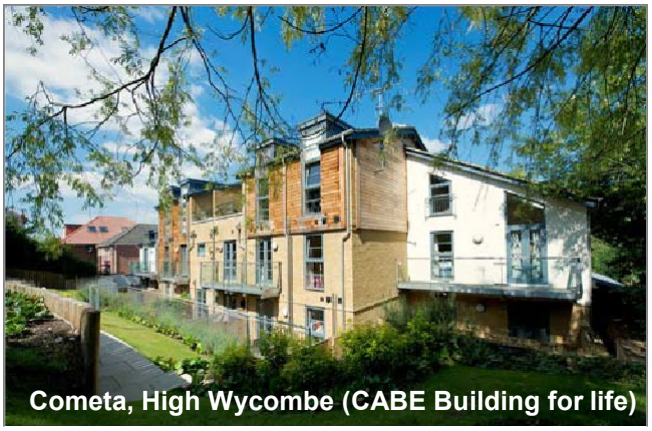
INNOVATION……IMAGINATION……CREATIVITY

To achieve these objectives, any design proposal has to include a sound basis and background in order to set out the parameters and principles that will inform the design process. Discipline in architecture and design will always need a complete understanding of principles, and from that will come the springboard for the future.

This guide has two broad aims:

1) To set out prescribed rules that should be adhered to, unless material considerations indicate otherwise;
2) To focus attention on the design issues that will be assessed when determining applications.

It is intended to provide a pathway down which any potential developer can travel, and to arrive at a scheme that both satisfies their requirements, and is a high quality addition to the built environment. It hopes to encourage sound building principles, combined with innovation and excellence in design.



Cometa, High Wycombe (CABE Building for life)

The guide will set out the requirements and aspirations for development within East Cambridgeshire. It is not intended to be a potted guide to architecture, landscaping, archaeology, etc. All design solutions should attempt to achieve development that is attractive, functional and sustainable.

In order to produce a development scheme that meets the high design standards expected, specialist knowledge, training, and vision will be required. If you intend to carry out development within the District and are not qualified in design or architecture, you should consider employing an architect or agent to guide you through the process.

The following issues may need to be considered when making an application for development (this is not an exhaustive list):

- Legal issues;
- Planning policy and history;
- Foul and surface drainage methods;
- Habitat and species protection and enhancement;
- Highway safety and design;
- Layout and design of buildings;
- Visual and residential amenity;
- Crime and Security;
- Arboriculture;
- Heritage and archaeology.

To a certain extent architecture and design are subjective disciplines, dependant on the opinions and views of the instigator. When producing a development scheme, decisions should be informed, influenced by a combination of personal taste, professional judgement and quality of design. It is important to note that personal taste will not be appropriate in every situation.

The essential design principle should be to exert a discipline over the choices made, so that the form and function of any building is a well-considered response to the era in which it is being built, and the context into which it is being set.

The most successful streetscapes are the result of such control, and these continue to be valued to this day e.g. Victorian and Edwardian terraces, Georgian townhouses and crescents, and the initial layout of the Garden Cities.

Devonshire Gardens, Glagsow

There is often a desire to make buildings more visually interesting. However, this should not result in an excessive amount of detailing on the external elevations. Design elements should always relate to the overall form of the building. It is important that a building exhibits the quality of its design and is not submerged beneath inappropriate detailing. This also applies to ancillary features such as boundary treatments e.g. railings should not be used to obscure the building behind, but should provide views through to the building.

N.B. Development is both a private and public activity, and it will not be acceptable for any developer to hide behind the maxim of “it’s my land so I can do what I want with it”.

For the purpose of this document a ‘developer’ is anyone carrying out such works, whether a householder or a multi-national company.

BUILDING FOR LIFE

Good design should make the best use of land, provide value and create successful places with character, variety and identity.

The following section outlines a combination of general principles taken from CABE's 'Building for Life' Guidelines and East Cambridgeshire District Council's expectations for development. Many of the principles are also supported in 'Cambridgeshire: Quality Charter for Growth'.

Adherence to the principles contained in these documents, will need to be exhibited by all development proposals. Where the application is required to be accompanied by a Design and Access Statement, then a comprehensive and coherent justification for the development proposal will have to be set out.

For development of 50 dwellings and above, or for mixed development involving housing/retail/employment, the application should be accompanied by a development master plan. This document will incorporate many of the same issues covered in the Design and Access Statement. In addition, there will need to be a description of the following:

- The open space to be provided on site;
- The phasing of the development;
- The affordable housing provision;
- The overall landscaping;
- The drainage for both foul and surface water;
- The infrastructure provision, indicating new provision and how the development will be integrated with existing facilities/facets;

- For mixed development, there will need to be a detailed description of the commercial aspects to be provided, the rationale behind the choices made, and a timetable for implementation.

Space around buildings

"High quality and inclusive design should create well mixed and integrated developments that avoid segregation and have well planned public spaces" *(PPS1 Sustainable Development).*

For development in East Cambridgeshire the following should be applied:

- Streets, footpaths and public spaces should link into well-used and existing routes;
- Developments should be planned to ensure that buildings overlook public spaces, roads and footpaths to increase natural surveillance;
- All developments of 10 or more dwellings shall provide some form of public open space on site, whether for children's play and adventure, or for reflection and learning. Consideration should also be given to facilities for older children, such as ball courts;
- Any areas of public open space need to be properly defined and functional, to avoid them becoming unused and uninviting;
- Areas should be uncluttered and well-maintained with a maintenance plan in place to secure long-term success;

- Where the front elevation is located less than 4 metres from the back-edge of the highway, the space shall be laid out and/or planted to enhance the public view of the street scene;
- Any boundary treatment fronting a highway shall be in the form of hedging, walls or railings not exceeding 1 metre in height, unless in particular circumstances. Boundary treatments in other areas, should be no higher than 2 metres, and could be of a variety of materials, provided they complement and enhance the street-scene.

Architecture

"Good design ensures attractive, usable, durable and adaptable places and is a key element in achieving sustainable design". *(PPS1 Sustainable Development)*

- Good architecture is concerned with the successful co-ordination of proportions, materials, colour and detail, rather than with a particular style;

- Care needs to be taken when considering the design of corners, rooflines, and the way in which the building meets the ground;
- Design should also be able to accommodate changing demands and lifestyles by providing flexible layouts. Particular attention should be paid to access and the potential to extend or adapt;
- Buildings must be designed to take account of modern technology to improve performance and quality. The following should be looked at in detail;
    - Energy use;
    - Energy generation;
    - Recycling of waste and water;
    - Sound and heat insulation;
    - Use of natural light and heat.
- Every effort must be made to reduce the environmental impact of buildings, through both construction/materials and functionality once occupied.

DEVELOPMENT FORMS

There are a number of recognisable forms of development, the characteristics of which have been well documented and assessed in the Essex Design Guide, 2005.

In today's towns and villages, it is now only in larger scale developments that the opportunity can arise to create a completely new concept. However, it is important to recognise that existing settlements do have areas of quality that are appropriate to their setting and these should be reinforced and replicated in new development.

The growth of larger settlements such as Ely, Littleport, Soham, Burwell and Bottisham, provides opportunities for more extensive and comprehensive schemes that can make a positive contribution to the settlement. In the smaller villages, it is more important to complement and extend the areas that are already of recognised quality.

The term 'urban' is used to cover the majority of areas in which development will take place, whether it is in a small village or a larger town. Rural development is really confined to development opportunities that may arise in the countryside, for instance if a barn complex is being converted for a new use, or where individual buildings are proposed in a rural setting.

A variety of built forms exist within urban settings, and by identifying the main characteristics of these forms, this will help provide development that is consistent and of a high quality.

The primary distinctions and balances that must be made in all development schemes will be between the formal and informal aspects and these should be consistent throughout the scheme. Developers should look at the following in detail:

- Spaces between the buildings;

- The buildings themselves;
- Cumulative impact of all the various elements that go to make up the overall setting into which these building are located in order to form a cohesive scheme.

In order to illustrate this, a variety of urban development forms have been considered below, together with the main characteristics of each.

Village Green

- A variety of house styles, mainly attached on either side;
- Parking provision is either provided on each plot or in communal areas to the rear with carriage arches providing access;
- Some houses sit at back-edge of highway, whilst some have front gardens;
- Where properties front the public open space, there may be a reduction in rear garden sizes;
- Small areas for visitor parking may be provided on the green;
- May have a larger more formal building dominating one side of the green ("country house").

Village Street

- A variety of house styles, mainly joined together and some without parking provision on plot;
- The street is usually widened at points to accommodate on-street parking;

- No front gardens, houses all sit on back-edge of highway;
- Variety of uses may be present or evident in the street.

Urban Village

- A variety of house styles, mainly joined together;
- Parking provision either provided on each plot or in communal areas to the rear. Garage courts are often used with flats above;
- Houses are arranged to have maximum continuity onto the public spaces;
- No front gardens, except around small green areas, all houses sit on back-edge of the highway;
- Trees are used to create a sense of enclosure and avenue planting is common;
- Some flats with communal gardens and parking areas;
- Streets can be interspersed with 3 storey townhouses.

Informal Urban Street

- Layout is for densities of 20 dwellings per hectare and above;

- Variety of house styles with wide frontages and shallow plans, mainly joined together and some without parking provisions on plot;
- Most houses sit at back-edge of highway with no front gardens;
- Parking is provided to the rear, either in garages or parking courts;
- This type of layout will not be successful if standard, detached dwellings are used.

Urban 2/3 storey

- Houses are joined together in terraces;
- Three storey crescents can be used to give focus;
- Streets widened in areas to accommodate on-street parking;
- Small gardens to the front may be possible.

Informal Market Square

- Refers to the layout rather than the appearance of the dwellings;
- Back lanes give access to the rear of some plots, providing parking and garaging;
- The square is adopted for highway use right up to the frontage of the buildings;
- Mews may run behind the main buildings, providing access to the rear.

Large Landscaped Square

- Three storey townhouses enclosing a large landscaped space;
- Parking and garaging on each plot, accessed through carriage arches;
- Generous tree planting and landscaped areas can link to wildlife corridors;
- There may be a reduction in private garden space, due to the presence of public open space;
- Outside the square, development may be less dense, perhaps in the Arcadian form (see below).

Formal Square

- Detached houses set in a formal plan, with pinch points formed by the dwellings at the entrance(s) to the square;
- Front gardens are possible, complemented by formal tree planting in the square;
- Parking would be in the form of garages between, or to the rear of, the properties;
- Houses would be linked by gateways and semi-detached pairs or a single dwelling set at an angle would fill corners.

Arcadia

(This is a general description, not a reference to the development of a similar name, Accordia, in Cambridge)

- Enables existing and new landscaping to dominate with low density houses, set on a variety of alignments;
- Meandering road layouts with hedge and hedge/bank boundaries;
- Parking and garaging sited inconspicuously within the plots;
- Trees planted between houses to provide a high degree of privacy.

Mews Court

- Can provide 10-20 dwellings in a form that allows the main street frontage to be retained;
- Parking is either beneath or behind the dwellings, accessed by carriage arches when to the rear;
- The square is enclosed at the corners by buildings;
- Taller buildings can be used to emphasise the central axis of the courtyard;
- Tree planting within the paved turning/parking area of the square.

ESTABLISHING CHARACTER

There are five main aspects that should be examined when determining character within East Cambridgeshire.

Any development will have to assess, address, and analyse these areas, in order to create a design appropriate for each individual location. This will be required for development proposed within an existing built area, and for creating interesting and innovative new development on Greenfield sites.

1. **Urban/Rural Context:** Refer to the general characterisation of the locality Where development is proposed within an existing built form, this is likely to be straightforward. Where the land has not been previously developed, the assessment will have to be made on the character of adjacent land and buildings. In either case, it is crucial that any future development improves the quality of the built environment rather than replicates a previous built form that may not have been of any merit.

2. **Historical Context:** Understanding this will give a greater appreciation of the way places have evolved through time. This is particularly important when dealing with extensions to towns and villages in order to avoid incongruous street layouts. Features that may reinforce local character should be noted e.g. paving details, building materials.

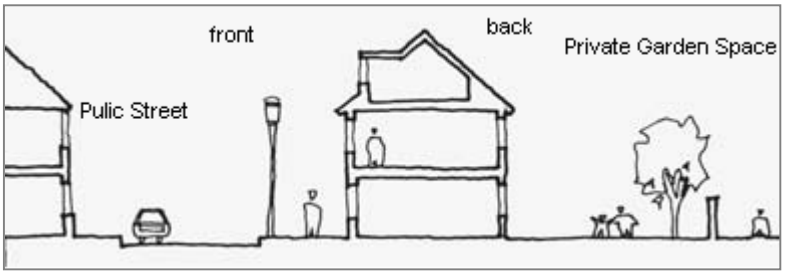
3. **Geographical Context:** It is important to understand why settlements are built in specific places. Perhaps geographical features have dictated where to build or not to build e.g. flood zones, hills, transport links and resources. New places should relate well to existing features, and their setting in the wider landscape.

4. **Links to other places:** Development should never be carried out in isolation. An assessment of existing and potential routes should be carried

5. **What sort of development do we want?** Developing an understanding of people's aspirations for a place can help to inform the design of new development. It can either reflect the existing character of the locality, or have a character of its own that makes a positive contribution.

DESIGN OF DWELLINGS

The guidelines drawn up in CABE's Building for Life should form the process for drawing up the site assessment and design concept (including any affordable housing). In addition to the CABE guidelines, the following will apply to development within East Cambridgeshire:



General

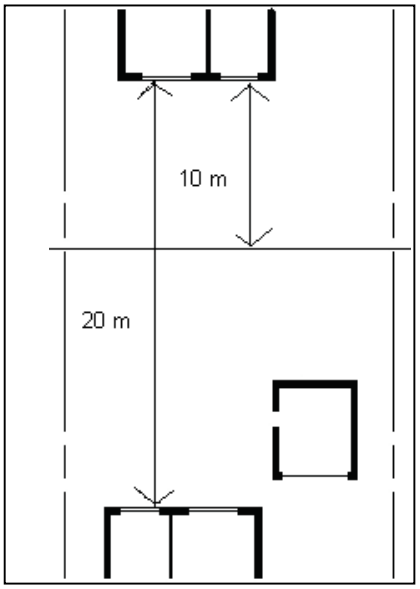
- In most cases, building plots should be approximately 300 square metres;
- The footprint of any proposed development should be no more than approximately one third of the plot size;
- In most cases, rear private amenity space should be a minimum of 50 square metres;
- The combination of boundary treatments and hedge or tree planting should be addressed in any proposal, as this can add significantly to the bio-diversity of the locality;
- High quality public open space must be provided within any new development. For guidance on developing play areas, refer to Appendix A.

Windows

- The distance between rear inter-visible windows should be a minimum of 20 metres; This will require the rear elevation of any dwelling to be located at least 10 metres from the rear boundary;
- Windows in utility rooms, bathrooms, cloakrooms and glazed doors are not required to comply with the above prescribed separation distance

and new development on neighbouring land will not have to take such windows into account;

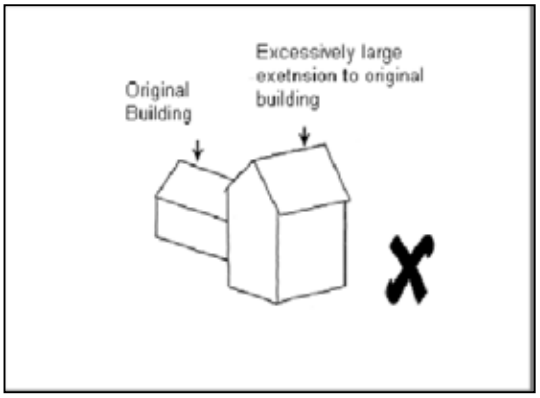
- Where dwellings already exist with windows closer than 10 metres to the boundary, it will not be incumbent on developers of adjacent land to make up any shortfall in the prescribed separation distance. The protection of privacy, and against overlooking, should have been addressed when the original dwelling, or any subsequent extension, was designed. It should never be assumed that because adjacent land has not been developed, that it will never be so in the future.

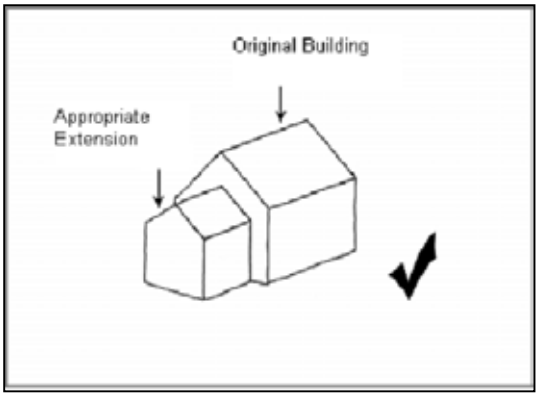


Extensions

- Extensions should not be dictated by a desire for a particular amount of additional floor space;
- The form and proportions of the original dwelling will determine the extent to which it can be extended;
- When a dwelling has been extended, the original building should still be clearly legible and pre-dominate;
- In the countryside, existing dwellings should not be regarded a building plots. The size of the original dwelling will determine the extent to which it can be enlarged. The visual impact should be minimised in all cases;
- In most circumstances, any extension will need to be subservient to the existing dwelling;

- The fact that Permitted Development Rights may allow large extensions will not be accepted as an argument to support badly designed and/or out-of-scale proposals.





- In exceptional circumstances, it may be possible to change the entire form of the building to a new unified and cohesive whole. However, this is unlikely to be the case for the majority of extensions;
- For semi-detached or terraced properties, the retention of symmetry should be retained where possible. As a result, it will rarely be acceptable to construct a two-storey side extension to one property only.

Garages

- Garages should ideally be positioned to the side and rear of the dwelling. It will rarely be acceptable to construct a garage between the front elevation and the highway;
- Integral garages should be positioned to one side, and should not be located on the principal section of the front elevation. This is to avoid them appearing as a 'gaping mouth' when open.

Outbuildings within the curtilage.

Wherever possible an outbuilding, including greenhouses, sheds, garages etc, should be constructed within Permitted Development Rights, without the

need for a formal application for planning permission. Evidence and experience has indicated that such development is unlikely to give rise to significant planning issues. This is particularly so in the countryside, where the occupants of isolated dwellings may seek more extensive floorspace/facilities. Where a larger building is required, the following criteria will have to be observed:

- The proposed building should be of the minimum size necessary;
- The form and location of the building, including its height, proximity to boundaries, and use of windows, should take into account the amenity of adjacent properties, to avoid any detriment due to overlooking/loss of privacy, or overshadowing;
- The building should take account of the location in which it is to be set. This will affect its design, size, location, and finishing materials. It should not compete in any way, with the host dwelling;
- It should be sited in such a way that any trees are not adversely affected either during construction, or, once the building is being used;
- In countryside locations, where all building is strictly controlled, any domestic outbuilding will be constrained by the same restrictions that apply to other development in such a location. Outbuildings should not have the appearance/volume of a dwelling, as this will inevitably give rise to an unacceptable presence in the countryside, contrary to national policies to protect it;
- In countryside locations, preference should be given to extending an existing dwelling, rather than constructing another building.

Back land Development

- Back land development (one dwelling built behind another) will only be acceptable if supported by a contextual analysis of the locality (particularly with reference to the point below about large houses);
- There must be sufficient space to allow for an access road to the rear, the width of which may be determined by the status of any adjoining highway;

- Adequate protection against noise and disturbance must be provided for the host dwelling;
- Consideration should be given to the inclusion of adjacent land, to avoid piecemeal development. Applications may be refused if it cannot be demonstrated that the possibility of a more comprehensive development has not been explored;
- The fact that there may be space within the curtilage to construct a dwelling, will not, in itself, be sufficient justification for doing so;
- There can be no presumption that large houses in extensive curtilages should be able to subdivide the garden ground into smaller plots. It is important to retain a stock of housing that can accommodate the growth aspirations of Ely and the larger settlements in East Cambridgeshire, where there will be a demand for 'executive' style dwellings.

Energy Conservation/Generation

All dwellings should be designed to reduce their carbon footprint and to be as sustainable and as self-sufficient as possible. The following issues should be considered:

- Orientation;
- Solar generation of heat and electricity;
- Ground source heat pumps;
- Future technologies;
- Storage and recycling of water;
- Use of sustainable urban drainage systems (SUDS). The only exception would be foul drainage, where the preference is for connection to the public drainage system;

All dwellings should be designed to the highest possible standard. This shall not be less than Code 4 of the Code for Sustainable Homes 2008.

LANDSCAPE DESIGN

This section is adapted from the Cambridgeshire Landscape Guidelines (CLG) 1995.

Issues and Objectives

"Landscape influences the quality of our working, travelling, domestic and recreational lives. It reflects the richness of our ecological and historical heritage". *(Cambridgeshire Landscape Guidelines)*

It is generally accepted that countryside should be the following:

- Diverse;
- Reflect local character;
- Create or contribute to a sense of place;
- Be consciously thought about, and managed;
- Acknowledge our affinity with nature;
- Fulfil the need for recreation and visual enjoyment;
- Create local identity;
- Inspire creative thought;
- Give pleasure to residents and tourists alike.

There is a perception that over the last few decades, the quality of our countryside has been in steady decline. This can be attributed to:

- Development that is bland, insensitive and lacking in character;
- The loss of the Cambridgeshire countryside of old;
- Loss of habitat;
- Intrusive new structures;

- Loss of sense of place.

In order to stem the decline and start tackling the problem, it is essential that there is a positive response to the issues highlighted below:

- Agricultural economics that work against the planting of trees, hedges etc;
- The economics of development in the current financial climate that may not appear to support high design standards for buildings and roads/highways;
- Major changes in agriculture with some land not needed for food production;
- Economic and population growth in the county;
- Growing environmental awareness in both the rural and urban context;
- Reassurance that we can live alongside nature;
- Reduced budgets for local authorities;
- Renewable energy and the impact that this may have on the landscape e.g. solar farms, wind turbines;
- Sustainable Urban Drainage Systems (SUDS).

Countryside change by design

The countryside is primarily influenced by visual characteristics. It differs little in principle from our perception of high quality buildings and townscape. However, landscape cannot look after itself. There is a need to use design-based landscape guidelines, and to think long-term for the next generation and beyond.

Before undertaking landscape schemes it is important to follow the action points below:

- Professional landscape design advice should be sought at the earliest opportunity;
- Gain a full understanding of the area using documents, photographs and aerial surveys/photographs;
- Carry out an appraisal of the landscape. This should include a survey and analysis of elements of landform, ridgelines, views, existing vegetation, wildlife habitats, soils, historical/archaeological features, built forms, right of way and any planning designations;
- Understand the landscape variation that exists between the north and south of East Cambridgeshire with regard to soils, topography and historic land management. In the south, the landscape/tree cover is similar to that of north Essex, whilst the northern part of the District is typical Fenland Landscape (as illustrated as No.8 in the CLG).

Landscape criteria for new developments

Objectives:

- To minimise any impact on existing landscape qualities and features;
- To contribute positively to landscape quality by increasing the potential to enjoy the countryside;
- To create nature conservation and environmental education opportunities;
- To ensure that new landscapes are supported by sufficient management resources for their long-term care and maintenance;

- To provide well laid-out and functional public open space within developments;
- Consider the inclusion of communal areas for the production of food.

Icon, Somerset (CABE building for life)

Cometa, High Wycombe (CABE Building for life)

In order to achieve the goals above, developers will be required to:

- Consider existing important views from roads, paths and public areas. Pay special regard to views of church spires, fine buildings or designed landscapes. Consider framing existing views or creating new ones;
- Paying particular attention to the edges of new development, especially where boundaries are adjacent to the countryside. Avoid clutter, bland or repetitive compositions and large-scale masses;
- Consider using hedges and woodlands as screening. Where quality architecture exists (i.e. walls or buildings), planting could be used as a foil rather than a screen;
- Reflect the local landscape character through the choice of appropriate native species; pattern of woodland/copses/hedgerows; use of

landform; avoidance of harsh lines; use of local materials for walls and structures;

- Seek opportunities for creative habitat enrichment including open watercourses and dense native species hedgerows rather that using ornamental shrubs or coniferous hedging. Such enrichment could include hedges, copses, ditches and ponds;

New Islington (Urban Design Compendium)

- Major development schemes should offer environmentally based opportunities as an integral part of the proposal. Possibilities could include woodlands, 'pocket parks', off-site landscape improvements, nature reserves, teaching areas close to schools, formal and informal recreation and links to the countryside utilising existing rights of way or newly created footpaths;
- Create space for tree planting within a scheme, but ensure that these spaces are sustainable e.g. avenues of trees, copses, and small tree groups with specimen trees;
- Design schemes around existing key trees that are to be protected and maintained in perpetuity;
- Ensure that the design solutions for planting are appropriate to the different locations within an overall development site e.g. hard landscape areas, roads, squares, verges, and make sure that service routes have been taken into account so that the trees are not later found to be damaging them, or the implementation of services adversely affects the trees;

- Reflect the historic character of localities by choosing the appropriate tree species and layout. This can often be combined with the promotion of biodiversity, the creation/preservation of habitats and as a consequence, the encouragement of wildlife that can thrive in them. The planting of orchards for example, can achieve most of these criteria;
- Prepare management plans in order to ensure appropriate thinning regimes, long-term species composition, structure for new woodland areas, wetland habitat management and methods for diversifying habitats and encouraging wildlife;
- Carefully consider the need for, and the provision of, external lighting in order to avoid light pollution;
- When including play areas as part of any landscape scheme, developers should follow the standards set out in Appendix B.

Further information is also available from the RECAP Waste Management Design Guide and the Cambridgeshire Green Infrastructure Strategy 2011.

Environmental proposals will need to be secured as part of the development, through appropriate planning conditions, master plans, and legal agreements with the Local Authority.

Where planning applications have trees on the site, or on adjacent land, they will need to be accompanied by an arboricultural assessment. This will

indicate either why the trees will not be affected, or, if they could be, how the construction will be modified to prevent any damage occurring. The relevant guidance can be found in BS 5837 'Trees in relation to construction' 2005. It is currently under review to ensure that it keeps pace with all the relevant issues.

The commitment to quality landscaping is incumbent on **all** development, not just large schemes. There may be extensive scope for improvement where new development is proposed in the countryside, for instance with replacement dwellings and agricultural buildings.

THE HISTORIC ENVIRONMENT

Building in context

Building in Context: New Development in Historic Areas is a publication produced by CABE and English Heritage to help stimulate high quality design in historically sensitive locations. The principles laid down in the accompanying Toolkit (appendix C), can be successfully applied to any development proposal.

When dealing with development in Conservation Areas or affecting Listed Buildings, it is vital that the right approach is found. It is important to examine the context of any proposal, and to relate any new development to its surroundings. Where there are up-to-date Conservation Area Appraisals, they can be used to help guide the design process.

It will not be acceptable to design a building that represents a pastiche, or replicates of a historical period of architecture that is alien to the locality in which it is to be set (e.g. mock Elizabethan design in a Georgian street scene).

Nothing within the guidelines prevents the submission of contemporary design within historic areas. The appearance of many Conservation Areas is made up of the various styles attributed to the age in which they were built. However, care must be taken to ensure contemporary design respects the character of the area and pays heed to its immediate, and wider, setting.

Heritage Assets

Heritage assets can be divided into two categories; designated assets such as Listed Buildings, Conservation Areas and Scheduled Ancient Monuments, and non-designated assets such as Buildings of Local Interest. This section deals with issues of design affecting all heritage assets.

N.B. For Listed Buildings, it is the **entire** building, both inside and out, that is protected. It is a criminal offence to carry out works that affect the character of a Listed Building without the appropriate consent from the Local Planning Authority.

Design Principles

East Cambridgeshire has an abundance of historic buildings and places which the Council is committed to preserving. High quality design is fundamental to ensuring the preservation and enhancement of our towns and villages.

Any development that affects the historic environment should make a positive contribution to the area and have sufficient regard for the surrounding buildings and features. Development that does not respect the character, detracts from, or has a negative impact on the area, will not be supported.

A Design and Access Statement as well as a Heritage Statement must accompany all applications affecting heritage assets. The Council has produced a template and guidance to assist applicants in the production of a combined Design, Access and Heritage Statement that is available on the conservation pages of the website.

Most historic buildings can sustain some degree of sensitive alteration or extension to accommodate continuing or new uses. The extent to which they can accommodate change without loss/damage to the special interest varies in each individual case.

New work should always acknowledge the old, regardless of whether it is restoration, replication, complementary addition, or a contrasting addition.

Restoration: Where a building has lost its original form or an element has been partially or completely hidden by later additions and documentation exists to restore the building or frontage back to its original form.

Replication: Where new work is specifically designed to match the original in its entirety, (materials, details, dimensions, proportions, etc). This method is not often supported, as it is very difficult to achieve whilst ensuring the new does not 'masquerade' as old.

Complimentary addition: Where the design takes its cue from the profile, massing, rhythm, scale and proportions of the original but does not replicate the details.

Contrasting addition: There are two types of these

1) Differential – where the new becomes a unassuming back drop to the old;
2) Assertive – where the new becomes equal to the old and the two combined are of greater value than their individual parts.

Extensions

Acceptability will depend on the site, landscape, scale and form of the existing building and the proposed extension. The following general principles should be applied:

- It should protect the character and appearance of the building;
- It should be subservient to the original building in terms of scale and form;
- It should be of high quality design;

- Materials should generally match the existing, however it may be possible to create modern high quality designs using contemporary materials;
- Flat roofed extensions will rarely be acceptable unless they form a link or are appropriate to the character of the original building;

Small buildings

- These present challenges with regard to the scale of extensions;
- They often need to be extended to give them purpose and secure them in active use;
- Construction of a low link, often in glass, is an effective way of maintaining the visual integrity of the original building.

Roof extensions

- Where the form, internal structure or decoration is fundamental to the significance and character of the building a roof extension may not be appropriate;
- Where long views are important, it may be difficult to achieve without having a negative impact;
- Where streets are narrow and buildings are tall, the visual impact of roof extensions will be less and they may be more acceptable.

Conservatories

Not all historic buildings are able to accommodate a conservatory extension, and any application will be assessed on individual merit.

- Any conservatory extension should not be overbearing in size, should not obscure any architectural detailing, and should be designed for each individual building;
- For Listed Buildings, the use of UPVC and mass-produced products will not be acceptable.

Porches

- Where recessed doorways or door hoods exist, these should be retained and their enclosure resisted;
- New porches should be specifically designed for individual buildings, and should be lightweight additions, preferably located on the side or rear extension.

Cellars

- Where they survive, features such as wine bins, larders and cellars should be preserved and retained;
- Advice should be sought before contemplating any major damp proofing works, because if carried out incorrectly, they can have a detrimental impact on the building;
- In some cases it may be possible to bring such an area into habitable use, although many are simply not suitable for conversion.

Loft Conversions

- Not all historic buildings are able to accommodate loft conversions;
- Where historic roof structures are present, any conversion must fit around the fabric. Consent will not be given for the removal of historic fabric;
- The insertion of roof lights and/or dormers to facilitate conversions should be kept to a minimum, and the loss of historic timbers should be avoided.

External Walls

- Alterations and repairs should be sympathetic to the existing fabric. As a general rule, alterations should be carried out using matching materials;
- Exposed brickwork should be retained and consent will be required to cover it over on Listed Buildings and buildings in Conservation Areas;
- Where external brickwork has been previously rendered or painted, regular maintenance will be required and the use of garish colours should be avoided;
- The use of cement based renders and mortars should be avoided on historic buildings to ensure breathabilty. Where repairs are required, a lime-based product should be used;
- Where cement has been used previously, this should be removed when possible and replaced with a suitable lime alternative. This may require consent in relation to Listed Buildings;
- Openings should not normally have their proportions or details altered. Arches and soldier courses should be retained where possible, and repeated in any new works or repairs.

Windows

- Original windows should be retained where possible. Repairs and draught-proofing can often provide a cost effective method of improving efficiency;

- Where original windows are beyond economical repair, any replacement should be of timber construction, unless the original is of a different material (e.g. metal);
- When replacing windows the original appearance should be retained, i.e. the pattern of panes, the correct proportions, and the proper functioning of glazing bars;
- For Listed Buildings, the use of stuck on glazing bars will not be acceptable;
- The use of slim-profile double-glazing may be acceptable in some cases. This will usually only apply to windows with minimal glazing divisions, where little or no historic glass survives;
- Double-glazing will not be acceptable in Grade I or Grade II* Listed Buildings.

N.B. Not all buildings, regardless of grade, will be suitable for double-glazing and cases will be assessed on individual merit.

- Dormer windows may be acceptable in some cases, although there is a presumption against their use in front elevations;
- Dormers should not sit too close to hips, should be evenly spaced, and should be in proportion. It is usually recommended that dormers are aligned with the windows on the main building;
- Detailing should be appropriate to the age and style of the original building;

- Roof lights should, wherever possible, be restricted to unobtrusive roof slopes and should have a minimal projection from the roof slope;
- The extensive loss of historic fabric to accommodate roof lights and dormers should be avoided and will not normally be supported in Listed Buildings.
- Roof lights that sit flush to the roof pitch should be used where possible; care must be taken when using 'conservation style' products as these often refer to the design rather than the profile.

External Doors

- Original doors and surrounds should be retained where possible; this should include features such as doorknobs, knockers, letterboxes and boot scrapers;
- Doors should be of a traditional style and appropriate to the building e.g. for cottages, vertical boarded doors would be appropriate, whilst for more formal properties, framed and panelled doors would be more acceptable;
- The use of UPVC will not be acceptable in Listed Buildings and will be resisted in Conservation Areas.

N.B Consent is required to alter doors and windows on Listed Buildings and on any elevation fronting a highway on Article 4 properties in Conservation Areas.

Roofs and Chimneys

- Where original roof structures survive, these should be preserved and retained in situ;
- The ridge height of the roof should not be raised to accommodate greater headroom, as this will change the proportions of the house and its setting in the street;
- When undertaking repairs to roofs, matching materials should be used;
- Chimneys should generally be retained as these add to the roof-scape of streets and towns;

- The adaptation of existing chimneys to accommodate modern boilers or burners may be possible. Where alterations are required for safety purposes, care should be taken to ensure they are sympathetic and in keeping;

N.B For Listed Buildings, lining and increasing the height of chimneys will nearly always require consent.

Rainwater Goods

- Where original cast iron rainwater goods still exist, they should be retained;
- Where plastic rainwater goods have been used in the past, these should be removed where possible, and replaced with a more suitable alternative;
- The use of traditional cast iron will be expected on Listed Buildings, however the use of 'mock' cast iron alternatives will be considered for buildings within Conservation Areas and occasionally, on rear elevations;
- On modern, contemporary constructions, the use of alternative materials will be considered.

Renewables

Renewable energy installations on historic buildings must be carefully considered to ensure they do not have a detrimental impact. The roof-scape

of historic towns and villages is distinctive, and installations should be avoided on principal elevations.

- Rear, and non-visible, roof slopes and locations are preferable for installations;
- The use of outbuildings to accommodate installations will be encouraged;
- Planning permission is always required for installations on, or within, the curtilage of a Listed Building;
- Ground source heat pumps may be acceptable in some cases. These may require planning permission and will nearly always require Listed Building Consent. They may also require archaeological investigation;
- The mounting of wind turbines on buildings will not be encouraged, as this can have a dramatic impact on roof lines and views. Where possible, turbines should be located on the ground. Where the building is listed, regard must be given to the setting and context of the site/building.

Services

The installation of new services in historic buildings must be handled with care as these can have a detrimental and cumulative impact on the character of buildings and localities.

- Any false floors or ceilings must be reversible and should not damage or obscure details such as cornices, architraves or skirting;
- Satellite dishes, burglar alarms, CCTV and flues should be concealed or disguised where possible. It may be necessary to consider alternative solutions (e.g. the installation of satellite dishes on free standing posts);
- Where services are physically attached to a Listed Building, consent will be required.

External Features

- When proposing external alterations to boundaries or landscaping, historic fabric should be retained where possible;

- Unsympathetic materials such as concrete, block paving or tarmac, should be avoided;
- Soft landscaping should be considered as a method of improving the visual appearance of buildings and localities.

Internal Features

This section will mostly apply only to Listed Buildings, but many of the principles should be followed when dealing with historic buildings in general.




Walls

- Traditional plaster and render should be retained where possible. Consent will be required for the removal of original plaster or render and this will not normally be supported;
- Repairs should be carried out on an exact like-for-like basis;
- Traditional plasters require ‘breathable’ paints in order to enable an adequate movement of moisture through the walls;
- Original exposed brickwork, tiling, and panelling, should be retained and left exposed;
- The insertion or removal of internal walls may be acceptable in some cases, but this will always require consent;
- The removal of original divisions and/or structural walls will not generally be acceptable.

Floors

- Where original floor coverings survive, they should be preserved and retained in situ; the use of concrete infill for floors should be avoided in historic buildings. Suitable alternatives such as breathable limecrete or natural flooring, will be encouraged;
- Under-floor heating may be acceptable in some cases, and will nearly always require consent. Care must be taken to avoid loss or damage to original surfaces.

Doors

- Original doors and surrounds should be retained where possible. This should include details such as doorknobs, architraves and panelling;
- Modern, ready-made doors are often not suitable for use in Listed Buildings.

Staircases

- Original staircases should be retained and consent will rarely be granted for their removal;
- The alteration or insertion of staircases may be acceptable in some cases. This will always require consent and will be assessed on individual merit.

Fireplaces

- The opening up of fireplaces can be achievable in certain circumstances. Care should be taken to ensure no damage is caused to original features;
- Original surrounds should be retained where they survive;
- Consent is nearly always needed for the opening up of fireplaces and removing original surrounds.

Timber Framed Buildings

Timber framed buildings require special care and consideration. Earlier structures are often obscured and hidden by later additions and adaptations. As a consequence, a detailed understanding of the surviving timber structure

is required before any works can be carried out, and the following points should be taken into consideration;

- Framework was not always exposed and care must be taken as renewed exposure to the elements can result in rapid decay;
- Care must be taken when exposing timber frames to ensure no damage occurs to later finishes of historic significance;
- Reinstatement of original framing is preferable where it is damaged beyond repair or missing;
- Areas of plaster or brick infill should be retained where they exist.

N.B. Many timber-framed buildings are listed and therefore consent is nearly always required for works to timber framed buildings.

The Guildhall, Lavenham

Repairs

Repair and restoration of historic buildings often involves specialist work, and not all builders, architects or surveyors have the necessary knowledge or expertise.

For Listed Buildings in particular, there will often be a requirement for additional information to accompany any application e.g. historic building surveys, condition surveys, structural surveys and schedules of work.

A separate guide for the owners of historic buildings will be published in due course, to give advice on general repairs and maintenance. Once compiled, this will be available on the conservation pages of the Council's website.

HIGHWAYS, ACCESS AND PUBLIC REALM

Cambridgeshire County Council in partnership with Cambridge Horizons, the City and District Councils has produced the 'Cambridgeshire Design Guide'. This guide is intended to assist in the creation of successful streets and places. It sets out a framework of best practice and provides general guidance on what is likely to be acceptable.

The guide is used by the County Council as the basis for agreeing details of highways adoption and is intended to demonstrate design elements that will be expected on any development. Local Planning Authorities also refer to it when evaluating planning applications. It should also be used in the preparation of development master plans.

The over-arching principles of this guide are:

- Sustainability;
- Character;
- Future Care and maintenance;
- Safety and Flexibility for the future.

English Heritage has also produced its 'Streets for All Manual' to help guide high quality design in the public realm. This guide focuses more on historic areas, but the principles can be applied across the board in terms of good practice for street design.

The Home Office document 'Safer Places – The Planning System and Crime Prevention' and the Design Council's document 'Designing out Crime' give best practice advice on how design can influence crime levels and can create safer neighbourhoods.

The following section is a summary of the main principles contained within these documents. The full documents area available to download from the links at the back of this document.

Streets and Spaces

Places, existing and new, should be legible with a clear sense of hierarchy within. There are various different ways that this can be achieved and it should be established whether the spaces are to be used for activity, character or movement, or indeed, combinations of these.

Hierarchies should not be restricted to vehicle-based movement, and an understanding of the traffic levels/types on streets and in areas, will help to determine the appropriate parameters.

From English Heritage, Streets for All: East of England

Pedestrians

Routes should:

- Be as direct as possible;
- Be overlooked and used by as many people as possible;
- Be inclusive, to allow sufficient space for wheelchairs, pushchairs, etc;
- Not create barriers, and be able to used by all sectors of the community;

- Link to the surrounding area by utilising existing, or creating new, Rights of Way and bridleways.

For more specific details on construction, refer to Chapter 4 of the Cambridgeshire Design Guide, sections 4.3.2 – 4.3.5.

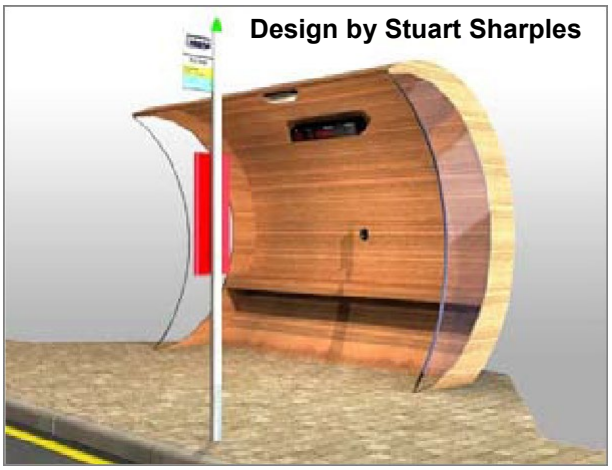
Cyclists

- Routes should be direct and preferably overlooked;
- Consideration should be given to the type of route. This will depend on volume of usage and the experience cyclists. It may be necessary to provide off-carriageway facilities;
- High speed and low speed routes should be provided, dependant on traffic levels and vehicle speeds i.e. the use of hybrid cycle lanes in high volume, high speed areas;
- Ensure suitable surfacing and signage;
- Cycle storage should be provided for all dwellings (preferably on an individual basis), commercial areas and transport interchanges;
- There is a need for good connections, junctions and crossings.

For more specific details on construction, refer to Chapter 5 of the Cambridgeshire Design Guide.

Public Transport

- Wherever possible, existing routes should be enhanced or extended, integrating any infrastructure with the street scene;
- Bus stops should be provided with a maximum distance of 400 metres from the furthest building, whether this be a dwelling or a business;
- Shelters and seating should be provided at all bus stops;
- Raised kerbs will be needed to provide level access to buses;
- Bus timetables should be displayed at all bus stops, and wherever possible, electronic updates should be available.



Roads

- For schemes intended for adoption by County Council Highways, the developer must ensure compliance with the County Highway specification details at the time of development;
- For schemes intended for private management, the layout and road/cycle path/pedestrian routes will have to comply with, and be constructed to, the adoptable standards, unless particular aspects of the site indicate that this is not possible.

Parking

- Parking provision on new development shall be as set out in Appendix 3 of East Cambridgeshire District Council's Core Strategy 2009;
- Other than in the city and urban localities, it should be assumed that the street is for vehicular movement, and cannot provide parking for

new development, unless such space is actually identified within the development proposal for on-street parking;

- Parking courts should be for a maximum of 6 dwellings;
- Off-street parking should be located to the side or rear of dwellings, unless the street layout has been designed to accommodate vehicles in an imaginative and creative manner i.e. under ground parking or spaces between street furniture and/or tree planting;
- Where a garage provides one or more of the parking spaces required by Appendix 3 of the Core Strategy, it shall have a minimum internal measurement of 3 metres in width, by 5 metres in length, for each vehicle;
- Where a garage provides one or more of the required parking spaces, a condition shall be applied to the planning permission to ensure that it is retained in such ancillary use;
- Surfacing for parking areas in any development shall be permeable. Where an alternative method of drainage is proposed, it must not have any adverse affect on attenuation measures or on adjacent land or property.

Services

- Nothing disfigures a well-designed and constructed layout more, than later works by service providers digging up verges and hard surfaces and then relaying them badly, or with inferior materials;
- All developers should consider this aspect when designing their schemes, together with showing the positioning and dimensions of pumping stations or electricity sub-stations on plans submitted for planning permission;
- Where blocks of buildings are proposed, consideration should be given to the siting of aerials and satellite dishes, so that they can be located in unobtrusive areas. It may also be possible to use shared services to limit their visual impact.

Street lights & signs

- Street lighting will be determined by the County Highway requirements for all adopted schemes;
- For schemes that are not intended for adoption, street lighting shall be shown on plan to allow the appropriate bodies to comment. Future occupants should be in no doubt as to what is being provided;
- Lighting levels should be even and consistent throughout the entire development;
- Signs should be kept to a minimum size and located as sensitively as possible;
- Street names should be of a design appropriate to the area and fixed to buildings or boundaries wherever possible.

Materials

The quality of materials used in the public realm can play an important part in lifting the character of a place. Whilst cost is clearly a factor, it should not be used as a justification for creating a sub-standard appearance that will be perpetuated for years into the future.

- A variety of materials can be used to differentiate between the intended uses of the road/pathway layout. This can help to control vehicle speeds in specific areas;

- The use of tactile surfacing should be an integral part of the design and not an afterthought. The use of such surfacing can assist with accessibility as well as a sturdy surface in damp conditions;
- In all development, the context of the surrounding streets and public realm should dictate the choice of materials.

Further principles

- Building layout should take priority over the streets and car parking;
- Buildings need to be of the appropriate size, proportion, shape and layout to create well-defined streets and spaces that are attractive and user friendly;
- A mix of parking solutions may create the best results for any one location;
- Ensure that parking does not dominate the street scene and that there is a good relationship between the buildings and the street;
- Use a variety of materials, textures, patterns, furniture and planting to divert and slow traffic in Home-zones;
- Parking spaces should be capable of being flexible to provide for more general residential amenity.

Completion of roads, footpaths and cycleways

There has been considerable concern recently, where developments have been occupied without the road layout having been finished. In order to meet the expectations of residents and Members, conditions will be applied to all planning permissions requiring the developer to state clearly, when the road layout will be completed. In any event, this shall be prior to the completion of the scheme. Non-compliance with the timetable will lead to enforcement action, with the consequential impact on the sale of properties on the development. As a guide, the following should be observed:

- Development of 5 dwellings. Roads to be completed following completion of the fourth dwelling;

- Development of 10 dwellings. Roads to be completed following completion of the eighth dwelling;
- On larger estates, the roads shall be completed following the completion of 70% of the dwellings.

RENEWABLES

This section of the guide is divided into two sections. The first deals with the smaller installations such as turbines, solar panels and photovoltaic cells, and the second sections deals with wind turbines over 15 metres in height to the hub. There are many other types of generation i.e. air source heat pumps and anaerobic digesters, however these tend to have a different scale of impact.

Larger wind or solar farms (more than 2 turbines, or 1, if it has a hub taller than 15 metres) might constitute EIA development, and as such, it may need to be accompanied by a comprehensive and wide-ranging assessment of all the material planning issues.

It is the smaller projects that represent the greatest challenge when dealing with development and design. Small-scale installations can have a significant effect visually, with regard to urban and rural vistas, street scenes, historic buildings and heritage assets.

Section 1: Small Scale

Under the Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2008 some types of domestic micro-generation equipment can be installed on a domestic dwelling, or on a building within the curtilage of a dwelling, without the need for planning permission.

Any installations for commercial, community, or apartments, will always require planning permission.

Solar

Photovoltaic or solar thermal equipment can be installed without the need for planning permission provided that:

- They do not protrude more than 200 mm beyond the plane of the wall or roof slope;
- They do not sit higher than the highest part of the roof (excluding chimneys);
- They are not located on a wall fronting a highway in a Conservation Area;
- They are not located on, or within, the curtilage of a Listed Building.

The panels should be installed to minimise the effect on the external appearance of the building and amenity of the area. Once the equipment is no longer needed, they should be removed as soon as is reasonably practicable.

Stand alone panels (sited on the ground) will require consent if:

- There will be more than one panel installed;
- If the surface area of the panel would exceed 9 sq metres or any dimension of its array would exceed 3 metres;
- Any part of the panel will exceed four meters in height above ground level;
- If it would be visible from the highway in a Conservation Area;

- If it would be located within 5 metres of a boundary;
- If it would be located within the curtilage of a Listed Building.

Ground Source Heat Pump

These do not require consent for installation, alteration or replacement within the curtilage of a dwelling. However if proposed within the curtilage of a Listed Building, consent may be required.

Water Source Heat Pump

These do not require consent for installation, alteration or replacement within the curtilage of a dwelling. Again, if proposed within the curtilage of a Listed Building, consent may be required.

Wind Turbines

The installation of these will always require planning permission. Individual house holders are unlikely to gain permission for turbines that are sited away from the host dwelling and therefore impinge on otherwise uninterrupted vistas enjoyed by adjacent dwellings.

Ideally, provision should be a shared/joint scheme that can benefit all, or a reasonable number of, properties. The visual impact of turbines will have to be weighed against the environmental benefits. In assessing the height of a turbine, it should be the minimum that can achieve a reasonable generation capacity. This information will need to be supplied by the applicant.

Assessment

The following criteria must be addressed for any application to be successful:

- The individual or cumulative impact of turbines on the countryside/landscape;
- An exploration of the possibility of shared provision/use of the power generation with adjacent dwellings/buildings;
- The affect on the proposal on any designated landscape areas or historic views (e.g of Ely Cathedral);

- Whether the development achieves a net environmental gain;
- The effects of noise generation, vibration, shadow flicker and electromagnetic disturbance;
- As assessment of the chosen structure, paying particular regard to design, height, number, colour, density, positioning (particularly if on a building) and blade diameter (for turbines);
- Whether it is to serve local development or to supply the national grid;
- For roof-mounted panels, they will need to be as unobtrusive as possible. In Conservation Areas, this will generally mean positioning them on the rear elevation, or on outbuildings away from public views;
- Consideration must be given to any adverse effects on protected species and habitats, and if applicable, bird migratory routes.

Photomontages will be an important part of any submission, together with the information to deal with all of the issues indicated above, where relevant.

For all micro-generation schemes, applicants should refer to Planning Policy Statement 2: Renewable Energy and the companion guide.

Section 2: Wind Turbines

The two primary requirements for wind turbines are that there should be an uninterrupted airflow of not less than 4 m/sec, and that they should be reasonably close to either a grid connection point, or the point of consumption.

The initial criteria to be applied to wind turbine schemes will be as follows:

Recommended separation distances

Residential settlements/residential dwellings	600m
General settlements, villages, campsites, tourist development	

Isolated dwellings	600m
SSSIs or Ramsar sites	500m
Woodlands and hedgerows	50m buffer to edges of the rotor swept area
Watercourse or water body	Fall-over distance
Public highways	Blade tip height + 50m
Bridle Ways	Minimum of 200m
Footpaths	Should not oversail

Individual dwellings and groups of up to 9 dwellings should not have turbines in more than 180 degrees of their field of view for a distance of 10 km. Settlements of 10 dwellings or more should not have turbines in more than 90 degrees of their field of view for a distance of 5 km.

Landscape and visual impacts

- The siting of turbines should be determined by the direction and flow of the landscape and its contours;
- Layouts should be designed to avoid visual confusion and disordered clutter;
- There should not be 'tangles' of turbines where multiple turbines are seen behind each other;
- There should not be isolated turbines that are remote from the rest of the group;
- Within the Green Belt, turbines will only be permitted if they do not compromise the openness of the Green Belt or the purposes for which it was created;
- There should be no more than 9 turbines per square kilometre.

Other Issues

Other issues that will have to be addressed in any application relate to:

- Noise levels which, in relation to residential dwellings, should not give rise to any significant increase in noise above the ambient background levels i.e. no greater 45dB LAEQ, 5 min at 1 metre from the window of a habitable room;
- The effect on heritage assets;
- Safety, particularly in relation to ice build up, where the formula d=(D + H) x 1.5 should be used with ‘d’ being the maximum falling distance of ice in metres; ‘D’ being the rotor diameter in metres, and ‘H’ being the hub height in metres;
- The effects of flicker, both on residential amenity caused by light issues, and any effects on electrical equipment.

APPENDICES

East Cambridgeshire District Council Core Strategy
http://www.eastcambs.gov.uk/local-development-framework/adoption-core-strategy

CABE: Building for Life
http://webarchive.nationalarchives.gov.uk/20110107165544/http://www.buildingforlife.org/publications/delivering-great-places-to-live
Cambridgeshire: Quality Charter for Growth

Essex Design Guide
http://www.essex.gov.uk/Environment%20Planning/Planning/Transport-planning/Infomation-for-developers/Documents/19715_essexdesignguide.pdf

Cambridgeshire Landscape Guidelines
http://www.cambridgeshire.gov.uk/environment/natureconservation/policy/guidelines.htm

Building in Context: New Development in Historic Areas
http://www.helm.org.uk/upload/pdf/Building-in-context.pdf

Cambridgeshire Design Guide
http://www.cambridgeshire.gov.uk/NR/rdonlyres/FBC10612-E451-4C20-899F-153163E5E22F/0/CambridgeshireDesignManualA4180110CS3LR.pdf

English Heritage: Streets for All
http://www.english-heritage.org.uk/publications/streets-for-all-south-east/

Home Office: Safer Places – The Planning System and Crime Prevention
http://www.communities.gov.uk/documents/planningandbuilding/pdf/147627.pdf

Design Council: Designing out Crime
http://www.designcouncil.org.uk/Documents/Documents/OurWork/Crime/designersGuide_digital.pdf

Planning Policy Statement 2: Planning and Nature Conservation
http://www.planningni.gov.uk/index/policy/policy_publications/planning_statements/pps02-nature-conservation.pdf

Planning Policy Statement 5: Planning for the Historic Environment
http://www.communities.gov.uk/documents/planningandbuilding/pdf/1514132.pdf

RECAP: Waste Management Design Guide
http://www.recap.co.uk/pdf/RECAP-Waste-Management-Design-Guide.pdf

Cambridgeshire Green Infrastructure Strategy 2011
http://www.cambridgeshirehorizons.co.uk/documents/publications/horizons/green_infrastructure_strategy.pdf

APPENDIX A

Standard for the Development of Play Areas to be adopted by the Local Authority in East Cambridgeshire

East Cambridgeshire District Council will set a requirement in a 106 agreement to provide public open space, where such a need is brought about by a new development. For larger developments, play areas may also be required. The commuted sums required by the Council, if the land is put forward for adoption, are set out in an ECDC charging sheet that is reviewed annually. The actual details of any scheme will be agreed in the approved landscape drawings. When such landscape drawings are required, the developer will need to appoint appropriate people with skills to design and implement the play area.

Play areas must be delivered according to the relevant standards for safety, as well as the relevant standards for adoption. Unless this has been achieved, the local authority will not adopt and maintain play areas under the planning agreement. This document is intended to answer some of the questions frequently asked by developers, about type of equipment, size of play area, adoption etc. A list is given below to guide developers to the standards required for equipped play areas, and this should be the starting point for any drawings that are submitted by a developer for approval by the development management section.

Safety Standards

1. The requirements of the Disability Discrimination Act and the code of practice given in BS 8300:2001 'Design of Buildings and their approaches to meet the needs of disabled people.'

2. Conformance with the recommendations and measurements of BS EN 1176:1998; BS EN 1177:1998 and BS 7188:1998 'Playground equipment' and 'Methods of test for impact absorbing playground surfaces'.

3. Risk Assessment – Risk Assessment on children's playgrounds is a requirement under the Management of Health and Safety at Work Regulations 1992.

4. Construction, Design and Management Regulations - The legal obligation to ensure all relevant projects are designed and constructed with safety in mind.

5. Siting to take account of the following:
   - Access; Road Patterns; Traffic usage; Cycle paths; Footpaths; Adjacent hazards; Adjacent housing; Landscaping (beware of specifying trees or shrubs with poisonous berries); Soil Conditions and drainage; Vehicle access; Informal supervision; Alternative provision for dogs; Other site activities.

6. A range of ancillary items including a bench, a waste bin, appropriate fencing, permanent signage with contact details for the site owner, information on appropriate age ranges (preferably in pictographic form) road markings to disallow parking etc.

7. Appropriate insurance to be taken out by the developer until such time as transfer to another organisation (such as the local authority) is complete.

Adoption Standards

Before agreeing to adopt a play area, East Cambridgeshire District Council will also need to be satisfied that all the following issues have been addressed:

- Vehicular access for machinery – double gate with locking mechanism to allow pedestrian only access at other times;

- Play equipment to display a kitemark or a TuV mark;

- Quality control system and installation of play equipment by manufacturer to meet BS EN ISO 9002;

- Any equipment to be painted shall have the work carried out with paint that is free from lead and cadmium;

- Replacement or repair of equipment to be available by the manufacturer with spares guaranteed for 20 years against obsolescence;

- Play surfacing to be rubber tiles for ease of replacement and maintenance;

- Play equipment warranties to be passed to the adopting authority. 5 year guarantee required for safety surfacing and 25 year guarantee required for the structure of the play equipment;

- Health and Safety file to be passed to the adopting organisation under the CDM regulations;

- Post installation inspection report to be carried out by person fully trained in accordance with BS EN 1176 Part 7:1997 e.g. RoSPA, NFPA or other appropriate body;

- Regular inspection records required for the period from installation up until the time of transfer, in accordance with the Management of Health and Safety at Work Regulations;

- Appropriate maintenance and repairs to be carried out and written records passed to the local authority;

- A red outline plan is required showing the area to be transferred;

- Title deeds for the area to be transferred.

Where appropriate, the developer may be required to agree adoption and maintenance by the local Parish Council, rather than the District Council. This should be discussed with the ECDC legal section at an early stage to ensure all the planning obligations are met. Where Parish Council's are to take over a play area, it helps to keep the District Council's revenue costs to a minimum and is part of our sustainable development policy for the management of open spaces. However, the above standards still apply together with any reasonable specific requirements the Parish Council may have.

Whilst the above information is not an exhaustive list, it answers some of the frequently asked questions relating to play area installation. For further information on children's play areas please refer to the attached Book List produced by the RoSPA Playground Office.

APPENDIX B

Checklist for drawing up a successful site layout (taken from the Cambridgeshire Design Guide)

1. Is a collaborative approach being taken?
2. Have roles and responsibilities been identified?
3. Does everyone understand the urban context?
4. Has historical context been taken into account?
5. Has the topography been taken into account?
6. Will there be good links to other places?
7. Is there a consensus on what sort of place it will be like?
8. Have hierarchy plans been produced for activity, character and movement?
9. Does every space have a function?
10. Are the extents of public space and private domain clear?
11. Have unsupervised or un-securable spaces been eliminated?
12. Has sufficient space been provided for pedestrians?
13. Have the needs of the disabled been taken into account?
14. Are cycle routes appropriately located?

15. Will there be sufficient space for storing cycles?

16. If appropriate, have the needs of equestrians been taken into account?

17. Will everyone be within a reasonable walking distance of a regular bus route?

18. Have bus stops and shelters been incorporated into the design?

19. Will the street layout help encourage lower vehicle speeds?

20. Are the streets defined by the buildings and landscape?

21. Can large vehicles be accommodated?

22. Is there the right balance between providing sufficient visibility and creating an attractive urban form?

23. Can the likely demands for car parking be accommodated without having an adverse impact on the street scene?

24. Has dealing with surface water run off been integrated into the overall design?

25. Has an appropriate level of landscaping been included in the plan?

26. Have statutory undertakers plant and services been considered and incorporated into the plan?

27. Are facilities for refuse collection and recycling provided?

28. Is there a design strategy for street lighting and signage?

29. Has an appropriate palette of materials been proposed to provide an attractive and contextual public realm that can be maintained in the future?

30. Is there a strategy for future adoption and stewardship of the entire public realm?

31. Have all the elements of the design been well integrated?

APPENDIX C

The Building in Context Toolkit (reproduced from CABE's website)

Building in Context: Appraising a proposal.

It is true that there is a subjective element in judgements about design quality and people often disagree about what they like. Such differences of opinion and matters of personal taste should not be allowed to obscure the fact that it is possible to arrive at opinions about design quality that are based on objective criteria. There are many ways of doing this, but any such process is likely to include asking the following questions. They encompass both the quality of the building itself and its quality as a contribution to the urban design of the neighbourhood in which it is situated:

The Site

How does the proposed building relate to the site?

Is there a positive an imaginative response to any problems and constraints?

Have the physical aspects of the site been considered, such as any changes in level within or beyond it?

Are access arrangements convenient and existing routes respected?

Can the amount of accommodation required be fitted on the site in an elegant way?

Wider Setting

How does the proposal relate to its wider setting?

Are the street patter and grain of the surroundings respected?

Are there changes in height between the existing and new development and if so how are they managed?

Will the result enhance or damage the quality of the townscape?

Density

How is the density of the proposal related to that of existing and neighbouring uses?

If there are differences, are they acceptable?

Impact on close views

Has the impact of the building in close views been assessed?

Is it either weak or overpowering?

Does it respect the scale and rhythm of its neighbours?

Materials

What materials are used?

How do they relate to those of the surrounding buildings?
Is the quality as high?

Are there any interesting comparisons or contrasts in the use of materials?

How will the colours work together?

Architecture

Is the architecture of the building suitable for the uses it contains?

Is it trying to be too grand or pretending to be more modest that it really is?

Composition

How does the architecture present itself to the viewer?

Is there a strong composition in the patter of solid to opening the façade?

Does the detailing of the materials show signs of careful thought or originality in the way the building is put together?

Public Realm

What contribution, if any, does the proposal make to the public realm?

If new open space is created, is it clear that it will provide a positive benefit and have a genuine use?

Vistas and Views

In the wider setting, has the impact of the building in views and vistas been considered?

Does it make a positive or negative impact?

Does it form a harmonious group or composition with existing buildings or features in the landscape?

Does it distract the eye from the focus of the view and if so does it provide something better to look at?

By Design Checklist 2: Information requirements for a full planning application (from Design Urban design in the planning system: towards better practice DETR CABE 2000)

Adequate plans and drawings must be submitted as part of a planning application, so that the design can be properly assessed. They will be required for the benefit of planners, councillors (on planning and other committees), residents and amenity groups, amongst others. The checklist sets out what is likely to be required for full (as opposed to outline) applications. Models and computer-based representation are particularly useful in the case of large-scale or complex development proposals.

Location Plan

- Scale 1:1250 preferably, and no smaller than 1:12500. (metric scales only);
- North point, date and number;
- Outline the application property, and indicate any adjoining property owned or controlled by the applicant;
- Show the application property in relation to all adjoining properties and the immediate surrounding area, including roads;
- Show vehicular access to a highway if the site does not adjoin a highway.

Details of existing site layout

- Scale, typically 1:200;
- North point, date and number on plans;
- Show the whole property, including all buildings, gardens, open spaces and car parking;
- Tree survey, where appropriate.

Details of proposed site layout

- Scale, typically 1:200;
- North point, date and number on plans;

- Show the siting of any new building or extension, vehicular/pedestrian access, change in levels, landscape proposals, including trees to be removed, new planting, new or altered boundary walls and fences and new hard-surfaced open spaces;
- Show proposals in the context of adjacent buildings.

Floor Plans

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

Elevations

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

Cross Sections

- Scale 1:50 or 1:100 (consistent with floor plans);
- Provide these if appropriate.

Design Statement

Design statements submitted with planning applications should:

- Explain the design principles and design concept;
- Explain how the design relates to its wider context (through a full context appraisal where appropriate);
- The written design statement should be illustrated, as appropriate by:
    - Plans and elevations; photographs of the site and surroundings; other illustrations such as perspectives; other supporting material i.e. retail, environmental or transport assessments.

Checklist 3: Heritage Applications

Guide to the range of information required for consultations with English Heritage on proposals affecting nationally important heritage assets. (N.B. This information will be required as standard on any application affecting heritage assets, regardless of whether English Heritage are consulted).

The type and amount of information needed may vary according to the kind of development proposed. The following checklist is intended as the basis for assessing the particular requirements in each case.

- A plan showing site, its location, extent and context;
- Photographs, dated, numbered and cross-referenced to a plan, showing the site and its context in general and the area of proposed change in detail;
- A statement of significance (included in the design and access statement) that demonstrates an understanding of the historical, archaeological and architectural interests of the site.

Measured drawings as existing and proposed to show, where appropriate:

- All floor plans;
- Any external and internal elevations affected by the works;
- Sections through floor, roof and wall structures, where these are affected by the works;
- Perspectives or photomontages, models or computer visualisations, to show the impact of new works on the heritage asset and its setting;
- Landscape works, to include contours and planting schemes;
- Other material necessary to provide a full understanding of the impact of the works on the significance of the heritage asset and its setting.

Drawings should be at a sufficient scale to show the impact of the proposal on the asset and it's setting, usually 1:50. Plans, elevations and sections as existing should be hatched to show areas proposed for demolition.

A written explanation of the proposed works to include:

- As assessment of the impact of the works on the significance of the asset;
- A statement of justification explaining why the works are desirable or necessary (this should include development appraisal where appropriate);
- An archaeological assessment or field evaluation and a mitigation strategy where important archaeological remains may exist;
- A structural report by an engineer familiar with heritage assets, that identifies defects and proposes remedies, when works include significant elements of demolition or rebuilding.

When proposed works include the total or substantial demolition of a listed building, or any significant part of it, the statement of justification should be framed around the following criteria:

- The condition of the building, the cost of repairing and maintaining it in relation to its importance and to the value derived from continued use;
- The adequacy of efforts made to retain the building in use, including evidence that the building has been offered on the open market at a realistic price;
- The merits of alternative proposals for the site.