Arun Design Guide SPD - Final Draft | April 2020

Foreword

Arun District is distinctive for its historic environment, built form and landscape character. Planning policy and guidance must seek to conserve and enhance these assets while providing for the housing, recreation and employment needs of the local population.

The Arun Local Plan (adopted 18th July 2018) encourages sustainable development and managed future growth to ensure that change across the District is appropriate to meet local need. It supports the strategic provision of homes, employment and shops; and looks to ensure that these are carefully co-ordinated with the services and facilities that communities rely on and which are essential to well-being and quality of life. By 2031 significant growth is expected to be delivered within Arun District, making the quality of development a priority for Arun District Council.

In response, the Arun District Design Guide has been prepared as part of the Council’s commitment to secure the highest quality new development within the District. The aim of the Design Guide is to provide detailed information that supplements the design policies of the Arun Local Plan, raising the design standard across the District and setting out Arun District Council’s expectations on how the distinctive character and qualities of the District should be respectfully improved and enhanced through development.

The design policies in the Local Plan together with the Arun District Design Guide will be the key mechanisms to deliver design quality in the District. The Design Guide is intended to act as a holistic toolkit to assist landowners, developers, applicants, agents, designers and planners in the process of developing and assessing high quality development.

The Design Guide is focused on and promotes best practice at all stages of the design process, to understand and analyse the context in which development is proposed, and to work up a considerate design. It recommends the key steps to be followed and acts as both a guide and an assessment tool. It is a user-friendly, clear and accessible document that will ease the design process for applicants.

Once adopted as a Supplementary Planning Document (SPD), the Arun District Design Guide will be a material consideration in the determination of planning applications. The Guide does not seek to be overly prescriptive, but rather to encourage a range of design solutions while communicating necessary information and knowledge of the design process, policies and standards through a checklist approach, ensuring that urban design priorities align with achieving sustainable development and design quality.

The Design Guide has been prepared to reflect and respond to the concerns and aspirations of the people of Arun District. In order to produce the Guide, comments were invited from all 21 Town and Parish Councils in the District, over half of whom provided a response. A draft version of the Guide was also published for public consultation in January and February 2020, and made available for public comment online, at Arun District Council’s offices and at public consultation events.

The key messages of this consultation process are present in a number of themes throughout the Guide, including the importance of integration with the existing varied built and landscape character of the District and avoiding ‘anonymous’ design; ensuring safe and convenient movement minimising pedestrian, cyclist and vehicle conflicts; securing adequate off-street car parking in new developments; catering for the needs of an ageing population; and responding to future environmental challenges through design.

Cllr Martin Lury  
Cabinet Member for Planning  
Arun District Council
A note on the Status & Role of the Design Guide SPD

The Arun District Design Guide has been prepared as a Supplementary Planning Document to provide further guidance on design policies contained within Arun’s Local Plan. While the Guide is a material consideration in Arun District Council’s decision-making, the design solutions specified within are guidance only, and alternative approaches may be acceptable, when sufficiently justified and after the local authority’s approval. The level of information contained in planning applications should be relevant and proportionate to the nature of the development proposed.
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Introduction

What is to be Achieved?

How is it to be Achieved?

Make it Arun District
What is to be Achieved?

A.01 Opportunity

This Design Guide has been prepared on the basis that the distinctive historic environment, built form and landscape character of Arun provide a significant opportunity for the future of the District. Arun contains 723 listed buildings, 29 Conservation Areas and seven Scheduled Monuments alongside numerous undesignated heritage assets; and 14 locally designated Areas of Character. The built character varies from coastal settlements centred on Bognor Regis and Littlehampton, to inland villages and the town of Arundel, located on the borders of the South Downs National Park.

The Arun Local Plan 2011-2031 sets out the vision for the future of Arun, which will protect those aspects of the District which are important by virtue of heritage, culture or otherwise valued by local people. The Plan will also facilitate future growth to meet local need and address wider issues of sustainable development, including the challenges presented by climate change. A key component of the Local Plan is meeting a substantial housing need, with at least 20,000 new homes required to be built throughout the plan period. Both new development and alterations to the existing built environment must be delivered in a way that addresses the consequences of an ageing population, while also planning for more balanced and integrated communities through the right mix of housing and facilities to cater for people with differing incomes and needs at all stages of life.

In doing so, good design will be key to ensure a high quality of development which protects the existing natural and built features that contribute to local distinctiveness, while also meeting future needs. The need to develop a Design Guide is evident when, in some cases, a lack of specific guidance has led to a disjointed and poorly designed built environment, both aesthetically and functionally. Despite the opportunities that the District has to offer, many recent schemes have been developed according to a largely standardised and generic set of blueprints and design principles, driven by shareholder profits rather than what is best for the people and communities of Arun. These developments arguably lack innovation, character, quality and future adaptability, and ignore the unique characteristics of the District that were present prior to their construction.

In response, this Design Guide provides direction on how good design is to be achieved throughout Arun, in order that the future urban form and townscape are developed in a holistic manner that makes the best of the opportunities that the District has to offer.
What is to be Achieved?

A.02 Purpose of the Guide

The Arun District Design Guide provides detailed guidance that will raise design standards across the District, ensuring that only the highest quality development is delivered. The Guide aims to:

- address past and current challenges, providing for future needs;
- improve and enhance the distinctive character and qualities of Arun;
- create design principles and criteria that applications should meet and are easy to follow;
- set out the design process that should be followed in order to achieve high quality design, educating readers on best practice, design principles and terminology;
- provide an effective tool that can be used by a variety of people regardless of their familiarity with the application, masterplanning and design processes; guiding applicants through a step-by-step process to ease assessment of proposed development; and
- set out ADC's expectations for future development, safeguarding the District’s identity while shaping the future.

The Design Guide will promote good design for all development types across the District, based upon a set of key overarching design objectives (Section A.06) which provide the basis for a number of masterplanning principles, as well as step-by-step guidance on how these can be applied to specific interventions and development types.

The guidance responds to the opportunities presented by Arun District by seeking to ensure that all development, particularly the significant growth in housing numbers contained in the Arun Local Plan, will address the needs of an ageing population, ensure balanced and inclusive communities, respect and enhance the distinctive and varied historic and landscape character of the District, respond to future environmental challenges and create a place where people would like to live, work, visit and interact.
Figure 8: Users of the Guide

The Guide seeks to **assist a range of key players** in the process of developing and accessing high quality design. It should be used by:

- **Landowners, developers and agents** considering potential development proposals;
- **Householders** considering residential conversions, alterations and extensions;
- **Designers** drawing up schemes;
- **Development Management Officers** assessing the suitability of proposals when determining applications;
- **Statutory and non-statutory consultees, and members of the public** commenting on planning applications; and
- **Town/Parish Councils and residents** commenting on planning applications.

The Arun District Design Guide sets out the Council’s expectations with regard to the design quality of new development, and for the preservation and enhancement of the existing distinctive character and qualities that can be found within the District. The Design Guide will be adopted as a Supplementary Planning Document (SPD) to the Arun Local Plan 2011-2031.

As an SPD, the Design Guide builds upon and provides more detailed advice and guidance on policies within the adopted Arun Local Plan. The document does not form part of the development plan and therefore cannot introduce new planning policies or targets for development, or amend those that exist. It is however a material consideration in Arun District Council’s decision-making, giving direction on how policies should be implemented in order to deliver high quality design, and signposting to further relevant guidance where appropriate. The Guide has been prepared in line with the Local Plan strategic objectives for design, set out below.

**Arun Local Plan Strategic Objectives for Design:**

- “To plan for climate change and work in harmony with the environment to conserve natural resources and increase biodiversity.”
- “To create vibrant, attractive, safe and accessible towns and villages that build upon their unique characters to provide a wide range of uses and which are a focus for quality shopping, entertainment, leisure, tourism and cultural activities.”
- “To plan and deliver a range of housing mix and types in locations with good access to employment, services and facilities to meet the District’s housing requirements and the needs of Arun’s residents and communities both urban and rural, ensuring that issues of affordability and the provision of appropriate levels of affordable housing”.

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**A03 Users of the Guide**

**A04 Status of the Guide**
What is to be Achieved?

A.05 Good Design

The purpose of the Design Guide SPD is to promote good design. This has an impact on all aspects of the built and natural environment, and goes beyond the appearance of individual buildings. Good design is about how a place is shaped, how it will be lived and experienced, and how it will make residents and visitors think, feel and remember. The link between good design and an improved quality of life, equality of opportunity and economic growth is well demonstrated and widely understood - although not always materialised in developments.

Good design matters because it can help transform places and enhance lives; offering social, economic and environmental benefits with potentially long-term effects. To do so, good design looks at the complex problems of service delivery from the perspective of service users and providers, balancing the needs of both while ensuring that development incorporates the identity of a place, an offer of diverse choices, a successful and attractive public realm, ease of movement, accessibility, safety, permeability, adaptability, sustainability, and integrated environments. In particular, good design is inclusive and takes into account the experience of all users within a development and how they are likely to respond and behave.

Good design ensures that the users and occupants of both residential and commercial developments have access to functional buildings and spaces which encourage a sense of belonging, feel safe, and offer opportunities to improve their health and well-being. This can be achieved through approaches such as incorporation of natural surveillance; careful positioning of features such as car and cycle parking and refuse bins; and the provision of multifunctional usable green space. Good design provides environments that offer individuals and communities the greatest potential to lead active and healthy lifestyles.

Well-designed buildings and spaces should also have the flexibility to respond to changing economic and environmental circumstances and offer a return on investment. Indeed, good design can have a long-term value as residents increasingly reject “identikit” developments and expect more from where they live. Developers must learn from best practice by taking the best qualities of previous schemes and applying these to a new context in a way that celebrates and complements the local character of the area.

By Design, Urban Design in the Planning System (CABE & DETR, 2000)
Urban Design Compendium 1 (3rd edition, 2013)
The Value of Good Design (CABE, 2002)
The Value of Urban Design (CABE & DETR, 2001)
Valuing Sustainable Urbanism (Prince’s Foundation, Savills & English P’ships, 2007)
Building for Life 12: The Sign of a Good Place to Live (CABE, 2018)
Living with Beauty (Building Better, Building Beautiful Commission, 2020)
What is to be Achieved?

A.06 Key Design Objectives

The values and characteristics of good design are captured in the following Key Design Objectives, which provide a basis for the guidance contained in this document.

1 Local Distinctiveness, Character & Identity
Enhance sense of place through design proposals which take the built, natural and historic context of their location into account, responding functionally, ecologically, socially and aesthetically through aspects such as: scale, height, density, urban grain, settlement pattern and layout, massing, type, materials, vernacular styles of construction and landscape details. Proposals should enhance existing distinctiveness, character and identity, but may also take the opportunity to create a new, complementary sense of identity through new build development where appropriate, particularly in response to existing poorly-designed development.

2 Cohesive & Vibrant Neighbourhoods
Ensure the health, well-being and quality of life of users of an area through spaces and buildings which encourage a range of users to meet and mix, and do not differentiate in quality between market and affordable housing.

3 Diversity
Provide variety, choice and sensory richness in design. Incorporate a mixture of uses and facilities as appropriate with good access to public transport and a wide range of housing types and tenures.

4 Ease of Movement
Ensure that places are easy to get to and move through for all users, including pedestrians and cyclists, allowing access to existing and new local services, facilities and open spaces. Ensure a sufficient level of imaginative and well-integrated solutions for car and bicycle parking, both on and off-street, and external storage including bins.

5 Accessibility & Inclusion
Ensure that places are safe, secure and welcoming for people of all ages and abilities, understanding the needs of all potential users to ensure inclusive design. This should last over the lifetime of a development and spread beyond individual buildings to consider the wider built environment.

6 Legibility & Integration
Ensure that places can be easily understood. Streets and spaces should be overlooked to create a positive relationship between fronts and backs of buildings, with clearly defined public and private spaces.

7 Adaptability & Future Needs
Anticipate the need for change to buildings and outdoor spaces, to design flexible places that function well today, last for the future and are easy to adapt to changing needs, including the changing requirements of occupants, environmental changes, or future expansion of the development.

8 Safety, Security & Crime Prevention
Create safe, pleasant spaces and routes with a sense of welcome, which reduce the likelihood of crime and antisocial behaviour and contribute to a sense of security and well-being.

9 Efficient Use of Natural Resources
Make good use of the natural and built environment, conserving and improving it as required. The layout and design of buildings and planting can reduce energy and water use and mitigate against flooding, pollution and overheating, as well as reducing the need for heating in the winter.

10 Innovation
Encourage appropriate innovation in construction techniques, design and technologies, including modular housing which enhances and adds to the existing character of the area, and the performance, quality and aesthetics of a scheme.

11 Climate Change & Sustainability
Mitigate and adapt to climate change through energy efficiency, renewable energy, passive solar, wind, geothermal and micro-generation technologies, and infrastructure provision including electrical vehicle charging and Combined Heat and Power (CHP) networks.

12 Good Streets & Spaces
Provide a clear and permeable hierarchy of streets, routes and spaces to ensure safe and convenient movement for all users. Establish a high quality public realm with well managed and maintained public areas. Incorporate, or provide links to, a well-defined network of green spaces and water.

13 Well Designed Buildings
Construct sustainable buildings which are appropriate to their function and context. Use materials that can be maintained over time and will age well.
How is it to be Achieved?

B.01 Structure & Understanding of the Guide

The Arun District Design Guide consists of criteria and principles to inform the design process, followed by supporting text, illustrations and general guidance. The guidance is relevant to all scales of development (from a major residential development with several hundred new homes to a modest extension or conversion to an existing building) and to different contexts (coastal towns and surrounding settlements, inland Arun and the countryside).

The Design Guide is structured into three main sections, subdivided into chapters covering topics from strategic place-making principles to detailed guidance on specific issues:

Introduction explains what the Design Guide will achieve and how it should be used.

• Chapter A sets out the characteristics and value of 'good design' and the key design objectives of the document.
• Chapter B explains the process of design and the role of the Design Guide within this.
• Chapter C offers an overview into the existing character and context of Arun District in order to provide an initial basis for character assessment.

Masterplanning & Working with the Guide sets out a number of overarching design principles which apply to all development types, explaining the masterplanning process and how to integrate a plot with its surroundings. This includes all steps that need to be taken to deliver high-quality development either to an empty plot or when making alterations to an existing development.

• Chapter D: Responding to the Site and its Setting explains that a site should be appraised in order to understand its unique characteristics, while developing a design rationale that establishes the approach to the site.
• Chapter E: Natural Environment illustrates how the natural resources of a site should be taken into account, incorporated and enhanced.
• Chapter F: Movement Framework highlights how a movement network should be created to ensure accessibility, permeability and inclusion when travelling to and within a site.
• Chapter G: Built Structure & Development Plots underlines the importance of locating local centres and facilities and defining plot layout, density and land uses within the proposed development.
• Chapter H: Welcoming Streets and Spaces explains how different streets and spaces are articulated and defined, covering hierarchy, enclosure, proposed street structure, characteristics of open spaces, residential outdoor amenity spaces, external space standards, shop-fronts and signage, street furniture, lighting, public art, waste and recycling facilities, and utilities.

• Chapter I: Parking Strategy guides the development of car and cycle parking strategies, emphasising electric vehicle requirements.
• Chapter J: Building Design addresses the form and character of buildings, scale and massing, corner buildings/landmarks, façades and elevations, inclusive and adaptable design, noise and overshadowing, and building edges.
• Chapter K: Climate Change and Sustainability illustrates how sustainable development and climate change mitigation can be successfully implemented, introducing criteria for energy and water efficiency and insulation and ventilation guidelines.
• Chapter L: Ensuring Quality highlights the main elements that will ensure high development quality through the use of materials and maintenance practices, while setting criteria for the future proofing of development.

Development & Intervention Types gives further detailed guidance on technical issues associated with specific development types:

• Chapter M: Housing Extensions
• Chapter N: Building Conversions
• Chapter O: Strategic Housing (100< dwellings) & Major Residential Development (10-100 dwellings)
• Chapter P: Infill Development (2-9 dwellings)
• Chapter Q: Rural Development
• Chapter R: Apartment Buildings
• Chapter S: New Homes
• Chapter T: Mixed Use Schemes
Not all of the overarching design principles set out in Section 2 will apply to every specific development type considered in Section 3. Figure 10 indicates the relevant interfaces between the design principles and development types, while Figure 11 illustrates the design process that different types of intervention should take.

### Design Guide Matrix

<table>
<thead>
<tr>
<th>Design Guide Section</th>
<th>Development Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>S1 Introduction: Chapters A, B &amp; C</td>
<td></td>
</tr>
<tr>
<td>D: Responding to the Site &amp; Its Setting</td>
<td>✓</td>
</tr>
<tr>
<td>E. Natural Environment</td>
<td>✓</td>
</tr>
<tr>
<td>F. Movement Framework</td>
<td>✓</td>
</tr>
<tr>
<td>G. Built Structure &amp; Devel. Plots</td>
<td>✓</td>
</tr>
<tr>
<td>S2 H. Welcoming Streets &amp; Spaces</td>
<td></td>
</tr>
<tr>
<td>I. Parking Strategy</td>
<td>✓</td>
</tr>
<tr>
<td>J. Building Design</td>
<td>✓</td>
</tr>
<tr>
<td>K. Climate Change &amp; Sustainability</td>
<td>✓</td>
</tr>
<tr>
<td>L. Ensuring Quality</td>
<td>✓</td>
</tr>
<tr>
<td>S3 M. Householder Extensions</td>
<td>✓</td>
</tr>
<tr>
<td>N. Building Conversions</td>
<td>✓</td>
</tr>
<tr>
<td>O. Strategic Housing &amp; Major Devel.</td>
<td>✓</td>
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<td>✓</td>
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<tr>
<td>T. Mixed Use Schemes</td>
<td>✓</td>
</tr>
</tbody>
</table>

Figure 10: Design Guide Matrix - Relevant Sections
How to Use the Design Guide

The Design Guide utilises a similar format throughout. Each section communicates its main goal, includes a plan of an example situation, provides illustrative principles and/or photographic material, identifies supporting information and visuals required at application stage, and provides useful guidance and additional information, together with a glossary of useful terms that the applicant can refer to.

Each chapter guides the applicant through a checklist of the design standards that Arun District Council expects from all new developments. This checklist provides a tool through which Arun District Council can evaluate and assess development proposals and applications, from setting the masterplanning principles of large site allocations and major development schemes, to guiding small interventions, extensions and building conversions.

Icons have been designed to signpost the above and are used throughout the guide to signpost specific topics and information.

How to visually explain your design, making it legible and understandable.

Figure 12: Design Guide Sample Page

Useful Guidance & Additional Information: Relevant policies and design guidance, together with additional reference information and explanations of key terminology.

Figure 55: Neighbourhoods, Centres & Local Facilities Example

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Six simple steps can be followed when using the Guide:

1. **Identify the Process:** Depending on the type of development/intervention, identify the relevant chapters of the guide that should be considered (see Figure 10 & 11, pg 14 & 15).

2. **Focus on the Goal:** Each chapter has a main goal/objective, accompanied by plans and illustrations indicating how this can be achieved. This should be the focus throughout the Guide.

3. **Follow the Process:** Application of the design principles must follow the order of chapters within the Design Guide, as each chapter/step and subsequent outcome is informed by the previous one.

4. **Inform your Design:** To understand the impact of new development and make the best possible design choices, the features and variables of both the existing site and its surrounding area must be understood and appraised. This may require technical studies and surveys.

5. **Communicate your Design:** Each stage/chapter recommends ways to communicate design proposals in a clear and understandable way. It should be noted that these standards are provided as guidance and the level of information should be relevant and proportionate to the nature of the application being sought. Applicants are advised to refer to the Council’s validation checklist.

6. **Complete the checklist:** Each section provides a checklist of key criteria to be considered in order to deliver high quality development. It may not be possible or appropriate for developments to meet all criteria, but adequate justification must be provided should this be the case.

**Conflicts between Criteria**

When responding to the criteria set out in this Guide, conflicts between two or more criteria may arise. These can be used as an opportunity for creative problem solving via consideration of any possible mitigation to address negative impacts, and weighing the positives and negatives of each approach to arrive at a solution which is best in terms of the overall quality of design. If you are struggling to find a solution, you may need to reconsider your design rationale. Once you have identified the best design outcome, you will need to explain this to the Council together with reason(s) for not meeting the criteria.
**How is it to be Achieved?**

**B.02 Design Process & Consultation**

The delivery of high-quality development depends upon a robust process which everyone involved in design, planning and construction must be able to follow in a clear and logical manner. This process starts with the key design objectives outlined in section A.06 to consider all relevant issues, constraints and opportunities, engagement with key stakeholders and the public and application of creative thinking to these opportunities to arrive at a development proposal.

The following diagram provides an overview of the issues to be addressed at different stages of the design process, and signposts to the relevant sections of this document which will assist in doing so.

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**Planning Application**

There are two main types of planning application – for full planning permission and outline planning permission. Applications for full planning permission contain detailed information on the proposed development. Outline planning applications provide information on the general principles of how a site is proposed to be developed, and are generally only made for larger schemes. Permission is granted subject to conditions requiring the subsequent approval of ‘reserved matters’ applications. Once a full or reserved matters permission is granted, additional applications may need to provide further information to ‘discharge’ any conditions attached to the decision notice, or to amend the proposals, conditions or obligations.

**Permitted Development**

Some developments are able to proceed without a formal planning application. These derive from ‘Permitted Development’ rights, and are granted by Parliament. Further details are found on the Ministry of Housing, Communities and Local Government website.

**Validation Checklist**

An application for planning permission or listed building consent will be deemed ‘valid’ if all of the information that the planning authority needs to make a decision is included. Arun District Council has produced a number of validation lists to help applicants compile the correct information required for submission, for various development types.

All applications for planning permission (except Householder applications) must be accompanied by a completed copy of the Arun Local Validation checklist.

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**Design Review**

Design Review is an independent and impartial process provided by the Design Council, for evaluating the quality of significant developments, urban extensions and major infrastructure projects across England. It is a method of ensuring the highest possible quality of development, provided with policy support by the National Planning Policy Framework. Ideally this process is carried out at the early design and planning stages.
How is it to be Achieved?

Consultation

Consultation on development proposals is an integral part of the wider design process, helping to ensure that schemes are accepted and supported by Arun District Council, relevant statutory authorities, and the people for whom they are intended and/or affect.

The appropriate level of consultation is dependent on the nature, scale and type of a proposed scheme. This should be identified and begin as early in the design process as possible.

Stakeholders Including Statutory Consultees

While there are no statutory requirements for pre-application consultation, the Council is required by law to consult a number of stakeholders and organisations prior to determination of an application, depending on its nature. Pre-application consultation can therefore be an important mechanism to secure their support. The Council also has a list of local stakeholders who will be consulted on certain categories of development, contained in the Arun District Statement of Community Involvement (SCI; 2018). In addition, there may be further non-statutory stakeholders who can provide key inputs into design proposals.

 Authorities and organisations that might be relevant to consult with include:

- Natural England: Landscape, Green Infrastructure & Biodiversity
- Historic England: Heritage Assets
- Environment Agency: Flooding, Rivers & Pollution
- West Sussex County Council: Local Flood Authority & Highways Authority
- South Downs National Park Authority: Proposals within the setting of the National Park must also submit a full planning application to the National Park Authority.
- Utility Companies
- Town & Parish Councils
- Local Civic & Interest Societies
- Sport England
- Public Health England
- Education & Healthcare Providers
- Police Service: Police Liaison & Crime Prevention Officers
- Fire Service
- Transport Providers including Network Rail & Bus & Rail Network Operators
- Highways England

Pre-Application Advice Service

Applicants need early advice about planning issues, challenges and opportunities in order to achieve the best possible design outcome. Arun District’s pre-application advice service provides prospective applicants with an opportunity to address these concerns prior to submission of a formal planning application. This is an opportunity to understand the way that a planning application will be judged against relevant policies and guidance, and identify any necessary modifications at the earliest stage.

Arun District Council may also be able to provide guidance on additional or specialist external consultation that should be undertaken prior to application, either with further officers and departments within the District Council, statutory consultees, or the general public.

Depending upon the scale and nature of the application, this will involve a combination of:

- A written response (for all applications)
- A site visit, accompanied or unaccompanied
- Pre-application meetings

Neighbours & the General Public

Consultation with neighbours, the existing community and any further interested parties who may be affected by development is encouraged for proposals at all scales, from householder extensions to major applications. The Government promotes a proactive approach to planning where community engagement and effective public consultation are carried out prior to the submission of a planning application. This can be used to gather key information about a site and its context, the aspects which are considered important to the local community, and to address any concerns at an early stage of design development.

The appropriate method of public consultation will depend upon the nature and scale of your proposals, and may range from an informal discussion with neighbours to public meetings, workshops and exhibitions with specialist community engagement support. Further information can be found in the Arun District SCI, which sets out a range of consultation methods and identifies those most appropriate to major and minor applications.

References:

National Planning Practice Guidance on Making an Application (MHCLG, 2019)
National Planning Practice Guidance on Consultation and pre-decision matters (MHCLG, 2019)
Design Review Principles & Practice (CABE, 2013)
Arun District Pre-Application Advice Service Guidance Notes (ADC, 2018)
Arun District Statement of Community Involvement (ADC, 2018)
Arun District is located on the south coast, one of seven Districts within West Sussex. The District extends from the West Sussex Coastal Plain in the south, to the South Downs National Park (SDNP) in the north. The SDNP Authority is the planning authority for areas of the District within the National Park, and therefore the Arun Local Plan and this Design Guide address the southern half of the District only. Arun District is bordered by Chichester District to the west, Horsham District to the north, and Worthing Borough and Adur District to the east.

Environment
The Arun Local Planning Authority (LPA) covers an area of 12,090 hectares and has an estimated population of approximately 147,000, over 77% of whom live in coastal urban areas centred on Bognor Regis and Littlehampton. The northern half of the LPA area is predominantly rural, containing inland villages and the town of Arundel, which straddles the SDNP boundary. The Arun Local Plan identifies a number of areas of open countryside and undeveloped coast as forming ‘Gaps between Settlements’ which are important in landscape terms. The Local Plan also identifies a number of ‘Built up Areas’, with all land outside these to be treated as countryside with restrictions on the type of development which is considered appropriate in these areas. In total, over 60% of the District comprises rural land.

Population
Arun District has one of the highest populations of elderly people in the country, with 25% of residents aged 65 and over compared to 17% nationally. Particularly high proportions of elderly people are found along the coast, although parts of Bognor Regis and Littlehampton also have a significantly younger population with above-average proportions of families and young people. Both national and local forecasts predict a further rise in the proportion of older people over the plan period to 2031, which brings challenges in terms of health and housing. There are wide differences in standards of living across the District, which is home to both some of the most affluent and most deprived people in the UK. Both the number of children and elderly people living in low income households is rising.

Economy
The District is dominated by employment in distribution, hotels and restaurants, public administration, education, health, manufacturing and the commercial horticulture industry. The District is relatively prosperous when compared to the national average, but performs below average for the south east region. Lack of employment is a particular problem in parts of Bognor Regis and Littlehampton. This contributes to high levels of out-commuting, with about one third of residents in employment commuting elsewhere to work, with some further detrimental effects on Arun District’s economy. Out-commuting is enabled by the District’s direct rail links to London, Central Sussex and Gatwick Airport.
East-west links and connections within the District, with direct rail links to London, Central Sussex and Gatwick Airport. North-south connections are comparatively weaker.

The River Arun, one of the fastest flowing rivers in the UK, runs through the District to meet the sea at Littlehampton.
All development will be subject to national, county, district and neighbourhood planning policy and guidance; ranging from prescriptive requirements set within a legal framework, to supplementary guidance documents.

All documents contained within the planning policy framework will form a material consideration in planning decisions. In addition, applicants should consider best practice in terms of design standards.

Applicants should therefore carry out a review of all relevant policies and guidance as early as possible in the design process in order to inform design development and ensure that proposals are policy compliant and follow best practice.

**National**

The Government’s approach to planning and the built environment is contained in the National Planning Policy Framework (NPPF) and a series of National Planning Practice Guidance documents (NPPG), with which all further planning policies and development proposals must be compliant. A further number of guidance documents have been prepared by both the Ministry for Housing, Communities and Local Government (MHCLG) and various other government departments and non-governmental organisations.

**West Sussex**

Arun is one of seven Districts under the jurisdiction of West Sussex County Council, which has prepared guidance on landscape and environment issues across the county. West Sussex is also the relevant planning authority for minerals, waste and transport planning.

**Marine Plan Area**

Parts of Arun District fall within the South Marine Plan Area, comprising tidal areas including the mouth of the River Arun. Development proposals which affect the tidal River Arun or coastal waters must also apply to the Marine Management Organisation for a Marine Licence.

**Arun District**

The Arun Local Plan 2011-2031 was adopted in July 2018, and sets the vision for the District to 2031 and beyond. This does not include the SDNP, which falls under the jurisdiction of the SDNP Local Planning Authority. Arun District Council has also prepared various Supplementary Planning Guidance and Documents (including the current Design Guide SPD) which provide additional advice and guidance on specific planning issues within the District.

**Neighbourhood**

Neighbourhood Plans are produced by parish and town councils to support the delivery of strategic policies set out in the Local Plan and to shape and direct development that is outside of those strategic policies. Arun District has 16 ‘made’ Neighbourhood Plans, in addition to one designated Neighbourhood Plan Area with no plan made to date.
Arun District has a rich historic environment, which future development must seek to protect, complement and enhance. Over 3.15% of the total land area in the District is covered by designated heritage assets, comprising a significant proportion of the total built area. These assets include:

- **723 Listed Buildings**: These are designated at a national level by Historic England in order to mark and celebrate a building’s special architectural and historic interest. This designation also brings buildings under the consideration of the planning system so that they can be protected for future generations, through the Planning (Listed Buildings and Conservation Areas) Act 1990. Listed buildings are graded as either Grade I (of exceptional interest), Grade II* (of more than special interest) and Grade II (of special interest). Grade II is the most likely grade of listing for a home owner, comprising 91.7% of all listed buildings in the UK. Any alterations and extensions to or demolition of a listed building will require Listed Building Consent.

- **1,242 Local Buildings or Structures of Character**: These are buildings designated by Arun District Council which, while not satisfying the national listing criteria, are considered to have strong local interest and contribute significantly to the distinctive character of their area or are very good examples of their type or style. These properties enjoy full permitted development rights but any development requiring planning permission must take care to ensure that the character of the building is maintained.

- **29 Conservation Areas**: These are designated by Arun District Council, and defined as “an area of special architectural or historic interest, the character and appearance of which it is desirable to preserve or enhance” (Planning (Listed Buildings and Conservation Areas) Act 1990). While Conservation Areas are often centred on listed buildings, green spaces or historic streetscapes, the designation concerns the character of the area as a whole rather than individual buildings. Permitted development rights are restricted in these areas, meaning that applications for planning permission are required for certain types of work that would not normally need consent (full details on requirements can be found on ADC’s website).

- **14 Areas of Character**: These are designated by Arun District Council and considered to be of distinctive character or quality and therefore worthy of protection through rigorous control of new development; although not having the same status or level of protection as Conservation Areas.

- **7 Scheduled Monuments**: These are nationally important archaeological sites, designated by Historic England under the Ancient Monuments and Archaeological Areas Act (1979). Proposals relating to these assets will be rare and must apply for Scheduled Monument Consent from Historic England, in addition to planning permission.

Arundel in particular is renowned for its historic and cultural market town character, being dominated by its Grade I listed cathedral and castle and set at the foot of the South Downs. The Local Plan seeks to protect long-distance views of Arundel’s distinctive skyline by identifying an area in which development must preserve the town’s special setting. Views out of Arundel are equally important, particularly those containing the castle or cathedral.

Proposals relating to these assets will be more tightly controlled than for other types of development in order to protect their heritage significance. Applicants should refer to ADC’s validation checklists for Listed Building Consent, or for demolition of an unlisted building on a Conservation Area.

Useful Guidance & Additional Information:
- **English Heritage**: www.english-heritage.org.uk
- **Historic England**: https://historicengland.org.uk
- **Royal Institute of British Architects**: www.riba.org
- **Royal Institute of Chartered Surveyors**: www.rics.org.uk
- **The Georgian Group**: www.georgiangroup.org.uk
- **The Victorian Society**: https://www.victoriansociety.org.uk
- **Society for the Protection of Ancient Buildings (SPAB)**: www.spab.org.uk
- **Institute of Historic Building Conservation**: www.ihbc.co.uk
- **The Building Conservation Directory (2019)**
- **The Twentieth Century Society**: https://c20society.org.uk
3.15% of Arun is covered by historic and conservation assets, spread throughout the Local Plan area, in comparison to a national average of 2.2% (Historic England, 2019). This illustrates the importance of heritage and conservation within Arun. These assets are mainly found within urban areas: 87.12% of heritage assets and conservation areas are located within existing built-up areas of Arun and 12.88% within Arun’s countryside and in areas proposed for future development.

Within the Local Plan area, 32.23% of the land is built-up (according to the Arun Local Plan 2011-2031), with the rest covered by natural and landscape features, environmental designations, countryside areas or designated for future development. The heritage and conservation related areas found within the built environment comprise 8.52% of the total existing built-up area.
Arun District has a wealth of distinctive environmental and landscape features. Future development must seek to integrate with and not adversely affect these assets, or increase the risk of flooding. Environmentally distinctive assets and designations within Arun include the following, which are identified in international and national legislation, or within the Local Plan:

- **Sites of International Importance for Nature Conservation (SIINC):**
  - 1no. Ramsar Site at Pagham Harbour, which is designated for the conservation of wetlands. The Harbour comprises an extensive area of saltmarsh and tidal mudflats, with surrounding habitats including lagoons, shingle, open water, reed swamp and wet permanent grassland. These support internationally and nationally important numbers of protected wildfowl species.

- 1no. Special Area of Conservation (SAC) at Arun Valley in order to provide protection to wet animals, plants and habitats and conserve biodiversity.

- **Special Protection Areas (SPA)** and 1 potential SPA, of international importance for the breeding, feeding, wintering or migration of rare and vulnerable bird species.

- **Sites of National Importance for Nature Conservation (SNINC):**
  - 4no. Sites of Special Scientific Interest (SSSI) which are designated at a national level as the country’s very best wildlife and geological sites. Proposed development which will have an adverse impact on an SSI will not normally be permitted, and only when the benefits clearly outweigh these impacts.

- **Sites of Nature Conservation Importance (SNCI)/Local Wildlife Sites (LWS):**
  - These areas are designated locally for their wildlife importance. This designation does not carry any statutory protection and is in addition to national designations.

- **Biodiversity Opportunity Areas (BOA):**
  - These are areas defined in the Arun Local Plan which provide the greatest opportunity for habitat restoration and creation; having multiple benefits including improving the natural environment and providing quality areas in which people can live, work and enjoy themselves.

  - Local Green Spaces Designated through Neighbourhood Development Plans: These must be demonstrably special to a local community and hold particular local significance.

  - Ancient Woodlands: These are areas of woodland that have been present since at least 1600AD. Development involving the loss of these trees should be avoided at all costs.

  - Tree Preservation Orders: This designation protects specific trees, groups of trees (TPO Areas) or woodlands in the interests of amenity. These must be retained and protected through a sensitive design approach, including a buffer zone.

  - 1no. Safeguarded Railway Wharf, Littlehampton: Safeguarded for mineral transportation purposes.

  - **The River Network:** in addition to the River Arun, the District has a network of large streams and smaller watercourses of strategic drainage importance. Fluvial, tidal and groundwater flooding affects parts of the District to varying degrees, with the potential for significant increases in flood risk to many parts of the District as a result of climate change.

  - **Pagham Harbour Buffer Zone:** This designation restricts development in the area surrounding this significant site.

Almost half of these features fall within the ‘gaps between settlements’ identified in Arun’s Local Plan, designated as open and generally undeveloped spaces which are to be protected to prevent coalescence of settlements and to help retain their unique identities.

Together with many of the remaining identified environmental assets, these gaps form an important part of Arun’s Green Infrastructure Network, which offers a wide range of environmental and quality of life benefits for local communities. These include: access links, biodiversity, sense of place, water resources, food and fuel production and flexible climate change adaptation.

The Green Infrastructure Network includes the Littlehampton to Arundel Green Link, an ongoing project to provide an improved sustainable transport and recreational link between Littlehampton and Arundel following the banks of the River Arun, linking the coast with the National Park.
The settlement gaps prevent coalescence of individual settlements which helps to retain their individual identities. These are important landscape features, covering 23% of the Local Plan area. 28.8% of ADC has a landscape characterisation. Development found within or next to environmental or landscape assets should be sensitive to its surroundings by incorporating, enhancing and protecting the countryside.
Multiple landscape and environmental designations exist within the Local Plan area, almost 50% of which correspond with the settlement gaps. Arun District is affected by different degrees of flooding, with a large proportion of developable land at risk of groundwater flooding.

Development within the vicinity of environmental designations should be carefully planned and properly designed. Landowners, developers and applicants should be aware of any environmental designations that fall within or nearby their property.
The existing Strategic Flood Risk Assessment Zones 2, 3a and 3b are overlain by the potential future Strategic Flood Risk Assessment Zones for 2031, 2061 and 2111, indicating all existing and potential future areas that may be influenced by flooding.
Arun’s environmental assets are also important contributors to the Landscape Character of the District, as set out in the West Sussex Landscape Strategy which identifies eight Landscape Character Areas within the District. In addition, the 2006 Arun Landscape Study identifies moderate to substantial landscape value across much of the District.

- **SC1 South Coast Shoreline**: Comprises the majority of the West Sussex Coastline and characterised by its distinctive, low, open and exposed landscape with an overriding visual and physical connection to the sea. The area contains shingle and sand dune habitats of national importance; and streams and deep drainage ditches known locally as ‘rifes’.

- **SC4 Pagham Harbour**: Distinctive for enclosed expanses of marine water, tidal mudflats, shingle, marsh, wetland scrub and small creeks; contrasting with the surrounding open agricultural land. This landscape is of great wildlife importance and offers a rich range of habitats.

- **SC2 Manhood Peninsula**: A large part of this area has been reclaimed from the sea, and remains below the current spring high tide level. Comprises mainly flat open landscape, dominated by highly productive large arable fields and modern farm buildings, but with pockets of small enclosed pasture fields and horse paddocks.

- **SC7 Halnaker Upper Coastal Plain & SC8 Fontwell Upper Coastal Plain**: These form a transition between the open lower Coastal Plain to the south and wooded South Downs to the north, with strong areas of hedgerows, hedgerow trees and woodlands enclosing small to medium-sized fields over much of the area. There are few urban influences in the area which therefore retains a mostly undeveloped, rural character.

- **SC9 Chichester to Yapton Coastal Plain**: Comprises a mainly flat, open landscape crossed by meandering rifes, much of which has been reclaimed from the sea and remains below the current high spring tide level. Dominated by highly productive arable fields and modern farm buildings with a fragmented hedgerow and hedgerow tree pattern. The open character of the area allows long views to Arundel and the Downs, in which village church towers form important landmarks.

- **SC10 Lower Arun Valley**: Characterised by river meanders with extensive drained flood pastures which merge with the local plain, and by stretches of the tidal river which are contained by high banks engineered to control flooding. Where the river reaches the sea at Littlehampton it is flanked by wharves, jetties, moorings, a golf course and sand dunes.

- **SC11 Littlehampton Fringes**: A low-lying flat open landscape forming the Littlehampton urban fringe, with settlement edges often contrasting sharply with adjacent open countryside. Contains strong suburban elements of glass houses, horse paddocks, light industry and recreational open space. A low density of native hedgerows and hedgerow trees are interspersed with shelterbelts, single species hedges or individual standards.

- **SC12 Angmering Upper Coastal Plain**: Forms a transition between the open lower Coastal Plain to the south and the wooded downs to the north. The area has a very gently undulating landscape and retains a mostly undeveloped, rural character with few urban influences save the busy A27 trunk road which runs through the middle. There is a strong network of hedgerows, hedgerow trees and medium to large blocks of woodland, and a wealth of historic landscape features including historic parklands, ancient woodland, and earthworks.
Figure 35: Landscape Character Areas

* Areas taken from the West Sussex Landscape Character Assessment (2003)
C.05 Built Environment & Settlement Character

The built environment covers approximately 39% of land area in the District, and can be divided into four main settlement contexts:

1. Coastal Towns and Neighbouring Settlements
2. Inland Arun: Arundel
3. Inland Arun: the Villages
4. Countryside Development

Arun’s Local Plan designates a number of Strategic Housing Allocations and Committed Housing Sites. A further number of Local Housing Sites are designated in Neighbourhood Plans or form Non-Strategic Housing Allocations. These are located either within or on the outskirts of existing settlements, and it must be ensured that the existing settlement context is retained and enhanced while also allowing new developments to incorporate their own distinctive character.

Applicants will be assisted in responding to local context by referring to the policies contained in the relevant Neighbourhood Plan and/or Village Design Guide, where available.
Settlement character relates to the identity of a place, rather than its size or services. The coastal towns contain the majority of the District’s population, with Arundel and the villages forming lower-density inland settlements, situated between landscape features and natural areas.
Coastal Towns and Neighbouring Settlements

The two coastal urban areas centred on the towns of Bognor Regis and Littlehampton, and their neighbouring settlements, are home to over 77% of the District’s population. These are the main service, employment, retail and social centres in the District. Bognor Regis contains Sutlin’s Holiday Centre and a campus of the University of Chichester, while Littlehampton is a smaller centre and has a harbour with small-scale fishing operations and an expanding marine-based leisure economy. A number of strategic housing allocations will facilitate future expansion of the coastal areas.

The Coastal Towns are: Bognor Regis and Littlehampton.

The neighbouring settlements are: Aldwick, Bersted, East Preston, Felpham, Ferring, Kingston, Middleton-on-Sea, Pagham and Rustington.

Landform & Landscape

The coastal towns and their surrounds are located within three landscape character areas as defined in part C.04: SC2 Manhood Peninsula, SC4 Pagham Harbour, and SC1 South Coast Shoreline. While a large part of the coastal towns lies outside these designations, reflecting their predominantly urban nature, a number of the villages are notable for their country setting and feel of openness. Within the character areas, the coast is characterised by grazing marsh and other undeveloped areas behind beaches and the significant wildlife habitat provided at Pagham Harbour. Future development should be directed away from these areas in order to maintain their distinctive character. Inland, the landscape is dominated by arable farming.

The landscape of the coastal towns area is characterised by the transition from the seascape and flat coastline in the south, through gently undulating land leading to the setting of the SDNP. The urbanised areas of the coastal settlements also contain features known in local dialect as ‘rifes’ (small rivers and deep drainage ditches) and ‘twittens’ (narrow passageways between two walls or hedges). The coast is influenced by erosion caused both by long-shore drift of shingle and sand and visitor pressures, and is threatened by potential sea level rises.

Built Form & Massing

While Bognor Regis and Littlehampton have maintained separation, the towns merge with their neighbouring settlements to form larger built up areas. In many cases this sprawl has resulted in piecemeal loss of the rural character of parts of these villages. At the same time, distinct village identities remain. Development beyond the towns is typically low density, creating an open feeling which new development should seek to preserve. The agricultural heritage of the settlements is reflected in development patterns around large manor houses. Some were originally laid out as garden estates in the early 20th century, and contain narrow roads which lack pavements or street lighting, creating pedestrian difficulties that new development must resolve.

Public Realm

The streets and spaces within the coastal towns and villages should help people to find their way around and provide opportunities to meet in spaces that can be enjoyed from morning to evening, all year round. In order to create strengthened links between the railway station, town and seafront, Bognor Regis has undergone a series of enhancements in recent years including new paving, lighting, and street furniture. In Littlehampton, the success of the East Bank redevelopment will be followed by a series of public realm improvements in the town’s centre and seafront. Surrounding settlements present the opportunity to make improvements to signage and street furniture; and to provide further off-street parking to enhance the setting of dwellings and ensure sufficient road space.

Materials & Details

The design vernacular of the coastal towns ranges from traditional flint or rendered walls paired with slate or thatched roofs, to red brick and tiled roofs. Rendered walls are generally painted white, cream or pastel colours.
Inland Arun: Arundel

Much of the town of Arundel lies within the SDNP and falls under the jurisdiction of the South Downs National Park Local Planning Authority. Arundel is an important visitor destination, this is reflected in many of the services, facilities and employment opportunities in the town.

Arundel contains three neighbourhood housing sites, but no strategic housing allocation sites. Any future development must take care to protect the historic and landscape character of the town.

Landform & Landscape

The town of Arundel is situated at the foot of the South Downs and on the banks of the River Arun. Those parts that lie within the Arun Local Plan Area are strongly characterised by their location within the setting of the South Downs, and fall within the Lower Arun Valley Character Area (SC10) which stretches from the Downs to the coast, emphasising the importance of strategic views of the town as protected through Local Plan Policy LAN DM2. Similarly, seaward views across the river flood plain to the coast from the town’s elevated positions are also significant.

Layout & Townscape

Arundel contains one Conservation Area, which contains the Castle (located beyond the Local Plan Area) and the Old Town. The pattern of building within the Conservation Area reflects the town’s landscape setting, largely determined by the shape of the hill. The street scene is characterised by an absence of open spaces, instead lined with buildings and high walls with few forecourts or gardens.

Beyond the Conservation Area, the building layout is largely determined by 20th century development of linear buildings following road patterns. In contrast to the Old Town, the feeling of space is a major characteristic with buildings, gardens and walls set back from roads.

The town, and in particular the Conservation Area, contains a wealth of buildings representing architectural form and style through progressive periods to form a cohesive and contained hillside town. The town is dominated by the Catholic Cathedral and Castle.

Built Form & Massing

Buildings are typically 2-3 storeys high, with a higher proportion of terraced buildings and detached houses than the national average, which contribute to the townscape character of the Old Town and areas of 20th century development respectively. The hillside topography of the town means that the roofs of buildings are highly visible from the surrounding area, and new developments should take care to preserve the roofline character.

Public Realm

It is critical that the public realm in Arundel is able to complement, enhance and contribute to the unique built and landscape character of the town. While functional features such as railings and lamps are generally decorative and make a positive contribution to the street scene, street clutter has been created through the overuse of bollards, directional signs, traffic information and parking signs. The use of bollards must therefore be limited to essential areas and the number of signposts minimised by combining uses.

The few remaining examples of original paving in the Conservation Area should be preserved, and opportunities should be taken to move away from tarmac and concrete slabs to materials which complement existing York stone, Purbeck stone and granite setts.

Materials & Details

The most common building materials are brick, knapped and unknapped flint, and occasional sandstone. Brick buildings are a variety of colours, generally red with blue geometric patterns. Roofs tend to be pitched or hipped and covered in hand made tiles or slate. Windows are generally formed of painted sash timber or timber casements, with glazing bars used to divide glass areas into smaller panes.
Inland Arun: The Villages

Arun’s inland villages consist of a number of separate settlements, providing a range of shops and local facilities, many of which will experience growth during the plan period. These are: Angmering, Barnham, Eastergate, Ford, Walberton, Westergate and Yapton.

The three settlements of Barnham, Eastergate and Westergate are located to the west of the District and share many facilities, including a mainline railway station located at Barnham. Strategic Housing Allocation SD5 will provide further connections between these villages, extending south to meet the smaller village of Lidsey.

To the west of these villages are Walberton and Yapton, which are physically separated from one another and have a smaller range of facilities. While Walberton contains no strategic housing allocations, Yapton is located adjacent to SD7 and SD8, linking the village with the settlement of Ford which contains a number of industrial estates, an open prison and waste treatment facilities, and limited services.

Angmering is located to the east of the District and is well served by services and facilities. Strategic Housing Allocation SD11 sits within the village, while SD9 stretches north to meet the boundary of SDNP.

Landform & Landscape

The majority of the inland villages are located within the Chichester to Yapton Coastal Plain Landscape Character Area (SC9), which extends from Chichester (west), beyond the Arun District boundary, to the edge of Arun Valley (east). This is characterised by a low lying, flat landscape, much of which has been reclaimed from the sea. Fertile soils mean that the area is dominated by highly productive arable fields, notable for a lack of trees and hedgerows which must be preserved where existing. These features provide a rural and open character to the villages. To the north, the Fontwell Upper Coastal Plain Area (SC8) is differentiated by strong networks of hedgerows, hedgerow trees and woodlands, enclosing small to medium sized fields.

To the east, Angmering is located within the setting of the Littlehampton Fringes (SC11) and Angmering Upper Coastal Plain (SC12) Character Areas. While the boundaries of these designated areas are largely defined by the edges of the existing town, Strategic Housing Allocation SD11 extends northwards into the Angmering Upper Coastal Plain. Development must therefore seek to respect the landscape characteristics of this area, forming a transition between the open lower Coastal Plain (south) and the wooded downs (north), comprising a mostly undeveloped rural character.

Layout & Townscape

The villages are at present defined by separate, distinctive identities maintained through the retention of countryside areas between individual settlements. The challenge for new development is to retain these identities and avoid the ad-hoc, disjointed approach that has prevailed in the past.

The villages tend to be centred around a core of shops, facilities and green spaces. In Yapton, an extensive post-war building programme and subsequent housing pressure in the following decades has led to the erection of council and large private housing estates, which can conflict with the rural character of the surrounding landscape. In addition, many of the villages contain urban fringe elements of horse paddocks, light industry and glasshouses, alongside redundant rural buildings, which create visual confusion and poor definition between town and countryside.

Built Form & Massing

On the whole, the villages contain a higher proportion of detached and a lower proportion of semi-detached and terraced dwellings in comparison to the national average. These tend to be 1-2 storeys.

Public Realm

Many of the public spaces within the villages are attractive and well-used. New development must seek to maintain and enhance this through high quality street furniture including retention of existing red postboxes and telephone boxes, and making sensitive improvements to signage in order to promote local facilities while respecting the villages’ character.

On the other hand, in many places on-street car parking currently detracts from the appearance of streets, spaces and housing, and can dominate the centre of villages. This presents an opportunity for new development to provide both on and off-street parking in a more sensitive manner.

Materials & Details

The material vernacular in the villages is similar to that found throughout Arun District, consisting of stone and flint walls, pastel rendering with thatched and slate roofs, or red brick. Common architectural features include tile hanging, splayed bays and Sussex half-hipped roofs with feature quoins and architraves.
Countryside Development

The countryside areas of Arun lie beyond the service centres of urban areas and larger villages, consisting instead of smaller villages and hamlets with limited services and facilities. These include Aldingbourne, Climping, Fontwell, Lymington and Poling.

With the exception of Strategic Housing Allocation SD6 at Fontwell and SD10 at Climping, countryside development is likely to be limited to smaller Neighbourhood Plan or Non-Strategic Housing Sites and individual/windfall sites throughout the plan period.

Landform & Landscape

The character of these areas is derived from their rural setting and therefore the visual connections between the settlements and their rural hinterlands. These vary across Arun but are consistently defined by the high quality soil of the coastal plain, meaning that many of the rural parts of the District are used for arable and pastoral farming or horticulture. In some places large sections of hedgerows and tree cover survive, while others are notable for their absence, partly as a result of Dutch Elm disease in the 1970s, storm damage, and their removal for agricultural uses. Where these do exist they are prominent features and should therefore be conserved.

Layout & Townscape

The sense of place within Arun’s countryside is created by the visual separation of small villages and hamlets, within which there are areas of both traditional and more modern development. While some may be situated around a village centre, for others there is no clearly defined built up area. On the fringes or beyond these settlements, many past smallholdings or nurseries are disused, in decline or have been redeveloped for housing or small business units. Further development of this sort will be supported, provided that this does not involve substantial reconstruction or have an adverse impact on historic or landscape features.

Development in recent years has often been considered to be of poor design and of a built character which is out of place with the surrounding landscape, having a stark contrast with open fields at the boundary.

Built Form & Massing

As typical for rural areas, the Arun countryside contains a significantly higher proportion of detached, semi-detached and a lower proportion of terraced homes than the national average, although these trends are less pronounced than in other rural areas on account of a higher proportion of caravan dwellings than the national rural average. Many of these have modern infilling, and it must be ensured that any future extensions or alterations are in keeping with the existing building and immediate environment.

Public Realm

The rural nature of this settlement category and limited number of services and facilities in the villages and hamlets means that areas of built public realm are more limited than in the other settlement types. Nevertheless, it must be ensured that appropriate signage to facilities is provided in keeping with the built and landscape character of the area; that the character and quality of places is not detracted from by on-street car parking; and that movement remains safe for cyclists, pedestrians, horse-riders and drivers.

Materials & Details

The design vernacular of the countryside areas is typical of Arun, characterised by a palette of flint, brick, thatch and slate. Flint walls in particular should not be removed or replaced, and should be incorporated into new development wherever appropriate.
The settlement hierarchy follows that within the Arun Local Plan and sets out the size and the existence of centres within the District.

39% of the District comprises existing or future urban, built-up area, while 61% of the District is comprises countryside including various natural and environmental designations.
80% of households are within Bognor Regis and Littlehampton.
95% of households are in urban areas (66,706).
86% of future dwellings are within strategic allocations or non strategic sites (11,900).
There will be a 20% increase in future dwellings.

‘Built Up Areas’ (BUA) are defined as per the 2011 Census, consisting of ‘bricks and mortar’ land with a minimum area of 20 hectares, with settlements within 200 metres of one another linked. The Census data also identifies Built-up Area Sub-Divisions (BUASD) to provide greater detail in the data for larger conurbations, and these have been used where available.
The design solutions specified in Section 2 are provided as guidance only, and alternative approaches may be acceptable. The level of information contained in planning applications should be relevant and proportionate to the nature of the development proposed.
Responding to the Site & its Setting

D.01 Site Appraisal

Analyse the site’s key features and context to identify the constraints and opportunities that will shape future development.

The first step in the design process should generally be the preparation of a detailed appraisal of the development plot and its surrounding context in order to ensure a clear understanding of the site and its wider setting. As per the example in Figure 55, this should identify the constraints and opportunities presented by various aspects of the site and its surrounds, which will inform the upcoming development proposal.

A site appraisal defines the unique characteristics of the development site in spatial terms, and highlights existing relations within the immediate and wider area. This includes topography, orientation, environmental and landscape features, property boundaries, built form and layout, heights, materials and architectural features, connections with the existing infrastructure and movement network, connections with nearby and/or surrounding settlements and ‘activity centres’, the historic environment, and opportunities for recreational facilities and amenities.

The level of detail should be proportionate to the nature, scale, and complexity of future development proposals. Major housing and masterplanning projects should approach the site appraisal strategically, considering aspects such as surrounding settlements or landscapes, drainage patterns and transport networks. For smaller household applications, impacts on immediate neighbours and any significant site features in terms of drainage, biodiversity or heritage, where present, will be relevant. The appraisal should be informed by all statutory and non-statutory designations set out in planning policy and legislation, but must also go beyond these to consider non-designated features.

Every site characteristic presents an opportunity to shape design, and should be used to prompt imaginative, creative and flexible solutions informing unique and integrated proposals. Following the site appraisal, applicants should have a comprehensive understanding of their site which will inform the development of their design rationale (see D.02). Carrying out this stage at the earliest opportunity will ensure a clear paper trail documenting how a design has evolved in response to its context to integrate with the existing environment both functionally and aesthetically. This is rarely done successfully if considered at a later stage.

Carry out a contextual analysis according to the checklist on page 43, identifying the immediate and wider context of the site. Additional technical studies may also be required and can be confirmed through engagement with Arun District Council.

The site appraisal should be supported by a plan including any relevant designations and further opportunities and constraints present within and beyond the site boundary. This should have a clear key. An example is provided in Figure 55.
Depending on the size and setting of development proposals, the initial site appraisal may indicate the need to produce detailed technical assessments with the input of a qualified specialist. These may include, but are not limited to, biodiversity surveys, land contamination assessments, ecology surveys, flood risk assessments, tree survey and arboricultural reports, historic environment record searches, heritage impact assessments and transport assessments. Further information on a number of these assessment mechanisms is provided in later chapters.

Applications for development proposals which are likely to have significant effects on the environment may be required to submit an Environmental Impact Assessment (EIA), involving the preparation of an Environmental Statement to assess the likely effects of the development and mitigation measures where appropriate. The requirement for EIA applies to only a small proportion of projects, usually major urban developments or proposals in highly sensitive environments; and can be confirmed through pre-application engagement with Arun District Council.

Consider the site’s surroundings in order to maintain views, enhance local characteristics, protect heritage assets and integrate development within its context.

Conservation Principles, Policies & Guidance (Historic England, 2008)

Site Appraisal - Make sure that the scheme:

- Identifies all planning designations and undesignated features of interest.
- Is informed by an opportunities and constraints plan/diagram identifying the following within and around the site:
  - Topography, orientation, landform and landscape character.
  - Drainage patterns including patterns of flooding, flood risk, and the permeability of the site and its surrounds.
  - Environmental features including existing and potential wildlife habitats, trees and hedgerows, watercourses and drainage and arable, pastoral or horticultural land.
  - Focal points, prominent locations and important views in and out of the site.
  - Character of buildings and built structures including scale, layout, form, massing, architectural features and materials, together with the building line and plot boundary of the adjacent properties.
  - Streetscape including the layout and form of spaces, boundary treatments, and the interfaces between public and private realms.
  - The hierarchy and accessibility of, and connections provided by, streets, routes, spaces and entrances including roadways, cycle paths and Public Rights of Way. This should include connections from the site into the wider transport network, and may include consideration of how the Strategic Road Network could be used and/or affected by the proposed site use, including by non-motorised users.
  - Areas, buildings and structures of heritage and/or archaeological interest including Conservation Areas, listed buildings and Scheduled Monuments.
  - Opportunities for recreation and amenity including parks, open spaces and sports and leisure facilities; and local needs and deficiencies in these community facilities.
  - Potential constraints on development including railways, major roads, noise sources, pollution or contamination and utilities.
- Incorporates technical assessments prepared by an appropriately qualified professional, as required following identification of the above.
Responding to the Site & its Setting

D.02 Developing A Design Rationale

Develop a clear rationale for the site’s development, informed by key characteristics and features identified during the site appraisal.

A design rationale should draw upon the results of site appraisal in order to justify the reasoning behind key design decisions for development proposals. The opportunities and constraints present within the site and its setting can be used to develop an initial, visionary concept setting out how the proposed design will relate to these elements and enhance them where appropriate. This may be expressed through:

- A ‘vision statement’ for the development, combining and integrating design ideas with the unique characteristics of the site. An example is provided in Figure 58.
- A ‘concept plan’ bringing together proposed buildings, structures, landscape features, open spaces, drainage features including Sustainable Drainage Systems (SuDS) and the movement network with their surroundings, in order to integrate the proposed development with the wider area. An example is provided in Figure 59.

This should seek to realise the wider vision for Arun District set out in the Local Plan and below. The design rationale should seek to address the future challenges facing Arun District; including appropriate resilience to and mitigation of the effects of climate change in terms of extremes of temperature, weather events, sea level rise and flood risk.

Vision for the District (Arun Local Plan 2011-2031):
By 2031 Arun will be a safer, more inclusive, vibrant and attractive place to live, work and visit. Arun’s residents will be healthier and better educated, with reduced inequalities between the most and least affluent.

All future development must be in accordance with this vision for the District.

The design rationale should explain how the site appraisal has informed the overall approach to the design of the development.

The design rationale should be communicated through a concept plan. This may be layered over the opportunities and constraints plan produced for the site appraisal in section D.01.

Glossary Terms

Vision Statement: This should set out ideas for the future of an area, place or site; referencing the aims, objectives and aspirations of stakeholders and owners.

Concept Plan: An intermediate stage between site appraisal and detailed layout which communicates how the design rationale and vision will be spatially realised and integrated with the existing context.

Figure 58: Vision Statement Example
Design Rationale - Make sure that the scheme:

- Defines centralities and focal points, and establishes desire lines and a clear hierarchy of streets and spaces.
- Responds positively to the character, scale, form and massing of the surrounding natural and built environment.
- Creates connections with the site’s surroundings, promoting integration and permeability.
- Enhances ease of movement and accessibility throughout the site, encouraging the use of diverse ways of movement and means of transport, while ensuring safe, attractive and inviting connections with surroundings.
- Includes spaces for people to meet, play and interact and creates a user friendly layout for non-motorised users of all abilities, including pedestrians, cyclists, equestrians and wheelchair users.
- Incorporates existing heritage and archaeological assets into new development.
- Connects to existing green infrastructure, while creating a network of green spaces and links which enhance existing green infrastructure for both wildlife and people.
- Takes account of existing patterns of drainage and flooding, and seeks to reduce flood risk through SuDS and flood defences if appropriate.
- Takes advantage of sunlight and daylight.
- Provides adequate car parking, carefully located to ensure that it does not dominate.

Figure 59: Concept Plan Example

Figure 59 is a notional scheme and does not represent every possible design solution or/and form that future development may take.
Natural Environment

E.01 Using the Site’s Features & Natural Resources

Create a place that is experienced as part of the local area, responding to and enhancing the features and natural resources of the site.

The features and resources of a site should be positively incorporated into development to ensure the highest quality of design which reflects and references its context and avoids negative impacts on neighbouring properties and spaces.

Significant features of the site will include elements such as topography, orientation, landform, geology, drainage patterns, field patterns or boundaries and vegetation cover. For development plots in existing urban settings, the built form including street layout, scale and massing, rooflines, window and door proportions, chimneys and layout of gardens and land use will also be relevant. These features should be retained and/or emulated wherever possible, particularly where they are of high ecological, environmental or historic value, in order to add ‘maturity’ and interest to new development.

Some site features, such as poor air quality, noise pollution or contaminated land may not form a positive opportunity for a scheme, but rather should be mitigated through design responses such as the placement of land uses or incorporation of planting.

The natural resources of the site will include levels of daylight, sunlight, wind and rainwater. These can benefit users of the development through measures such as passive solar design, renewable energy generation or rainwater collection; and should not be altered such that development has a negative impact on neighbouring schemes.

Utilising existing features and resources will help to ensure that development is not experienced in isolation but as part of the wider locality. Schemes should not simply be incorporated into the existing environment through landscape buffers, but rather integrate with existing landscape features on site. Some examples of how this may be done are shown in Figures 60 and 61.

Sustainable Drainage Systems (SuDS)

SuDS should be used in order to mitigate flood risk, improve water quality and provide attractive, multi-purpose spaces. These systems should be taken into account from an early design stage via incorporation into the proposed Landscaping Strategy.

SuDS can be adapted to suit any site and can contain different and various components, with multiple applications and benefits to achieve sustainable water management. When creating a SuDS network, various factors need to be considered at different scales:

- **Masterplan Scale:** water demand, efficiency, space provision, river corridors, habitats, soil, landscape, geology
- **Site Scale:** existing natural drainage patterns, runoff rates, storm water features, amenities, “place making” and landscape character
- **Building Scale:** water efficiency features, green roofs, living walls, water butts etc.

Figure 60 is a notional scheme and does not represent every possible design solution or/and form that future development may take.
Landowners will usually have **riparian responsibilities** for any watercourse that runs on, under or on the boundary of their land, including rives and ditches. This involves responsibility for the maintenance of these watercourses to ensure that water can flow naturally through them, and may fall to the tenant depending upon the agreement in place.

Features & Resources - Make sure that the scheme:

- Uses the physical features of the site and the results of technical studies positively and imaginatively. This may include but is not limited to:
  - Strengthening and retaining landscape features including field patterns, hedgerows and trees, particularly those with a high amenity or ecology value.
  - Designing the pattern of building in response to and to take advantage of existing topography, orientation and drainage, particularly in the design of SuDS.
  - Retaining and creating key views in and out of the site.
  - Protecting existing biodiversity and creating new habitats.
  - Creatively integrating and enhancing designated heritage and archaeological assets.
  - Providing a joined-up network of open and green spaces, located in useable blocks throughout the development and where residents can access them easily, not simply where there is ‘left over space’.
  - Recognises and works with ‘negative’ site features such as noise, smells or contamination, working to mitigate the effects of these features on the site and surrounding area.
  - Utilities natural resources to the benefit of users on site and in the surrounding area.
  - Avoids ‘protecting’ existing features and resources by developing in isolation, instead responding to and respecting these features.

The existing features and natural resources of the site should be incorporated into a **Landscaping Strategy** setting out where these features are, and how they will be maintained, managed, responded to and enhanced. This must be provided for all major applications and minor residential applications.

The site appraisal alongside technical studies and assessments may be required to identify features of interest and ensure that existing features and resources are not harmed or put at risk by development.

The site appraisal alongside technical studies and assessments may be required to identify features of interest and ensure that existing features and resources are not harmed or put at risk by development.

1. Retained hedge provides a soft boundary to the proposed development
2. Houses facing towards the fields, maximising views
3. Access road with potential for extension to future development
4. Access road connecting to the existing streets
5. Houses facing towards the existing settlement, creating inclusion
6. Absence of strong boundary offering a smooth transition with the existing settlement

Retained trees incorporated into a Pocket Park

Pocket Park providing a gateway to the development

Figure 61: The Site’s Features & Natural Characteristics are Incorporated into Design Proposals, Positively Responding to Adjoining Land Uses & Character

Figure 62: Successfully Incorporated Mature Trees

Figure 63: SuDS Within the Network of Streets & Open Spaces

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Building for Life 12 - 6. Working with the Site & Its Context (CABE, 2018)

National Planning Practice Guidance on the Natural Environment, Historic Environment & Land Affected by Contamination (MHCLG, 2019)

A Strategy for the West Sussex Landscape (WSCC, 2005)
Natural Environment

E.02 Landscape Structures & Trees

Trees, hedgerows and planting are particularly important landscape features, having benefits in terms of ecology and biodiversity (both as important species themselves and as habitats), air quality, carbon sequestration, reducing the urban heat island effect (illustrated in Figure 64), and providing character to an area.

Many trees and hedgerows within the District are of significant value, being designated as ancient woodland, subject to Tree Preservation Orders (TPO) or within TPO Areas, and must be safeguarded. All trees of good quality will bring a sense of maturity to a scheme and provide an opportunity to visually soften what can otherwise be a harsh new development until planting is established. Trees can also provide focal points for developments, adding to legibility and enjoyment. This is particularly true of areas of Arun which are characterised by their open landscape, in which trees that do exist form especially prominent features.

The protection of trees needs to be carefully considered throughout all stages of the design and construction process, and particularly at the early conceptual stage. For example, mature/prominent trees should be incorporated early on, in alignment with a drainage strategy; sensitive Root Protection Areas (RPA) will need to be protected against intrusive construction activity; and proposed land uses should be appropriate for the area without impact on ground conditions. The ongoing health and vitality of trees should be a priority for schemes.

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- Trees can also provide focal points for developments, adding to legibility and enjoyment. This is particularly true of areas of Arun which are characterised by their open landscape, in which trees that do exist form especially prominent features.

Detailed Arboricultural Reports including tree survey schedules, constraints plans and tree retention/removal plans must be submitted before the submission of Reserved Matters applications.

The protection of trees needs to be carefully considered throughout all stages of the design and construction process, and particularly at the early conceptual stage. For example, mature/prominent trees should be incorporated early on, in alignment with a drainage strategy; sensitive Root Protection Areas (RPA) will need to be protected against intrusive construction activity; and proposed land uses should be appropriate for the area without impact on ground conditions. The ongoing health and vitality of trees should be a priority for schemes.

**Structures & Trees - Make sure that the scheme:**

- Is informed by arboricultural surveys carried out by a qualified professional at the time of site appraisal.
- Wherever possible retains and incorporates all trees and hedgerows of value, ensuring that their root structure or access to water and sunlight is not adversely impacted by development.
- Re-provides for any loss of trees and incorporates further new planting of a range of species and sizes wherever possible in order to mitigate the impacts of climate change and the urban heat island effect, improve environmental quality and facilitate groundwater absorption, having regard to the provision of below-ground services and the most appropriate species in response.
- Provides for the ongoing maintenance of landscape structures and trees.
- Avoids incursion of all Root Protection Areas (RPA) for significant trees of high quality or with TPOs, particularly for larger scale development. Buffer zones should be implemented around RPAs to provide additional protection for such trees.

Incorporate tree protection into your **Landscaping Strategy**.


**Trees in the Townscape (Trees Design & Action Group, 2012)**

**National Planning Practice Guidance on TPOs & Trees in Conservation Areas (MHCLG, 2014)**

**Open Space, Playing Pitches, Indoor and Built Sports Facilities SPD - Appendix 9 (ADC, 2019)**

**Local Plan Policies:**

- LAN DM1 Protection of Landscape Character, GI SP1 Green Infrastructure & Development, ENV SP1 Natural Environment & ENV DM4 Protection of Trees
Natural Environment

E.03 Biodiversity

Protect and enhance biodiversity within the development site and the wider area.

Appropriate provision should be made for important habitats and species which may be affected or could be enhanced by development activity. As set out in section C.05, Arun District contains a number of protected habitats, and planning policy imposes significant restrictions on the amount and type of development that can take place in these areas in order to prevent adverse effects on ecology and biodiversity.

In addition to designated areas, protected species can be found throughout the District. The presence of protected species is the most common biodiversity issue to be addressed by planning applications which, if there is a reasonable likelihood of a particular species being present, must be informed through technical assessment by a qualified ecologist.

Developments must incorporate measures to ensure that there is no net loss of biodiversity, and demonstrate how or where enhancement and/or expansion of habitats can be integrated. This should include retaining, integrating and creating ecological corridors between existing and proposed green and other suitable spaces to allow the movement of animals and continuation of viable populations.

Biodiversity features can be incorporated into a Landscaping Strategy which includes details of how these will be maintained and managed.

All applicants must complete the Arun Biodiversity Checklist, with further information provided according to the nature and location of the proposals.

National Planning Practice Guidance on the Natural Environment (MHCLG, 2019)
Biodiversity by Design - A Guide for Sustainable Communities (TCPA, 2005)
Guidelines for Ecological Impact Assessment in the UK & Ireland (CIEEM, 2018)
BS 42020:2013 Biodiversity - Code of practice for Planning & Development (BSI, 2013)
A Green Future: Our 25 Year Plan to Improve the Environment (DEFRA, 2018)
The Biodiversity Metric 2.0 (Natural England, 2020)

Local Plan Policies:
- ENV DM1 Designated Sites of Biodiversity or Geological Importance
- ENV DM2 Pagham Harbour
- ENV DM3 Biodiversity Opportunity Areas
- ENV DM5 Development & Biodiversity
- GI SP1 Green Infrastructure and Development

Biodiversity - Make sure that the scheme:

- Provides up-to-date details of any protected habitats, species or other features with high biodiversity or ecological value, identified by technical studies.
- Does not result in any adverse impact on protected habitats unless in exceptional circumstances.
- Avoids harm to protected species, including but not limited to bats, badgers, and various wild birds, invertebrates, fish, plants and ancient woodland/veteran trees.
- Details measures to mitigate harm caused to biodiversity from the development where avoidance is not possible.
- Provides a net gain in biodiversity, which may include enhancement of existing or creation of new habitats through measures such as planting, bird and bat boxes or provision of nesting locations.
- Connects fragments of green space with ecological corridors to improve biodiversity and include plant species to encourage pollinators.

Where there is potential for the presence of protected species or habitats on or around the site, applications must be supported by surveys and impact assessments including detail of mitigation measures, prepared by an appropriately qualified ecologist.
F.01 Creating a Network of Streets, Footpaths, Cycleways & Access Arrangements

Create an accessible and easily navigable place that caters for the needs of all.

A successful movement framework should be *easily accessible by all* including the young, elderly and those with movement difficulties; and should encourage healthy and sustainable choices, making it as easy to walk, cycle, horse ride or take public transport as it is to drive.

A connected network of streets should be provided to *create coherent, legible routes* and *enable a logical block and plot layout*, responding to *natural desire lines* as well as existing *topography* and *site features* where appropriate. Signage should be kept to a minimum and provided only where necessary. Hard and soft landscaping should make these routes *attractive and pleasant* places to be.

*New routes should link with existing routes* and access points to create connections between homes and facilities located within new development and those which exist beyond, providing benefits for both sides. Streets should also be ‘future proofed’ through design which *makes it possible to connect to future developments*.

The movement framework should incorporate a range of routes in order to offer people a choice over how to move, and follow a *clear street hierarchy* which defines the order or ranking of a street through width, frontages, parking arrangements, materials and street planting. Higher order routes should offer connections to mixed-use facilities and centres, while lower order routes which may include shared surfaces are appropriate for single residential uses.

Main routes should *incorporate roadways* which are wide enough for *buses* and traffic flow, while also ensuring that pavement widths can accommodate wheelchairs, pushchairs and mobility scooters, and provide a *comfortable and inclusive pedestrian experience* through grade and surfacing. Pedestrian pavements must be a minimum of *2m wide*.

For larger developments, applicants should liaise with Arun District Council and public transport operators to arrange routing through the development and *provision of bus stops* in close proximity to homes, facilities and walking routes. These should be provided min. every *400m*.

There is a common misconception that prioritisation of walking and cycling is only achievable by restricting the movement of cars, when in reality this results in over-engineered and car-dominated environments. *Single points of access and cul-de-sacs should be placed carefully and appropriately*, properly incorporated in relation to existing surroundings.

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**Figure 66: Movement Framework Example**

Figure 66 is a notional scheme and does not represent every possible design solution or/and form that future development may take.

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**Figure 66: Movement Framework Example**

- Existing highway
- Primary road
- Secondary “green” road
- Tertiary traffic calming road
- Residential mews (terminal)
- Residential access
- Residential access fronting green
- Parking terminal access
- Enhanced non-motorised user dedicated path
- Public transport & cycle network
- Bus stop
- Site boundary

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**Transport Assessments, Statements and Travel Plans** should ensure that they cover the Strategic Road Network where appropriate, incorporating appropriate traffic modelling and analysis, and must be provided for certain types of development as per Arun District Council’s Local Validation Checklist.

**A Movement Strategy** should set out the movement network and hierarchy, explaining how this connects to existing routes and encourages healthy, sustainable and pleasant travel. **Transport Assessments, Travel Plans and Transport Statements** must accompany certain applications as per ADC’s validation checklist.
Movement Framework - Make sure that the scheme:

- Provides a connected and convenient network of streets, footways, cycle paths, bridleways, public rights of way and access routes which follow desire lines.
- Incorporates a ‘street hierarchy’, clearly communicated by a range of street typologies which are able to accommodate the appropriate type of movement/transport.
- Provides easy access between facilities, amenities, homes and public transport.
- Incorporates connections with existing routes to enable ease of movement beyond the development including access to wider facilities, amenities and services; and is able to connect to neighbouring land which may be developed in the future.
- Incorporates the provision of dedicated shared cycle and pedestrian routes or bridleways alongside and beyond roadways.
- Ensures the safety of all road users through traffic calming, separation of transport modes and dedicated crossing points.
- Incorporates speed limits and traffic calming measures appropriate to the position of routes within the street hierarchy.
- Provides accessible movement for all, through consideration of the width, grading and surfacing of routes, and incorporation of places for pedestrians and cyclists to rest.
- Provides bus stops within 400m of homes, 600m of primary schools and 1500m of secondary schools, and at least once every 400m.
- Provides unconstrained pedestrian and cyclist access even when single access or cul-de-sac arrangements are unavoidable for vehicles.

Figure 67: Hierarchy & Enclosure

Figure 68: Clear Hierarchy of Streets, Public Spaces & Courts Creates Legible Structures

Figure 69: Shared Surfaces & Reduction of Signage Highlight Pedestrian Priority

Figure 70: Frequent Changes of Direction with Tight Corners Provide a Better Speed Control

On all streets, safety and ease of movement should be ensured via provision of places to stop and rest en-route, traffic calming measures and modal separation where appropriate. Residential streets should be designed to achieve traffic speeds of no more than 20mph. For primary roads, higher speeds of up to 30mph are appropriate in existing routes within built up areas and principal bus routes, and larger developments where 20mph stretches of road would exceed 1km.

Pedestrian, cycle or equestrian routes may be provided alongside (but separated from) those for traffic, or through dedicated cycle ways, footpaths, bridleways and multi-user tracks, linked with surrounding strategic networks (eg. Public Rights of Way, National Cycle Network).

Most villages on the coastal plain within Arun District have horse paddocks and stables on the urban fringe. The provision of bridleways to link with the coastal plain, as identified within the West Sussex Rights of Way Management Plan 2018-2028, is encouraged.

All development should include access routes suitable for emergency vehicles, including fire engines. These routes should be easy to maintain, and applicants may be required to provide appropriate management arrangements.

Manual for Streets (MHCLG & DfT, 2007)
The Inclusive Transport Strategy (DfT, 2018)
West Sussex Cycling Design Guide (West Sussex County Council, 2019)
West Sussex Rights of Way Management Plan (West Sussex County Council, 2018)
Design Manual for Roads and Bridges (Highways England, various dates)
Strategic road network and the delivery of sustainable development (DfT, 2013)
The strategic road network - planning for the future (Highways England, 2015)

Local Plan Policies: T SP1 Transport & Development, T DM1 Sustainable Travel
It is important that new development either connects to, adds to, enhances or incorporates an identifiable centre. This can take the shape of a focal public space or feature of the built or natural environment. A centre can also comprise a range and number of services and facilities relevant to the scale of development.

A neighbourhood centre can consist of a ‘generalist’ retail offering (e.g. a post office, newsagent or convenience store). These smaller centres providing everyday services should be a short walk from people’s homes; and combined with residential development at higher storeys to create a vibrant place that is active from morning to evening, while avoiding disturbance for occupants. Larger neighbourhood centres may accommodate a greater number and wider range of uses and provide the opportunity for co-location of facilities including specialist shops, sports and community facilities e.g. schools, healthcare provision, cafés and pubs. Depending on the area’s context, a public or feature space that acts as a local gathering space may be a more suitable centre, rather than focusing on facilities.

Centres can perform a functional role but should also be nice places to be, forming a well-located, safe and accessible focal point for a community and including measures to design out crime if appropriate. Provision of facilities around high quality public realm (a green, square, widened street) with hard and soft landscaping could be utilised to achieve this, further guidance on which is given in section H.

**Access to Facilities**

The accessibility of facilities and services is fundamental to the proper functioning of a neighbourhood, and should be ensured by following the guidance in the table below.

<table>
<thead>
<tr>
<th>Settlement/ Centre Type (see Local Plan Policy RET SP1)</th>
<th>Maximum Distance from Residential Development to:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Local Services Bus Stops Primary Health/ Education</td>
</tr>
<tr>
<td>Town Centres &amp; Local Service Centres</td>
<td>10 min walk 5 min walk 20 min journey</td>
</tr>
<tr>
<td>Village and Suburban Centres</td>
<td>15 min walk 5 min walk 30 min journey</td>
</tr>
<tr>
<td>Neighbourhood Centres</td>
<td>20 min walk 5-10 min walk 30 min journey</td>
</tr>
<tr>
<td>Rural Settlements</td>
<td>via bus 10 min walk 40 min journey</td>
</tr>
</tbody>
</table>
Centres - Make sure that the scheme:

- Incorporates or provides access to a neighbourhood centre or focal point within an appropriate distance of residential development, ensuring access to everyday local facilities.
- Provides access to appropriate services and facilities at larger scales, connecting to existing centres or incorporating these into the design of the scheme.
- Integrates community facilities and services with residential development to create vibrancy and activity, while ensuring residential amenity.
- Incorporates public realm elements to make centres attractive, safe, welcoming, easily navigable and accessible for all.

The residential amenity of occupants of mixed-use developments should be demonstrated through technical assessments including consideration of noise and lighting.

All types of application for the formation of new retail or leisure premises with a floor area of over 2500sqm or more beyond existing defined town centres must be accompanied by a Retail Impact Assessment.

The role of individual neighbourhood centre(s) within a wider hierarchy of centres may be illustrated on a concept plan, including travel times to each centre by various transport modes.

Local Plan Policy: RET SP1 Hierarchy of Town Centres
Use an appropriate size and density to create places at a human scale.

The scale and density of development should ensure that places are walkable, navigable, feel comfortable and enable people to carry out their daily activities with ease. Vibrant neighbourhoods and communities will require a range of local services and facilities to function, which should be appropriately placed and connected to residential development.

Density should be appropriate to location, balancing the need for efficient use of land with a design that responds to and enhances the existing character of the site or wider locality. In general, higher densities will be appropriate in town and village centres, along strategic routes, and around key movement intersections with good access to public transport and facilities. Middle densities will be appropriate in neighbourhood centres; and low densities in purely residential areas. Indicative density ranges are set out in Figures 80 and 81.

Density should decrease with distance from the centre of a settlement, to ensure that development relates sensitively to its setting and addresses the edges of the site in a positive way. This is particularly important to development which is adjacent to the Settlement Gaps or other rural areas, particularly when these are open fields.

Given densities should be achieved over a wider area through a variety of different local densities, a mix of uses, and a range of different dwelling types and sizes to provide variety and interest (as per Figure 80), and meet local needs.

Figure 80: Indicative Density Ranges within Arun District

<table>
<thead>
<tr>
<th>Settlement/ Centre Type</th>
<th>Approximate Residential Density Ranges according to Building Typologies:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Detached &amp; Semi Detached Houses</td>
</tr>
<tr>
<td>Town Centres</td>
<td>-</td>
</tr>
<tr>
<td>Local Service Centres</td>
<td>20-30 dwellings/ha</td>
</tr>
<tr>
<td>Villages</td>
<td>15-25 dwellings/ha</td>
</tr>
<tr>
<td>Suburban Centres</td>
<td>10-20 dwellings/ha</td>
</tr>
<tr>
<td>Rural Settlements</td>
<td>5-15 dwellings/ha</td>
</tr>
</tbody>
</table>

These should be read as approximate density ranges and each scheme is to be assessed based on the context, accessibility, the proposed building type, form and character of the development of the individual site. As a result the density may be outside of the indicative ranges shown in Figure 80.
Density can be illustrated and analysed using a **figure ground diagram**. Plans should be prepared to show the distribution of uses and mix of house types and tenures, which may also be helpfully illustrated by a table showing this information.

**Density & Uses - Make sure that the scheme:**

- Incorporates an appropriate density for its location in order to enhance existing context, achieved through a range of densities and varied dwelling types.
- Uses lower density to relate positively to the edges of built up areas.
- Focuses higher density areas and provision of facilities around existing focal points such as town and villages centres or strategic routes, to enable a gradual decrease in density beyond these points.
- Locates facilities and services within a short walking distance of existing and new homes, providing new facilities on site where existing provision is not easily accessed.

**Indicative High Density**

50 - 70 dwellings/ha (approx)

**Glossary Terms**

**Density:** A measurement of the amount of residential development within a given area. For planning purposes density is usually calculated in either dwellings per hectare (dph) or habitable rooms per hectare (hrh), excluding land for other uses and major or strategic roads and landscape (referred to as ‘net density’).

**Gross Site Area:** The total area of a development site, prior to any reductions for areas which will remain undeveloped.
Clarity of layout should be achieved through the careful arrangement of buildings and spaces, which should take priority over roads and car parking so that highways do not dominate.

New development should respond to the surrounding pattern of buildings in terms of block sizes and patterns of plot division - the ‘grain’ - in order to create a natural extension to the existing development. This does not necessarily require replication of surrounding grain, particularly where existing development is inappropriate to its context. There are a range of possible ‘grain’ layouts which will be appropriate in different contexts in order to achieve developments of different densities. The illustrations in Figure 82 below set out potential layouts and patterns that may be incorporated into development.

**Figure 82: Patterns of Development - Some Examples of Typical Types of “Grain”**

- **Urban Grid**: Usually found within urban environments
- **Deformed Grid**: Usually found within suburban environments
- **Poundbury Network**: Usually found within suburban environments, inspired by Poundbury in Dorchester. Usually facilitates residential blocks with mews courts, including low and mid scale layouts.
- **Closed Loops**: Residential areas connect to context through limited locations
- **Access from Main Road**: Usually found within rural environments

Figure 83 is a notional scheme and does not represent every possible design solution or and form that future development may take.
The **perimeter block** is commonly used to achieve successful development through connected streets and well-defined frontages. These can work at a range of scales, but should be large enough to fit adequate amenity space, parking, natural ventilation, use of the block for other purposes and to accommodate the site topography, and small enough to allow a permeable and walkable street pattern, as illustrated in Figure 87. The perimeter block enables a clear distinction to be made between public and private realms, as defined by the exterior and interior of blocks respectively, and increases natural surveillance of the street.

Perimeter blocks are generally made up of a main frontage, lower order frontages, corners and interior space, dependent upon their location. Blocks should not be uniform around all sides, but rather reflect and contribute to the character of the street that they front. The main frontage should face onto the highest order street, dominate in visual prominence and have an active frontage along its length. Lower order frontages should be less prominent and less active. Consideration must also be given to the **building line**. New buildings in a street should follow the established building line, while creation of new blocks should consider the extent to which buildings are set back from streets as this defines the privacy enjoyed by a dwelling.

Perimeter blocks can accommodate various densities and building lines, varying from continuous apartment blocks and terraced houses to semi-detached and detached housing typologies. Figure 84 illustrates examples of perimeter blocks located within Arun.

Variations in plot size and activity will make spaces more easily navigable, while landmark buildings and focal points should also be positioned to help people move around the development and remember the network and arrangement of streets and spaces. Any proposal for landmark building, a focal point or a local marker should be carefully and sensitively designed and integrated with surrounding plots and blocks. Examples are given in Figures 89-91.

**Glossary Terms**

**Perimeter Block**: Development blocks where buildings front onto streets and spaces, and back onto rear gardens, creating an internal courtyard.

**Permeability**: The degree to which residential development can be penetrated by foot, cycle and vehicle movements; and the connectivity of developments to adjacent areas.

**Building Line**: The line defined by the frontages of buildings along a street or road.
Back-to-Back Distances Between Buildings

For the purposes of privacy and to avoid overlooking, the minimum back-to-back dimension should be 21m, provided by rear gardens of minimum 10.5m. Back-to-back distances should be informed by the 25 Degree Rule illustrated in Figure 85 to ensure proper provision of sunlight and daylight.

25 Degree Rule
Take a horizontal line extending back from the centre point of the lowest window, then draw a line upwards at 25 degrees. All built development facing a back window should be below the 25 degree line. In exceptional circumstances a smaller distance may be acceptable subject to other aspects achieving acceptable standards.

Back-to-Side Distances Between Buildings

Back-to-side distances between buildings should be informed by the 45 Degree Rule illustrated in Figure 87 to ensure that adequate sunlight and daylight is provided. The distance between habitable rooms and the side gable of the adjacent property should be a minimum of 14m.

45 Degree Rule
Take a horizontal line parallel to the back face of the building at the centre point of the lowest window closest to the side boundary, then draw a line 45 degrees upwards and another 45 degrees outwards toward the side boundary. All built development to the side of a back window should be below and behind these lines.

Larger blocks can be subdivided by a mews or mews court, which is essentially a street within the interior of a block. In many circumstances the interior of blocks will be used for individual or communal gardens.

Further potential block layouts include free standing blocks (providing poor public realm) and linear blocks (usually found within rural environments).

In some circumstances, innovative solutions to compact housing layouts, which enrich housing mix, make more efficient use of land, ensure that appropriate levels of privacy and natural light are maintained and are integrated with the surroundings may also be acceptable, when sufficiently justified, having the approval of the planning authority.
Layout & Plot size - Make sure that the scheme:

- Responds to the grain of existing development in terms of plot and block size, and positioning of the building line.
- Integrates existing site features including topography, landscape features and buildings into the layout.
- Is based around a series of appropriately proportioned blocks (according to surroundings), which should:
  - Incorporate well defined and attractive frontages which communicate a hierarchy through the visual prominence and activity of buildings, reflecting the character and order of the street that they front.
  - Be of an appropriate size; large enough to incorporate adequate amenity space and avoid fragmented streets, but small enough to ensure walkability.
  - Create a clear distinction between public and private spaces, providing for appropriate levels of privacy through the positioning of the building line.
  - Vary in size to add interest.
  - Increase natural surveillance of the street.
- Incorporates landmark buildings and focal points in appropriate locations to ensure recognisable and navigable development.
- Positions buildings to take advantage of daylight and sunlight, and shelter from prevailing winds.
- Avoids creation of a wind tunnel effect or overly shaded areas by orienting building façades primarily to the south.
- Avoids conflict between uses by avoiding location of residential development or centres next to sources of unacceptable noise, odour or other forms of pollution.
- Avoids placing side or back boundaries of the development in prominent locations.

Technical Housing Standards - Nationally Described Space Standards (MHCLG, 2015)
Building for Life 12 - 4. Meeting local housing requirements (CABE, 2018)
Urban Design Compendium - 3. Create urban structure
Manual for Streets (MHCLG & DfT, 2007)
Welcoming Streets & Spaces

H.01 Definition & Enclosure

Create an attractive environment of streets and spaces with appropriate spatial definition and enclosure, suited to their location and role.

Most well-designed places incorporate a good sense of definition and enclosure, enabling places to be experienced as ‘contained’ and structured.

Appropriate definition and enclosure is generally created by ensuring that the height and width of buildings or landscape features and the gaps between them relate to the width of the street and space in front of them and those on the other side. Ensuring that this follows a human scale, provides appropriate levels of natural surveillance and includes active frontages with direct access to the street will enable a feeling of safety and comfort for those using the space. The appropriate width should be determined by consideration of the type and level of activity and daylighting of buildings.

Enclosure can be building or landscape dominated, created by providing a strong building line in combination with well-defined boundaries and street trees. Boundary treatment can take many forms, including planting, hedges, walls, fencing or a change in materials; and should reflect the character of existing high quality treatments in the area. This may include traditional flint walls, or railings which can successfully provide enclosure while maintaining views in and out of an area and preventing any loss of light. Close board or panel fencing may not be an appropriate boundary treatment, especially for prominent locations such as local centre frontages (Figures 95 and 96). All new development should provide a carefully-designed privacy strip, defensible zone or front garden in order to create a degree of privacy between residents and passers-by (as in Figure 92 and 95). The distinction that boundary treatment creates between public, semi-private and private space is important for the amenity of building users and occupants.

The relation between boundary treatment and adjacent highways should be carefully considered. Boundary treatment should not affect the safety or operation of the Strategic Road Network during installation and in normal use, and must be fully maintainable from within the site (i.e. no requirement to have workers or machinery within Highways England land).

Figure 92: Planting Examples Adding to Streetscape Character, Providing Soft & Effective Boundaries Between Private & Public Spaces

Figure 93: Plot Layout & Frontages

NOT TO SCALE

Figure 93 is a notional scheme and does not represent every possible design solution or and form that future development may take.
Selecting an appropriate treatment for the boundary between public and private spaces is key to ensuring high quality definition and enclosure of development.

- Maximise active frontages with glazing to create connections and interactivity between indoors and outdoors.
- Strong building line at the edge of the public space.
- Encourage spill out space, bringing animation to the street.
- Multiple windows on upper levels ensure street overlooking.

a. local centres

- Create frequent entrances offering direct access to the street.
- Planting complemented with hedges, flint walls or railings creates a strong boundary between public and private spaces, offering a sense of protection.
- Encourage spaces that are overlooked by windows.

b.1. residential area: high level of definition

- Create of defensible zone between public and private space, using planting as an attractive green buffer.
- Maximise windows to provide natural street surveillance.
- Create a low level of definition by visually blurring and blending the boundary between private and public space.

b.2. residential area: low level of definition

- Maximise active frontages with glazing to create connections and interactivity between indoors and outdoors.
**Height to Width Ratios**
The height to width ratio is important to the character of the development. The typologies below form a general guide but are suitable for all locations, with the appropriate height to width ratio depending ultimately on the order of the street.

- **Minor Streets** - 1:1 - 1:1.5
- **Typical Streets** - 1:1.5 - 1:3
- **Public Space** - 1:4 - 1:6

*Figure 99: Typical Residential Street - 1:3 Ratio*

- The ratio can vary between 1:1.5 to 1:3. Lower ratios reduce the width of front gardens, providing only a privacy strip.
- On some cases the carriageway can accommodate car parking on both sides.
- Predominant type of new secondary or tertiary residential street.

*Figure 100: Minor Street - 1:1 Ratio*

- More suitable for new town/ local centres or developments in close proximity to existing town/ local centres.
- Ground-floor uses are active or may consider the inclusion of a privacy strip.

*Figure 101: Public Space - 1:6 Ratio*

- Provides an environment where new public space is integrated with the development, considering the inclusion of trees or landscaping elements.
- The ratio can vary between 1:4 to 1:6 depending on the public space type.

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**Definition & Enclosure - Make sure that the scheme:**

- Creates streets and spaces which are defined and enclosed by buildings and/or landscape features of a human scale.

- Provides appropriate levels of natural surveillance through ground floor windows from habitable rooms, reducing anti-social behaviour.

- Incorporates active frontages through main entrances, front doors and local services providing direct access to the street or space.

- Creates well-defined boundaries between public and private space to avoid ambiguity of ownership, with levels of semi-private space which are large enough to provide residents with a sufficient level of privacy.

- Provides high quality boundary treatment that reflects and/or enhances the existing character of the area and its surroundings.

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**Glossary Terms**

- **Active Frontage:** Interfaces between buildings and streets characterised by multiple entrances and windows allowing interaction between the public realm and premises facing the street.

- **Natural Surveillance:** A design technique in which public spaces are directly overlooked by habitable rooms in surrounding dwellings in order to provide safety for their users.

- **Strong Building Line:** A strong building line is created when buildings provide a continuous frontage along a street.

- **Habitable Room:** Any room used for sleeping, living or cooking and eating purposes.

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Urban Design Compendium - 3. Urban Structure
Secured by Design Development Guides (SBD, various dates)
Manual for Streets (MHCLG & DfT, 2007)
Welcoming Streets & Spaces

H.02 Streets to Rest, Meet & Gather

Create a network of streets and spaces where people can rest, meet and gather.

Creating streets and spaces which are not just functional but also pleasant, safe and secure can make significant enhancements to people's quality of life and perception of a place. A sociable public realm can be ensured through the provision of street furniture which makes it possible for people to stop and dwell throughout the day, including imaginatively designed seating and lighting columns. Providing trees and soft landscaping which are appropriate for their environment and location will also increase the attractiveness of streets and spaces.

The public realm should be designed inclusively, enabling interaction between a wide range of people of all ages, including those with movement or sensory impairments, through consideration of grading, surfacing, pavement width and sensory-rich design; and ensuring that street furniture fulfils a role rather than increasing street clutter. This should include providing opportunities for play through interaction with the public realm.

As per the examples in Figures 109-115, the physical design and character of streets and spaces should reflect and reinforce the wider pattern and hierarchy of streets and respond to their proximity to centres and destinations, the density of development, the level of expected activity within the space, the speed and volume of vehicles and the area's character and townscape. Streets and spaces should be co-ordinated with and reinforced by the Landscaping Strategy.

The needs of pedestrians, cyclists and public transport should be prioritised over those of motorists through natural methods of traffic calming. The provision of shared spaces may be appropriate for lower order streets next to public spaces or in 'home-zones', but should not confuse the order of streets or compromise the safety of children and visually-impaired people.

Sustainable Drainage Systems should be incorporated into street design to provide distinctiveness and identify a specific order of street or an important route through a site.

Natural methods of traffic calming such as road narrowing or street trees are encouraged. Methods such as speed humps can often be unattractive and frustrating to road users.

Glossary Terms

Sociable Public Realm: Streets and spaces that allow people to come together and interact.

Inclusive Design: That which ensures that buildings and spaces can be used by anyone.

Shared Space: Where all users of a space including cars, cyclists and pedestrians share one uniform surface with no defined pavement or segregated routes.
Figure 109: Primary Road Example Typology

Figure 110: Parking Integration

Figure 111: Secondary Green Road Example Typology

Figure 112: SuDS Examples

Figure 113: Tertiary Road Example Typology

Figure 114: Defensible Zones

Figure 115: Residential Mews Example Typology

Figure 116: Resi Shared Spaces
Prepare a plan and sections showing the typical features of each order of street and how they work together to create different types of social space.

Seek advice from appropriate specialists regarding inclusive design, planting, security and crime prevention and traffic calming measures.

Use your **Landscaping Strategy** to inform the choice of species for planting. Ensure that the design of streets reflects their order in the street hierarchy defined by your **Movement Strategy**.
Welcoming Streets & Spaces

H.03 Open Spaces

Create a network of open spaces of diverse size, scale and character, which have a clear purpose and are accessible to a wide range of potential users.

All development should 

enhance the provision, quality or accessibility of open spaces and sports, community or leisure facilities, whether by appropriate contribution via planning obligations, or direct provision.

These spaces should be 

designed positively and clearly defined through building frontages which provide appropriate natural surveillance through enclosure and overlooking. They should be accessible for all.

Open spaces should be 

developed around existing natural features on the site and linked with the existing network of green infrastructure throughout the District in order to increase the visual amenity, recreational use and biodiversity features of this network. Spaces should incorporate SuDS in line with the drainage strategy for the site. Depending on the context, either a direct link or green route along existing walking and cycling paths and incorporating tree planting and soft landscaping may be appropriate. All residential development should have open spaces and sports facilities provided in close proximity as per Arun’s Public Open Space, Playing Pitches and Built Facilities SPD (2020).

Most open spaces should have a primary role or function to prevent them from becoming unused or neglected, while also ensuring that choice is offered within and between open spaces to cater for the needs of all users (as per the examples in Figure 118). This may include facilities and features such as formal or informal sports pitches, outdoor gym equipment, play areas, community gardens, vertical gardens or quiet spaces. The appropriate function of a space will depend on the local needs of the surrounding area. In particular, the provision of play areas should consider the intended age of the children using the space, and should be accessible to all within this age bracket. These spaces may be formal (marked and laid out for recreational activities, including athletics tracks, sports pitches or play equipment, likely to be age-targeted) or informal (casual spaces for children of all ages).

Consideration should be given to the maintenance and management of open spaces, making provision for ongoing costs. This is particularly important for smaller spaces and soft landscaping such as verges which play an important role in ensuring the connectivity of green infrastructure but are often overlooked, with no clearly defined sense of ownership or responsibility for their upkeep.

Figure 119 is a notional scheme and does not represent every possible design solution or/and form that future development may take.
The Open Space, Playing Pitches and Built Facilities SPD provides the following standards per 1,000 population, totalling 40,000sqm of provision per 1,000 people. Applicants must also refer to the playing pitches and sports facilities provision set out in the SPD.

- Parks & Gardens: 8,000sqm
- Amenity Greenspace: 6,000sqm
- Natural & Semi-Natural: 18,000sqm
- Equipped Play Areas: 2,500sqm
- Other Play Areas: 3,000sqm
- Allotments: 2,500sqm

Incidental Spaces

Schemes should be designed so as to avoid ‘left-over’ incidental spaces with no clear purpose, which risk becoming neglected as discussed above. Where the creation of such spaces is unavoidable, they should have low maintenance requirements and be easy to access. Further consideration should also be given to opportunities to integrate these spaces into the wider design by responding to their adjacent context. Incidental spaces which are attached to or in the vicinity of soft landscaping are ideal for low maintenance ground cover planting. Incidental spaces adjacent to hard landscaping should be surfaced using a material similar to or matching the predominant adjoining surface.

Figure 120: Example Plan of Communal Garden
Figure 121: Example Plan of Green Spine
Figure 122: Example Plan of Community Space
Figure 123: Example of Local Green Centre
Figure 124: Green Spine & Ecological Landscape
Figure 125: Pocket Garden with Playground
Figure 126: Neighbourhood Park with SuDS
Figure 127: Example of Wetland
Figure 128: Example of Countryside Landscape

The designs suggested above propose clear structures which define connections, routes and uses. Areas for play and for health and well-being form an important part of these open spaces and are integrated into the network of green and blue features.

Prepare a plan showing the size, location and function of open spaces provided and how these are integrated into wider provision within the area.

The opportunities and constraints plan produced during site appraisal should be used to identify existing open spaces, and therefore the amount and type of new spaces that are required. This should be integrated into the scheme’s Landscaping Strategy to ensure that open spaces provided are integrated with existing natural features and link to the green infrastructure network; and with the scheme’s Drainage Strategy to ensure sustainable drainage and minimise flood risk.

Urban Design Compendium - 3.5 Landscape, and 5.5 A Thriving Public Realm
Examples of Planting Types & Categories

Planting should be selected according to the role of the space and local environmental conditions, with emphasis upon provision of native species.

- **Green Spine**

  Bold swathes of planting following curvilinear arrangement of paths. The planting structure comprises native trees and medium shrubs, with low, mainly evergreen planting bordering paths. Care must be taken when designing the layout to ensure clear lines of visibility are not impeded by shrub planting. Lawns should be planted with individual and groups of native trees. Earth-shaping should be used in conjunction with structural planting and lawn areas, enhancing the enclosure of spaces.

- **Local Green Space**

  Informal arrangement of planting beds carefully co-ordinated with the arrangement of pathways. Planting shall predominantly comprise parkland trees of varying form, shape and size, planted in groups to provide maximum interest. These trees should be a mix of both native and ornamental, providing the space with an identity. Water features and rain gardens shall be planted with suitable aquatic and marginal plant species based on the eventual levels of water.

- **Community Green Space**

  The scale of the planting shall relate to the small scale of these spaces. Trees shall be of a small domestic size, with fruit trees favoured. Understorey planting shall be primarily composed of herbaceous perennials, evergreen ground cover and small/medium sized shrubs. The use of evergreen hedges can reinforce the geometry of the design and give protection to areas of ornamental planting. Lawns shall be small in area and should be well planned and located to minimize wear.

- **Civic Green Space**

  The style of planting shall follow the layout of the space. The planting will principally comprise clear-stemmed trees planted within areas of hard surfacing and co-ordinated with patterns of paving. Species of tree with a regular and spreading form shall be used to create shade and shelter and reinforce the geometry of the design. Low level planting should be minimised and located around the base of the trees.
Open Spaces - Make sure that the scheme:

- Delivers open spaces of appropriate size, shape and layout to meet the needs of users, as per the Arun Space, Playing Pitches and Built Facilities SPD.

- Delivers open spaces at an early phase of the development, and integrates these with residential developments.

- Uses existing natural and landscape features as focal points.

- Does not reduce areas of planting by more than 30% and provides a net increase in tree planting, including planting in lieu of any loss.

- Creates links between new open spaces and the existing open space and green infrastructure network, ensuring that small scale and incidental linking spaces are afforded the same good standards of upkeep as larger and more formal spaces.

- Incorporates Sustainable Drainage Systems (SuDS) as part and parcel of open spaces, ensuring that these are provided in addition to usable open space.

- Provides open spaces with a clear function, while offering choice for all users.

- Is informed by the needs of the local community, including appropriate provision of sports facilities/pitches and formal and informal play spaces, community gardens, gym equipment and quiet spaces.

- Is safe and accessible for all users, being appropriately defined and enclosed by buildings in order to provide natural surveillance.


Planning for Healthy-Weight Environments (TCPA, 2014)


Secured by Design Development Guides (SBD, various dates)

Arun Public Open Space, Playing Pitches & Built Facilities SPD (2020)


Local Plan Policies: OSR DM1 Open Space, Sports & Recreation, OSR SP1 Allotments
Provide private and communal residential outdoor amenity spaces which are of a high quality and can be safely and conveniently accessed by all residents.

All development should provide residents with access to outdoor amenity space, whether private or communal:

- **Private residential amenity spaces** are the enclosed area within a dwelling curtilage from which the public is excluded. Privacy should be ensured by using the 25-degree and 45-degree rules explained in Section G.03 in order to minimise overlooking.

- **Communal residential spaces** (common in flatted developments) provide an element of amenity to complement lower levels of private outdoor space. These can be provided as exterior spaces enclosed by block buildings, or first floor roof gardens enclosed by courtyard buildings. Communal residential spaces should be safe, usable, designed to a high standard and well managed; being subject to natural surveillance from both people moving through the space and from windows. The amount of shared space to be provided will depend on the quality, quantity and accessibility of local.

Outdoor amenity spaces may comprise gardens, balconies, play areas, allotments, community gardens, or public spaces; and in combination should provide for a range of activities including relaxation, play, gardening, hanging washing and socializing.

While paved features may enable residents to better enjoy their gardens, paving gardens in entirety can be aesthetically displeasing and lead to increased surface water runoff due to decreased natural drainage. Development should retain boundary walls, fences and hedges in order to preserve the character of the street scene, and should reinstate such features wherever possible; with the exception of areas with an open character which should be retained as such.

Amenity spaces should be of an appropriate size and shape to be usable and enjoyable. Private rear gardens should have a minimum depth of 10.5 metres, and balconies a minimum of 3sqm of usable space clear from door swings and be able to accommodate a table, chairs and space for planting. Other innovative design solutions to smaller private rear gardens may also be acceptable in specific circumstances (especially when communal gardens are provided), when justified. Building frontages should generally be set back at least 2 metres from the plot boundary to mark defensible space. This buffer may be provided by the public realm at ground floor, or by balconies on upper floors. Undefined or unenclosed space around multiple occupancy buildings is not acceptable as shared outdoor space.

Spaces should be designed and oriented to respond to existing topography and light levels, minimising overshadowing. Daylight and sunlight availability in communal gardens will be maximised. Residential amenity spaces should not be compromised by surrounding uses such as refuse areas or parking.

Private spaces including both gardens and balconies offer a type of amenity that is not interchangeable with communal or public spaces, and should be provided wherever possible. Single-occupancy housing developments are likely to consist entirely of private gardens, alongside appropriate open spaces as discussed in section H.03.
Separation Distances between Habitable Rooms

**Back to Back:** min. 21m between habitable rooms of properties or to existing buildings.

**Back to Side:** min. 14m between habitable rooms and side gable of adjacent property.

**Front to Front:** min. 16m between habitable rooms of properties facing each other.

**Back to Boundary:** min. 12m between habitable rooms and site boundary to existing landscaping.

**Private Rear Garden:** min. 10.5m depth (smaller gardens with adequate daylight and privacy may also be acceptable in certain circumstances, when justified).

**Private Front Garden:** min. 2m depth which will act as a defensible zone and privacy strip.

**Balconies:** max. 2m beyond the building frontage, subject to minimum balcony to balcony distances of 17m. At least 3sqm of useable space.

**Residential Communal Shared Spaces:** minimum 40sqm plus 10sqm for each unit.

These standards should inform all developments, with no separation or difference in quality between spaces provided for private or social housing tenants.

### Residential Amenity - Make sure that the scheme:

- Provides outdoor residential amenity space to fulfil a variety of functions and accommodate a range of activities.
- Ensures that amenity spaces are of an appropriate size and shape.
- Considers topography and orientation to maximise amenity, allowing for maximum daylight and sunlight.
- Retains existing boundary walls, fences and hedges to preserve the street scene, and provides new boundary features where appropriate.
- Is integrated with surrounding uses and ensures that amenity is not compromised by proximity to parking, busy roads or refuse areas.
- Provides a mixture of private and communal amenity spaces wherever possible, with a balance appropriate to suit housing types.
- Incorporates natural surveillance of communal spaces, while seeking to minimise overlooking of private spaces through shape and positioning (the 25-degree and 45-degree rules).
- Provides communal spaces which are open, accessible and shared by all regardless of age, ability or socio-economic status.
- Provides external access to rear gardens where needed, avoiding long and narrow alleyways.

The appropriate level of residential outdoor amenity space should be determined through analysis of existing and proposed levels of open spaces, and the functions of these spaces.

Prepare a plan to indicate the type and size of amenity space that has been provided for each residential unit.


Ensure that building frontages and signage are in keeping with the character of the building and surrounding street scene.

Both new developments and works to existing shop-fronts should be designed to **reinforce the identity of the shop, neighbouring frontages and the wider street scene.** Retaining and enhancing windowed shop frontages which are in keeping with the existing character of the area will help to **ensure the vitality of town and neighbourhood retail centres** by providing an **appropriate balance** between advertisement and response to existing context. Historic shop-fronts should always be preserved and restored in an appropriate manner, considering the elements of traditional shop fronts illustrated in Figure 152.

Shop names and signs should **respect the existing proportions of the building,** and should be designed to **fit within existing horizontal spaces and not overlap moulding details or cornices.** Name boards that are separate structures should similarly be designed with **attention to historic details** such as edge mouldings. Signs should be painted in a traditional style and colour where this is established practice, particularly in Conservation Areas.

Security measures to shop-fronts must be considered at the earliest design stage rather than as an afterthought. **Modest and subtle lighting** can add to a feeling of safety at night while also enhancing shop-fronts. Internally illuminated signs are not usually appropriate, but external illumination of signage by means of spotlights may be acceptable.

More generally, employment frontages should be designed with a **single entrance point serving reception areas and the main space.** These should front onto streets, spaces and forecourts to make a positive contribution to surveillance and legibility. **Entrances should be generous, covered areas** which are welcoming and easily identifiable to help **improve legibility and provide protection** from the weather.

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The size, type and placement of signage should be considered in order to minimise visual clutter which can detract from sense of place, including the traditional character of Conservation Areas. This can be achieved through provision of new signs on existing posts, lamp columns or walls; including multiple signs on the same post; and ensuring that empty posts are removed.

Street name plates should be mounted on walls or buildings wherever possible.

Shop-fronts & Signage - Make sure that the scheme:

- Ensures that frontages are in keeping with their context including the surrounding street scene and the existing features, scale and proportion of the building.

- Provides an appropriate balance between the need to advertise, and respect for the existing character of the street scene.

- Provides appropriate security measures, which are integrated into and do not detract from the overall design.

- Provides generous covered areas at entrances, leading to a single entrance point to enhance legibility and protection from the elements.

- Provides accessible shop and employment entrances which minimise the use of steps.

- Provides appropriate lighting which is in keeping with the existing context and street scene.

- Creates a legible environment which promotes local amenities, facilities and attractions, as well as parking and access, through provision of appropriate signage.

- Minimises street clutter and respects local character by only providing signage where necessary, and mounting signs onto existing walls, buildings and street furniture.

Conservation Areas Guidance (ADC, 2000)
Advertisements Guidance (ADC, 2003)
Local Plan Policy: RET DM1 Retail Development
Welcoming Streets & Spaces
H.06 Street Furniture, Lighting & Public Art

Offer amenity to pedestrians and contribute to character and sense of place through high quality street furniture, lighting and public art.

The design and location of street furniture, lighting and public art should be considered at an early design stage, and should be simple, high quality, responsive to context, robust and able to withstand continued use and exposure to the elements over the long term.

Street furniture should be kept to a minimum in order to reduce clutter and increase legibility, prevent obstruction of footways and enhance sense of place. This can often be achieved by combining functions, for example integrating seating into walls. Street furniture should also be designed with the needs of all in mind, providing regular spacing of seating for users to stop and rest, and enabling sufficient clearance next to seating for wheelchair and scooter users to sit next to companions.

Provision of appropriate lighting can help ensure both the high quality and safety of streets and spaces, delivered in varied forms and being reflective of the area’s character. Schemes should avoid over-lighting, which can detract from the character of unlit environs, reduce the visibility of the night sky, or create light pollution for neighbouring residents.

Public art will enhance the character of an area while creating a renewed and richer sense of place and identity, serving as a focal point and adding to the legibility of streets and spaces. This can be provided as a stand-alone piece or part of street furniture as sculpture, fencing, paving, mosaics, glass work, flooring or lighting.

Street Features - Make sure that the scheme:

- Provides high quality street furniture, lighting and public art, respecting and enhancing existing character and sense of place, or renewing place identity where appropriate.
- Keeps street furniture to the minimum required to avoid street clutter, with creative integration of lighting, public art and further elements as signage wherever possible.
- Provides accessible spaces through placement of street furniture, providing sufficient seating including spaces for wheelchairs and scooters.
- Provides sufficient lighting in a form appropriate to its context to create safe and inviting spaces, while avoiding over-lighting.
- Integrates art into the public realm, ensuring local relevance or significance.
- Ensures the highest quality of public art, designed and created by professional artists.
- Is robust and able to withstand continued use and exposure to the elements, making provision for maintenance where appropriate.
- Integrated lighting creates safe, attractive and usable spaces combined with furniture and planting.
- Light spill and excess light distribution should be minimised.
- Benches, trees and art use guide direction, avoiding the use of too many bollards.

Figure 156: Street Furniture, Lighting & Public Art Examples

- Provision of street furniture should be informed by a scheme’s Movement Strategy and Landscaping Strategy. The creative design of all elements should be informed by original brainstorming of ideas. A Lighting Assessment may be required should there be risk of light pollution.

- The evolution of the design of street furniture, lighting and public art should be illustrated from initial concept to final design.

- Streets for All (Historic England, 2018)
- Guidance for the Reduction of Obtrusive Light, including Obtrusive Light Limitations for Exterior Lighting Installations (ILP, 2012)
- Public Art Online
- National Planning Practice Guidance on Light Pollution (MHCLG, 2014)
Integrate servicing requirements within the overall design of spaces, ensuring minimum impact on the quality of space.

The provision of waste and recycling storage facilities and utilities should **serve to meet the requirements of the users of a building or space while seeking to be as unobtrusive as possible.**

Appropriate waste storage is key to **providing an attractive and healthy environment,** and should be considered early in the design process in order to **integrate storage into the existing environment in an attractive way** (it may be necessary to provide screening from the public realm), **to provide convenient and safe access for residents, and to ensure efficient collection by service vehicles.** Separate bins for various categories of recycled waste should be provided wherever possible.

Utilities **should be run underground** wherever possible in order to reduce clutter, taking care not to conflict with landscape features and tree planting. The location of manholes and maintenance access points should be carefully considered to ensure that these are convenient while not conflicting with the design of the public realm. Above-ground utility boxes should be placed discreetly.

**Storage & Utilities - Make sure that the scheme:**

- Provides sufficient space to store the volume of bins and extra capacity for all recycling waste types necessary to meet the needs of the building’s occupants, in a convenient and safe location.
- Integrates waste storage facilities into the existing environment through consideration of placement, form and materials.
- Ensures convenient access for service vehicles, providing sufficient space to avoid the need for frequent turning.
- Integrates utilities with the public realm, locating cable runs underground, although not in conflict with tree roots, and ensuring that above-ground elements are placed discreetly.
- Provides convenient utilities maintenance access.

Undertake a **swept path analysis** to demonstrate the route that service vehicles can take to access each building or collection point.

Prepare a clearly labelled plan or statement showing **Bin Storage and Collection Provision**, including results of swept path analysis. Illustrate the treatment of bin storage areas, utility boxes, cable runs and access points.

Manual for Streets (MHCLG & DfT, 2007)
Building for Life - 12. External Storage & Amenity Space (CABE, 2018)

Local Plan Policy: **WM DM1** Waste Management
Parking Strategy

1.01 Car Parking

Integrate car parking with the surrounding built environment to support attractive and functional streets and spaces.

Car parking should be provided through a variety of solutions (some of which are illustrated in Figures 162-168) which are appropriate to their context, the size and nature of development, and the order of the street. An appropriate balance should be struck between too much parking, which can visually dominate the street, and too little which can cause frustration and lead to parking in inappropriate locations with aesthetic, health and safety implications. This can be ensured through compliance with levels of allocated and unallocated (visitor) parking set out in the Arun District Parking Standards SPG (2020) and West Sussex Parking Guidance (2019), which should seek to meet demand while exploiting potential for sustainable travel. The Arun SPD recommends that, outside the coastal town and service centres (which should incorporate lower provision), new residential dwellings of 1-3 bedrooms are allocated 2 parking spaces, and dwellings of 4+ bedrooms, 3 parking spaces. Visitor parking must be provided at a ratio of 20% of total residential units.

In larger developments and/or urban locations, on-street parking is often the most efficient use of space and, when done well, provides safer neighbourhoods by increasing activity between streets and houses. This can take a variety of forms including parallel, angled or perpendicular to the kerb, or in a central reservation: but should be provided as dedicated spaces which do not narrow the roadway to an unacceptable width for large emergency and servicing vehicle access when occupied. Rear parking courts should only be provided if all other options are exhausted, and should be small scale and overlooked by housing to ensure safety and crime prevention. Garages should not break up the enclosure or definition of the street or compromise levels of private amenity space. In all cases, the location of parking should be carefully considered to ensure that there is no risk of blocking back to the Strategic Road Network.

Parking on driveways will be an acceptable solution in rural locations. On-street, off-street and on-plot parking in front of dwellings must be provided sensitively to ensure that this does not dominate frontages or detract from the character and quality of the street scene, especially when fronting public realm. In particular, the provision of hard-standing driveways at the expense of front gardens should be avoided. At the same time, residents should be provided safe and convenient access to parking and be able to see their car from their home. Visitor spaces should be provided to an appropriate level in clearly marked bays, and distributed around a development in order to ensure convenient access, while preventing anti-social parking.

Non-residential development must ensure that sufficient parking is provided to account for trips generated as a result of the development, either on-site or via financial contribution. Sustainable travel behaviour should be promoted by encouraging employees and visitors to travel by non-car modes or reduce single-occupancy car journeys. Developers should consider promotion of car clubs and hire schemes, as well as routes for walking, cycling and public transport in order to reduce the need for private car ownership.
Parking provision must include accessible bays as per guidance in the Manual for Streets, to a minimum of 5% of overall provision. Greater provision may be appropriate for certain developments e.g. specialised older people’s housing.

**Spatial Dimensions**

Standard parking spaces must be 5 metres by 2.5 metres. Spaces required to meet Lifetime Homes standards should preferably be 3.3 metres wide, and should always be capable of enlargement to attain this width. Spaces required to meet wheelchair housing standards must be covered and at least 6 metres by 3.6 metres. Parking for communal areas should normally be at 90 degrees. Designated accessible parking spaces in accordance with BS 8300 are preferred for Lifetime Homes, wheelchair housing and disabled visitors. The aisle width should be 6 metres, which may be reduced by widening the bays.

Best practice suggests that the internal floor area for car spaces (garages or car ports) should be at least 3 x 6 metres in dimension. Wheelchair accessible spaces must be 4.2 metres wide with an automatic door, while spaces must be 3.6 metres wide to meet Lifetime Homes standards. Spaces might be larger to accommodate larger vehicles (4x4s), cycles and general storage. Spaces that are smaller than the minimum may be included but will not be counted as a parking space. Where car ports or garages are provided, these should be retained in the long term and conversion of such parking to extensions should be prevented.

The suggested forecourt depth is 6 metres for garages and 5.5 metres for garages with a roller shutter door. Additional length for turning of 1 to 3 metres may be required depending on the specific circumstances.

Bays in front of a garage (tandem space) should be a minimum of 6 metres.

**Access & Approach for Wheelchair Parking and Lifetime Homes**

On-plot spaces are preferred where practicable for wheelchair housing and to meet Lifetime Homes standards. Where allocated spaces are unavailable within the plot, parking should be provided within 40 metres of the entrance to the property wherever possible. The distance should be 20 metres for wheelchair housing and preferably 15 metres to 30 metres for Lifetime Homes spaces. Where communal parking is provided for multi-occupancy buildings, these distances apply to the main communal entrance of the building (or another accessible entrance in general use) or the nearest lift core.

It is preferable to have a level approach. However, where site topography prevents this, a maximum gradient of 1:12 is permissible on an individual slope of less than 5 metres, 1:15 if it is between 5 metres and 10 metres, and 1:20 where it is more than 10 metres. Paths should generally be a minimum of 900mm width. Where a ramped approach is provided to a dwelling, the parking space should be located at floor level adjacent to the main entrance. These apply to on-plot spaces, not communal spaces.
Figure 169: On-Plot Parking, New Hall, Harlow

Hidden Parking not Creating Car Dominance

Figure 170: On-Street Parking, Upton, Northampton

Carefully Placed On-Street Parking

Figure 171: On-Street Parking, Stanmore Place, Harrow

No Car Dominated Environments

Figure 172: In Built Garages, Princes Gate Mews, London

Support Local Identity

Figure 173: Garages, Accordia, Cambridge

Safe, Convenient & Accessible

Figure 174: Garage, Derwenthorpe, York

Variety of Solutions

Figure 175: On-Plot Parking, Eridanusstraat, Groningen

Soft Frontages, Accessible Bays

Figure 176: Communal Parking Court, Jury Place, Warwick

Integrated Parking

Figure 177: Dedicated Parking Court, Fair Mile, Cholsey Meadows
Car Parking - Make sure that the scheme:

- Provides appropriate levels of residential and/or non-residential parking spaces to the levels set out in Arun District Council’s Parking Standards Guidance (2020) and West Sussex Parking Guidance (2019)
- Provides a range of parking solutions appropriate to their context, which take account of the needs for pedestrians, cyclists and other road users.
- Ensures that streets and spaces are not car-dominated, and that the roadway is not obstructed by parked cars.
- Positions parking on-street wherever possible, ensuring a separation between housing and parking through landscaping.
- Positions parking spaces to the front of properties wherever possible to ensure active frontages and enable residents to view their car from their home.
- Does not break up the enclosure and definition of the street or compromise private amenity space through garages. These should be at least 6m x 3m internally to qualify as a parking space.
- Provides rear parking courts as a last option, ensuring that these are small-scale and overlooked by adjacent properties.
- Provides visitor parking to appropriate levels set out in guidance, ensuring that this is easy to recognise and distributed throughout development.
- Incorporates sufficient accessible and blue-badge spaces appropriate to their context.
- Considers the promotion and provision of alternatives to individual car ownership to minimise demand for car parking and encourage sustainable travel.

Depending on the nature and scale of development, a Transport Assessment, Travel Plan and Transport Statement indicating the demand and provision of parking spaces must be prepared.

All types of applications for commercial/residential development of 5 dwellings or 500sqm of commercial floorspace or more, or for the conversion of buildings to flats must prepare a Parking Strategy Plan illustrating off-street, visitor and on-street parking. Proposals for household extensions involving the provision of new car parking should provide a scale plan to show parking layout and number of spaces.

Arun District Council Parking Standards Supplementary Planning Guidance (2020)
West Sussex Parking Guidance (West Sussex County Council, 2019)
Building for Life 12 - 10. Car Parking (CABE, 2018)
Manual for Streets (MHCLG & DfT, 2007)
Local Plan Policy: TDM2 Public Parking
**1.02 Electric Vehicles**

The use of electric vehicles is an important measure in **reducing emissions and is steadily growing**. All new development, including conversions, should therefore make appropriate provision for electric and plug-in hybrid vehicle parking and charging as per the Arun District Council Electric Vehicle Infrastructure Standards Study (2017) and Parking Standards SPG (2020), which sets out a gradual increase in the number of electric parking spaces as a percentage of total provision from 20% in 2018, 30% in 2023, 50% in 2028 to 100% in 2033. Applicants should take into account the delivery date of development when determining provision. **Electric Vehicle charging spaces should be provided for all types of parking space.**

Charging should be provided as "active" (ready to use) points, which must be integrated into the surrounding environment using appropriate placement, landscaping and street furniture to ensure that they do not detract from the character of the street scene. Active points may be supplemented by passive charging points involving provision of the necessary infrastructure for future connection as minimum requirements increase. Developments incorporating passive provision must have sufficient electricity supply in order to cope with future demand.

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**Electric Vehicles - Make sure that the scheme:**

- Encourages the uptake of low-emission vehicles through provision of active charging points meeting the requirements set out in the Arun District Parking Standards Guidance.

- Provides Electric Vehicle and plug-in hybrid charging for all parking space types.

- Integrates charging points with surrounding buildings and public realm. In particular:
  - Charging stands should be no more than 1.6m high.
  - Private charging points should not be visible from the public domain, wherever possible, or use recessive colours to minimise their impact.
  - Charging points should contain external lighting.

- Ensures that future demand can be met by providing passive infrastructure, including sufficient electricity supply.

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The **Transport Assessment** and/or parking plan produced in support of a scheme should include consideration of electric vehicle infrastructure.

Prepare a plan illustrating the provision of electric vehicle infrastructure.

- Arun District Council Electric Vehicle Infrastructure Study (ADC, 2017)
- Arun District Council Parking Standards Supplementary Planning Guidance (2020)
- Electric Vehicle Charging in Residential and Non-Residential Buildings (DfT, 2018)
- Local Plan Policy: TSP1 Transport and Development, QE DM3 Air Pollution
I.03 Cycle Parking

Provide readily accessible and secure cycle parking facilities in a range of locations to suit a range of needs.

Provision of appropriate, conveniently-located cycle parking at homes, community facilities, places of work and neighbourhood and town centres is an important part of encouraging a modal shift away from car use to more sustainable modes of transport. The Arun District Parking Standards SPG states that all dwelling types should incorporate at least one cycle space per unit. 3+ bedroom homes must provide two or more.

Figures 185-187 illustrate a range of examples of cycle storage types. The type of storage should be selected according to the nature and scale of development, but should always be conveniently located next to entrances to encourage use, and located to ensure connection to cycle networks. Residential parking in particular should be sheltered in order to ensure secure storage which protects bikes from the elements. Where cycle spaces are located in the public realm, these should be integrated with the multi-functional provision of street furniture and respond to the character and layout of the area.

Consideration should be given to the needs of a range of cyclists, with spaces designed to accommodate adapted cycles for disabled people. Accommodation for mobility scooters should also be considered depending on the nature of the development proposals.

Cycle provision in workplaces should also consider supporting facilities such as showers and changing rooms.

Cycle Parking - Make sure that the scheme:

- Provides appropriate levels of cycle parking according to the Arun District Parking Standards SPG and West Sussex County Council Parking Guidance.
- Provides cycle shelters for residential development to protect cycles from the elements and to keep cycles secure.
- Integrates stands and shelters into the existing built environment in an attractive way, including multifunctional street furniture, through appropriate materials and screening.
- Provides spaces for a range of cycles including scooters and those adapted for disabled people.
- Provides supporting facilities such as showers, changing rooms and lockers where appropriate to encourage uptake.

The appropriate levels of cycle parking provision should be informed by studies to identify demand. This may be reported in Transport Assessments, Travel Plans and Transport Statements required for certain large development schemes.

Prepare a plan showing cycle parking including access from streets or cycle paths.

- Arun District Council Parking Standards Supplementary Planning Guidance (2020)
- West Sussex Parking Guidance (West Sussex County Council, 2019)
- West Sussex Cycling Design Guide (West Sussex County Council, 2019)
- Secured by Design Development Guides (SBD, various dates)
Built form and character varies considerably throughout Arun District as a whole and within the Settlement Character Areas identified in section C.06 of this Design Guide; including regency-style buildings at the seafront, traditional resort architecture, caravan parks, terraced housing, small-scale farm buildings, post-war housing estates and two-storey detached and semi-detached dwellings of a variety of architectural styles and periods.

Despite this rich and varied character, in recent years the District has seen many schemes brought forward that fail to reflect their setting and have instead been developed according to a largely standardised design rationale that could apply anywhere in the country. In response, new development must ensure that the existing character and sense of place of an area is respected and enhanced.

The form and character of new development must therefore be thoroughly informed by the initial site appraisal conducted at the outset of the design process to respond to the specifics of their site and good design throughout the wider District. This should include existing townscape and architecture by emulating key features, and existing topography and landscape by providing key views in and out of the site and responding positively to existing natural features.

At the same time, this does not mean that new developments should simply form an exact replica of their surroundings, particularly where existing design quality is poor. Good contemporary design that takes cues from well-designed elements of its existing environment by incorporating architectural features and detailing such as chimneys, dormer windows or half-hipped roofs; or traditional materials such as slate and flint, while also expressing its own complementary character will be supported.

The below illustrates examples of varied form and character, depending on the context of development.
Figure 193: Existing Form & Character Examples within Arun District
Detached Houses
Individual houses set back from the street frontage by private gardens, which may include on-plot parking.

Semi-Detached Houses
Houses paired together with a common wall, with similar characteristics to detached but in a denser setting.

Terraced Houses
Adjoining 2-4 storey properties with common walls, private rear gardens and in some instances set back from the street frontage.

Apartment Blocks
Multi-storey medium density living units, accessed through a common entrance, courtyard or lift cores, with common open space areas.

The illustrated typologies are indicative examples of residential layouts, demonstrating potential design options/solutions.
Schemes may incorporate modern methods of construction or features which are generally considered to be more contemporary such as green and brown walls and roofs. In particular, where “key” buildings such as community facilities or centres are provided these should take the opportunity to incorporate distinctive features and treatments to develop the area’s identity, as per the examples below. These buildings can also be included within residential development as vista markers or when a corner is to be defined. In any case, their design and integration should be carefully considered in relation to their surroundings.

Form & Character - Make sure that the scheme:

- Has an identity which responds to the opportunities and constraints of the key characteristics of the surrounding area or existing development as identified in the initial site appraisal.
- Incorporates architectural forms and features that predominate in the surrounding area.
- Responds to the existing landscape by considering orientation, key views and natural features.
- Exploits the opportunity to create its own distinctive character and sense of place, as appropriate to its context, particularly on key public buildings.
- Provides visual interest through attractive detailing, high quality materials, depth and shadow lines and fenestration, and through variation in form, features and materials.
- Has buildings that have been arranged to define the edges of the space, providing continuity and enclosure, being outward looking with windows oriented to overlook the street.

The site appraisal should include a robust assessment of the form and design of buildings in the area, identifying examples of good and/or traditional design both on and around the site and in the wider context.

Demonstrate how traditional and/or predominant features have been incorporated into or referenced in the design.

Prepare a plan to show how the form and character of a scheme varies in response to surrounding buildings and features, adds interest, and defines key buildings.

Conservation Areas Guidance (ADC, 2000)
Areas of Character Guidance (ADC, 2005)
Buildings or Structures of Character Guidance (ADC, 2005)
Living with Beauty (Building Better, Building Beautiful Commission, 2020)
Local Plan Policy: D DM1 Aspects of Form & Design Quality
Building Design

J.02 Scale & Massing

Ensure that the scale and massing of development responds to the existing townscape and landscape.

The appropriate scale for new buildings or extensions/alterations to existing forms should be determined by their context, their location within the order of streets, and their function and positioning, and should avoid overshadowing of neighbouring properties.

In general, buildings within the coastal towns will tend to be larger scale than those elsewhere in the District, but this should be determined with reference to the description of settlement character areas provided in section C.06 as well as Conservation Areas and Areas of Character Guidance that have informed the site appraisal. Buildings which face onto open landscape should generally be smaller scale to avoid a stark contrast at the edge.

New development should generally reflect the scale of existing buildings, although an uplift in scale can be appropriate for landmark buildings containing community uses or facilities in key locations. Small variations in height achieved through differing ridge and eave heights, or variations in frontage widths and plan forms can add interest to the street scene; however these need to be carefully designed and properly integrated.

Bulky extensions at ground or roof level which deviate from the established characteristic scale and massing of the area will generally not be supported.

Privacy Measures

The following design measures should be considered where possible in order to ensure the privacy of residents, according to the separation distances between habitable rooms of neighbouring buildings:

• Building separation distances between habitable rooms are 21m or above - No additional measures are needed to achieve a reasonable level of privacy.

• Building separation distances between habitable rooms are between 16-20m – Design initiatives such as offsetting windows and landscape screening should be used.

• Building separation distances between habitable rooms are 15m or less – Multiple design initiatives will likely be necessary, such as staggered façades, recessed balconies, mature landscaping and louvres on windows.

Further details on building separation distances are provided in section H.04.

In addition, the scale and massing of all new housing should follow the 45-degree and 60-degree rules: minimising overshadowing and maximising privacy by keeping single-storey elements of neighbouring buildings within a 45-degree line and two-storey and higher elements within a 60-degree line taken from the edge of the nearest ground and first floor windows of habitable rooms in the neighbouring property.

Figure 200: Heights Development Example

Figure 200 is a notional scheme and does not represent every possible design solution or and form that future development may take.
A variety of house types that successfully relate to the surrounding context, providing sufficient height and massing.

The buildings adopt a simple form, using proportions that are relevant to the order or hierarchy of the street.

Use of different materials (brick and timber) to articulate the different volumes.

The design emphasises the character of the local area, providing appropriate variations in form and scale. The houses have been carefully orientated with larger windows facing south, maximising solar gain.

Consistency in the ridge of the pitched roofs.

The scheme relates to and take cues from existing buildings in the local area.

Gradual height development.

Scale of development is in proportion and appropriate to its surroundings and location.

Use of different colours and materials to articulate the different volumes.

Corner building is highlighted through variation in orientation and height.

Gradual height development.

Consistency in the ridge of the pitched roofs.

The scheme relates to and take cues from existing buildings in the local area.

Gradual height development.

Tick when Reviewed

When designing and placing buildings within existing townscapes and landscapes, the forms and character proposed should be respectful and mindful of the qualities of order, unity, proportion, scale, symmetry, balance, rhythm and contrast within its surroundings. Figures 201-204 illustrate successful use of scale and massing in existing townscapes.

**Scale & Massing - Make sure that the scheme:**

- Responds to the existing scale and massing of the surrounding built environment, emulating this scale in the majority of cases.
- Uses a decrease in scale to ensure an appropriate urban to rural transition.
- Defines key buildings through an uplift in scale if appropriate.
- Adds interest through small variations in the overall scale of the street scene, in a careful, considerate and appropriate manner.
- Avoids insensitive extensions and alterations which deviate from the general scale and massing of the surrounding area.
- Provides adequate daylight, sunlight and privacy for future residents and does not result in any unreasonable loss of light or privacy for neighbours, by following the 45-degree and 60-degree rules wherever possible.

Provide **3D massing illustrations, perspectives and elevations** showing the height of the proposed development in context. For strategic housing and major developments this should include everything within a hundred metre radius.

The **site appraisal** should include a robust assessment of the scale and massing of surrounding development. **Sunlight and daylight assessments** may be required.


Consortium of Design & Conservation (ADC, 2000)

**Areas of Character Guidance (ADC, 2000)**

**Local Plan Policies:** DM1 Aspects of Form & Design Quality and QE DM2 Light Pollution
Create characterful, legible and distinctive places through the careful and bespoke design of corner sites.

Corner sites are located at the intersection of two streets or routes. Buildings should be specifically designed for such sites in order to ‘turn the corner’ and provide a frontage for both streets (Figures 205 and 206), ensuring natural surveillance on both sides. Standard house types are therefore unlikely to work in corner locations unless they are specifically designed to address these.

The visual prominence of corner sites means that they lend themselves well to accommodating non-residential uses or buildings of a larger scale and distinctive design in order to aid legibility and navigate users through the site. The design of corner blocks may also provide a way to transition between streets of a higher and lower order without a stark juxtaposition.

Corner locations are particularly suitable for flatted blocks and ‘L’ shaped buildings, which will ensure continuity of the built frontage and incorporation of corner windows and entrances. These may be used to create pocket spaces (Figures 207 and 208) or convex corners (Figures 209 and 210) which provide an opportunity to incorporate greening.

The site appraisal should identify examples of successful corner buildings in the surrounding area to identify how corners have traditionally been ‘turned’.

**Corner Buildings - Make sure that the scheme:**

- Defines the corner space of a block to ensure continuity of the building frontage, avoiding standard design and plan form.
- Includes windows and entrances onto both sides of a corner to provide natural surveillance from activity and overlooking, and visual interest.
- Creates visually prominent corners which can assist with legibility and place-making, through distinctive (but complementary) architectural features, materials and an uplift in scale where appropriate.
- Avoids entirely blind gable ends on corners.
- Marks the change from higher to lower order streets through corners which are less active on the lower order side, while still maintaining a connection between the streets.
- Avoids placing garages and car ports within the frontages of corner buildings.

Demonstrate how corner situations have been addressed.
**J.04 Building Frontages & Façades**

**Respond to and reinterpret the design of existing frontages and façades.**

New designs should **respond to the frontages and façades of existing buildings** in their immediate surroundings and exemplars in the wider context in order to **ensure a high-quality elevational treatment that integrates with the surrounding context**. While small scale developments are able to take cues from their surrounds, the challenge for larger sites is to create new architectural character which does not feel out of place in its landscape setting or in relation to townscape throughout the District. In general, vertical emphasis in elevation will be suited to developments in urban areas, while horizontal emphasis is suited to rural contexts where traditional buildings tend to have a low profile.

Contemporary schemes are encouraged to reflect traditional designs and use these as **inspiration** through the **reinterpretation of key aspects** such as layout, window to wall ratio, proportions, and window and door placement. Building façades tend to be simply organised and aligned, which should be reflected in new development.

Elevational design should also take the use of the building into account. For example, as illustrated in Figure 211, symmetrical façades are often appropriate in formal situations or where the elevation of a building will be seen in full; while carefully-balanced asymmetrical informal elevations will reflect the functional requirements of different rooms in a house. Subservient and additive forms such as porches and garages should be designed in line with guidance on extensions contained in Section 3.

Building façades should be designed to increase the legibility and coherence of their surrounds, providing pedestrian orientation through overhangs, eaves, awnings, display windows and architectural ornamentation, also providing for shade and weather protection. Front doors should be prominent features and, in particular, more prominent than garage doors.

<table>
<thead>
<tr>
<th>Successes</th>
<th>Failures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formal</td>
<td>Informal</td>
</tr>
<tr>
<td>Successful</td>
<td>Unsuccessful</td>
</tr>
</tbody>
</table>

**Frontages & Façades - Make sure that the scheme:**

- Informs the design of frontages and façades through consideration of surrounding elevations or the wider landscape and townscape character of the District.
- Incorporates appropriate vertical, balanced or horizontal emphasis, reflecting its location in an urban, suburban or rural context.
- Maintains simplicity through alignment of doors and windows.
- Reflects the use of the building in terms of formality and symmetry.
- Designs subservient and additive forms in an integrated and uncomplicated way.

The site appraisal should identify prevailing characteristics of façade design in the surrounding area.

The **Design and Access Statement** should demonstrate the relationship between existing and new façades and frontages, or wider inspiration that has been taken.

Conservation Areas Guidance (ADC, 2000)
Areas of Character Guidance (ADC, 2000)
The wider approach to design taken by a development will generally determine the choice of windows. For example, a contemporary design may introduce large glazed elevations, which would be inappropriate for a more traditional architectural approach. The design of windows can help buildings to create a light and airy impression and make a building appear less bulky, but when done badly can have the opposite effect, making buildings look fussy and failing to respect the area's character.

The positioning of windows, including sill and arch or lintel heights, requires careful consideration. In more traditional designs, the positioning of windows within their reveals is also important – windows that finish flush with the front face of a building can appear flat and uninteresting, while windows that are set back within reveals cast shadows which add vertical articulation to roofs. Dormer windows should not be over-dominant and fussy.

Applicants should also consider the potential for green roofs where appropriate.

Roofs
The character of a settlement or place is defined by roof pitch and form to a high degree. The prevailing roof forms in the District are simple and double pitched gable ends or hipped roofs. New developments should respect such characteristics, while remaining in line with the location, context and character of development.

In general, roof form should be simple and express and articulate the form of the building rather than obscure it. High pitch angles should not be used.

Simplicity in roof form should not be compromised by the accumulation of additional external elements. The position of downpipes should be integrated with the design of the roof and façade, while using combined service cores for gas flues and ventilation outlets, as well as natural ventilation hoods, can reduce clutter and give vertical articulation to roofs. Dormer windows should not be over-dominant and fussy.

Applicants should also consider the potential for green roofs where appropriate.

Windows
The wider approach to design taken by a development will generally determine the choice of windows. For example, a contemporary design may introduce large glazed elevations, which would be inappropriate for a more traditional architectural approach. The design of windows can help buildings to create a light and airy impression and make a building appear less bulky, but when done badly can have the opposite effect, making buildings look fussy and failing to respect the area’s character.

Bay windows can be used to add interest to elevations and create attractive features on buildings. Bay windows in Arun have traditionally included splayed, curved and square forms often topped with lead flat roofs. UPVC windows have been less successful in design terms, particularly in traditional buildings, due to their bulky frames and glazing bars.

As illustrated in Figure 215 and 218, windows and doors should be vertically and horizontally aligned, while arrangements which are almost aligned should be avoided - although exceptions can be made for strong architectural compositions.
When using traditional masonry materials, window and door openings should have a sufficient recess to give visual articulation.

**Entrances**

Building entrances add animation and activity to streets and spaces, while also contributing to natural surveillance and enabling a feeling of safety.

As per the examples in Figures 216 and 217, all building entrances should be clearly defined, visible, welcoming and identifiable, improving the legibility of a place.

Recessed entrances or canopies integrated into the building façade will make a positive contribution to building design.

**Roofs & Openings - Make sure that the scheme:**

- Reflects the prevailing simple roof structure of the District.
- Is broken up into a series of smaller modules of a simple form to ensure that the roof does not dominate the proposed building or surrounding area.
- Has an appropriate choice of windows, compatible with the overall approach to design.
- Positions all primary building entrances directly onto and easily visible from the public realm.

Applicants should refer to the site appraisal to understand and define the prevailing roofscape and window/entrance details.

The design of roofs, opening and articulation should be communicated through elevation drawings.

Conservation Areas Guidance (ADC, 2000)
Areas of Character Guidance (ADC, 2005)
Local Plan Policy: DDM1 Aspects of form and design quality.

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**Glossary Terms**

**Green Roof:** The roof of a building which is partially or completely covered with vegetation. These provide multiple benefits including rainwater absorption, insulation, enhancing biodiversity, lowering air temperatures to mitigate the urban heat island effect, and providing aesthetically pleasing design. These can be retrofitted or installed on new buildings.

**Hipped Roof:** A roof that slopes downwards towards the walls of a building with no vertical ends.

**Gable:** The vertical part of the end wall of a building contained within the roof slope, usually triangular but can be any ‘roof’ shape.
J.06 Noise & Overshadowing

Provide a high standard of amenity for residents, visitors and all building users by minimising the impacts of noise and loss of daylight.

All development, but particularly residential uses, should ensure that amenity is not compromised by unacceptable noise or overshadowing. Noise pollution from external sources such as railway lines and busy roads can be a particular source of frustration at night, but can be mitigated through design solutions such as the placement of habitable rooms at the rear of buildings; introduction of garages and walls between noise sources and dwellings; features such as recessed balconies and acoustic lobbies; or use of noise-absorbing materials. Noisy external activities such as play areas should be located in close enough proximity to dwellings to be safe and usable but far enough away to avoid noise disturbance.

Arun District is lucky to enjoy more sunny days than the national average. Care should be taken to maximise sunlight and daylight within habitable rooms and to avoid overshadowing through building orientation and configuration, particularly in higher density areas. Habitable room windows should generally be at least 14 metres from the flank wall of the neighbouring property.

Maximising levels of sunlight through a southern orientation and east-west street pattern will also allow developments to exploit passive solar energy.

Noise & Overshadowing - Make sure that the scheme:

- Orientates habitable rooms and amenity space away from potential noise sources.
- Incorporates appropriate design features to mitigate noise pollution, which may include recessed balconies, acoustic lobbies, barriers between noise sources and dwellings and noise-absorbing materials.
- Locates noisy activities in sufficient proximity to dwellings for safe access, but far enough away to minimise disturbance.
- Considers the configuration of the Strategic Road Network in relation to dwellings in order to avoid likely future occupants seeking to restrict the network on the basis of noise or other impacts on amenity.
- Maximises levels of sunlight and daylight and minimises levels of overshadowing to adjacent buildings and open spaces through building orientation and configuration.

The site appraisal should identify existing noisy activities in close proximity. Technical studies carried out by acoustics specialists will be required for certain applications according to Arun District Council’s validation checklist.

Prepare a plan showing how the orientation of buildings and incorporation of design features has been developed in order to maximise amenity and minimise noise pollution and overshadowing.

National Planning Practice Guidance on Noise (MHCLG, 2019)


Local Plan Policy: QE DM1 Noise Pollution
Building Design

J.07 Building Edge

Ensure that development responds positively to its setting by providing an appropriate transition between built up areas and open landscape, or other land.

The edges of urban extensions or new development at the edge of existing settlements should respond positively to their surrounding context and provide a clear and well defined external identity. How this is done will depend upon the nature of the surrounding land uses.

When development interfaces with open landscape, in particular areas defined as Countryside and/or Gaps between Settlements in the Arun Local Plan, building layout and orientation should be used to respect and relate sensitively to this setting, creating a softer edge through a decrease in scale and density, integration of appropriate green infrastructure and landscape features, and maintaining views to important landmarks and key buildings. Dwellings should be outward looking, avoiding back fences abutting the countryside, in order to provide amenity for their residents and maintain a connection between a settlement and its surrounding.

Entrances to a development should be clearly defined through the use of pinch points, corner or feature buildings. Visual interest should be ensured through incorporation of a varied skyline and rooftops.

The site appraisal should identify the characteristics and features of the surrounding context, which the design of the built edge must respond to.

Produce a plan showing how the built edge enables visual and functional connections with the surrounding area.


Building Edge - Make sure that the scheme:

- Provides a positive response to its surrounding context through the edge of buildings, which should be outward looking.
- Creates soft edges through decreases in scale, density and inclusion of soft landscaping and green infrastructure.
- Maintains key views in and out of developments.
- Incorporates clearly defined entrances to the development.
- Adds visual interest to the building edge through variations in height and rooftops design.
Building Design

J.08 Internal Space Standards

Utilise a design-led approach to building space standards, providing homes which are liveable for residents now and in the future.

Homes must provide sufficient internal space to meet occupants' requirements now and in the future. Arun District Council has produced guidance on accommodation for older people and people with disabilities, to be used alongside this Design Guide. This has been prepared in line with paragraph 61 of the NPPF which states that plan-making should reflect the housing needs of different groups.

All new dwellings will be required to follow the Government’s Technical Housing Standards (MHCLG, 2015), which set out the minimum gross internal floor areas for various dwelling sizes and occupancies. Buildings must also ensure compliance with Part M of the Building Regulations, whereby all new homes must be ‘visit able’ dwellings as per requirement M4(1) of the standards. This includes making reasonable provision for most people, including wheelchair users, to approach and enter the dwelling, access habitable rooms and sanitary facilities on the principal storey, and reasonably access wall-mounted controls.

Applicants are however encouraged to exceed these minimum standards wherever possible in order to meet occupants’ changing requirements, from family homes to those downsizing or adapting their homes. Applicants should also refer to the Council’s evidence on future needs of the growing older population with a likelihood of increased disability and health-related problems and the local context of general housing need to be met. The standards above are not adequate to accommodate full circulation and functionality required by those with mobility impairments including wheelchair users, or to incorporate Lifetime Homes Standards. Lifetime Homes principles include accessible, well-lit thresholds; adequate space to move in a wheelchair; entrance-level living spaces and WCs; and provision for a future stair lift. These features may be provided by meeting optional requirements M4(2) ‘Accessible & Adaptable Dwellings’ or M4(3) ‘Wheelchair User Dwellings’ of the Building Regulations, guidance on which is given in Figure 225 below.

Figure 224: Lowfield Green, York, BDP

- A social, affordable and private housing scheme, alongside an 80 bed care home and a mixed use health facility.
- Accommodation for older people and downsizers, including a mix of lift-accessed apartment and bungalows with wheelchair access.
- Bungalows and apartments interspersed with two to three storey family homes.

Figure 225 provides a comparative summary of Approved Document M, helping the reader to understand the different levels of accessibility. It is only for guidance and is important to refer to the original document and standards for full specification of requirements.

All figures in the tables below are in mm, and are the minimum standard for dwellings.
### Car Parking & Drop Off

<table>
<thead>
<tr>
<th>Private Parking Bay</th>
<th>Communal Parking Bay</th>
<th>Drop Off Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>4800 x 2400 level (or gently sloping if unavoidable) parking bay, 4800 x 3300 widened parking bay</td>
<td>At least 1 no. 4800 x 2400 level (or gently sloping if unavoidable) parking bay with 900 clear side access zone</td>
<td>Level (or gently sloping if unavoidable), located “close” to communal entrance of “suitable” ground surface</td>
</tr>
</tbody>
</table>

### Approach Route

<table>
<thead>
<tr>
<th>Approach Route</th>
<th>External Ramps</th>
<th>External Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step-free (gently sloping or ramped) if possible, with 900 route width (M4(1) - section 1.7)</td>
<td>Max. gradient/distance of ramps: 1:12 for up to 2000 distance, 1:20 for up to 10000 distance (M4(2)-diagram 2.1)</td>
<td>Only acceptable where step-free access is unfeasible</td>
</tr>
</tbody>
</table>

### Communal Entrance

<table>
<thead>
<tr>
<th>Level Landing Canopy</th>
<th>Entrance Width, Nib &amp; Threshold</th>
<th>Clear Space inside Entrance Door</th>
</tr>
</thead>
<tbody>
<tr>
<td>1500 x 1500</td>
<td>775 clear width, accessible threshold (15 upstand)</td>
<td>1500 clear space between internal lobby doors</td>
</tr>
<tr>
<td>900 x 1200 wide</td>
<td></td>
<td>1500 turning circle</td>
</tr>
</tbody>
</table>

### Communal Lifts & Stairs

<table>
<thead>
<tr>
<th>Stairs</th>
<th>Lifts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meet Building Regs Part K</td>
<td>Lifts recommended but not required, 1500 x 1500 landing, 900 x 1250 car size (internal), 800 door clear opening</td>
</tr>
</tbody>
</table>

### Private Entrance to Dwellings

<table>
<thead>
<tr>
<th>Entrance Hallway</th>
<th>Wchr Storage &amp; Charging Space</th>
</tr>
</thead>
<tbody>
<tr>
<td>900 corridor width applies</td>
<td>850 clear opening width, 300 external nib (extends to 1200 deep to pull side), accessible threshold (15 upstand)</td>
</tr>
<tr>
<td>1500 between any lobby door swings</td>
<td></td>
</tr>
</tbody>
</table>

### Private Internal Doors

<table>
<thead>
<tr>
<th>Clear opening widths</th>
</tr>
</thead>
<tbody>
<tr>
<td>700 - 800 (dependent on corridor width) clear opening widths</td>
</tr>
</tbody>
</table>

---

**Figure 225: Summary of Housing Standards, Building Regulations - Access to & Use of Buildings: Approved Document M (2016)**

- **Visitable Dwellings M4(1)**
- **Accessible & Adaptable Dwellings M4(2)**
- **Wheelchair User Dwellings M4(3)**

### Visitable Dwellings M4(1)

- 4800 x 2400 level (or gently sloping if unavoidable) parking bay, 4800 x 3300 widened parking bay

### Accessible & Adaptable Dwellings M4(2)

- 4800 x 2400 level parking bay with 1200 clear zone to rear and one side (6000 x 3600)
- Each provided parking bay is level 4800 x 2400 with 1200 clear zone to both sides
- Level, located “close” to communal entrance of “suitable” ground surface

### Wheelchair User Dwellings M4(3)

- 850 width, 300 nib to following edge (push side), both nibs extend 1800 clear, accessible threshold (15 upstand)
### Habitable Rooms & Storage

<table>
<thead>
<tr>
<th>Corridors</th>
<th>Visitable Dwellings M4(1)</th>
<th>Accessible &amp; Adaptable Dwellings M4(2)</th>
<th>Wheelchair User Dwellings M4(3)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>900 (750 at pinch points) clear widths</td>
<td>900 clear widths</td>
<td>1050 clear widths</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Living Spaces</th>
<th>Min. floor area for kitchen, living and dining space: 25sq.m. (2beds), 27sq.m. (3beds), 28sq.m. (4beds) (M4(3)-table 3.2), 1000 clear space around beds to both sides (or 1 side of single) and foot, 1200 square clear zone to each side of pr. bedroom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Built-In Storage</td>
<td>750 clear space around beds to both sides (or one side of single) and foot</td>
</tr>
</tbody>
</table>

### Private Circulation - Vertical

<table>
<thead>
<tr>
<th>Private Stairs</th>
<th>Provision of Entrance Level WC</th>
<th>Private Stairs</th>
<th>Provision of Entrance Level WC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meet Building Regs Part K</td>
<td>A bathroom or cloakroom on the entrance storey with a WC and basin. If no other habitable room on the entrance storey, the WC may be on the principal storey.</td>
<td>Meet Building Regs Part K</td>
<td>A wet-room with WC, basin, and installed accessible floor level shower</td>
</tr>
<tr>
<td>Platform Lift</td>
<td>WC/ Cloakroom</td>
<td>Platform Lift</td>
<td>WC/ Cloakroom</td>
</tr>
<tr>
<td>-</td>
<td>1500 - 1600 deep x 850 - 1050 wide (dependant on door positioning)</td>
<td>-</td>
<td>1600 - 1700 deep x 1200 - 1300 wide (dependent on door positioning)</td>
</tr>
<tr>
<td>-</td>
<td>Bathroom Facilities</td>
<td>-</td>
<td>A wet-room with WC, basin, and accessible floor level shower for 2-3 beds in a single storey dwelling (M4(3)-table 3.5), 2600 x 2200 or 2450 x 2450 bathroom internal dim. (for up to 4 beds)</td>
</tr>
<tr>
<td>-</td>
<td>Showering Zone</td>
<td>-</td>
<td>1200 x 1200</td>
</tr>
<tr>
<td>-</td>
<td>Rail Support/ Fixings</td>
<td>-</td>
<td>On all walls, ducts and boxings</td>
</tr>
<tr>
<td>-</td>
<td>Hoist Requirements</td>
<td>-</td>
<td>Ceiling structure of WCs/ bathrooms and every bedroom capable for the fitting of a hoist</td>
</tr>
</tbody>
</table>

### Sanitary Facilities

<table>
<thead>
<tr>
<th>Provision of Entrance Level WC</th>
<th>A bathroom with WC, basin, and a bath (provision for potential level access shower if not provided elsewhere) on the same storey as the principal bedroom, 2150 x 2000 bathroom internal dim.</th>
<th>Bathroom Facilities</th>
<th>A bathroom with WC, basin, and potential for a shower to be installed (if not provided elsewhere on the same storey).</th>
</tr>
</thead>
<tbody>
<tr>
<td>WC/ Cloakroom</td>
<td>1501 - 1600 deep x 850 - 1050 wide (dependent on door positioning). Additional space + shower drainage required to ground floor WC in dwellings with two or more storeys.</td>
<td>1000 x 1000</td>
<td>A wet-room with WC, basin, and installed accessible floor level shower</td>
</tr>
<tr>
<td>Bathroom Facilities</td>
<td>-</td>
<td>On all walls, ducts and boxings</td>
<td>-</td>
</tr>
<tr>
<td>Showering Zone</td>
<td>1500 - 1600 deep x 850 - 1050 wide (dependant on door positioning)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Rail Support/ Fixings</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Hoist Requirements</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

### Kitchen

<table>
<thead>
<tr>
<th>Kitchen</th>
<th>1200 clear in front of units (1500 turning circle recommended)</th>
<th>Kitchen</th>
<th>1500 clear in front of cupboards, kitchen worktop length of 6130 (2beds), 6530 (3-4beds), 7430 (5beds), 8530 (6-8beds)</th>
</tr>
</thead>
</table>

### Windows

<table>
<thead>
<tr>
<th>Window Height</th>
<th>850 maximum cill height in living room</th>
<th>Window Approach</th>
<th>750 clear width required in bedrooms only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Window Controls</td>
<td>main living room window controls within 450 - 1200 above floor level (all other windows 450 - 1400)</td>
<td>main living room window controls within 450 - 1200 above floor level (all other windows 450 - 1400)</td>
<td>main living room window controls within 450 - 1200 above floor level (all other windows 450 - 1400)</td>
</tr>
</tbody>
</table>

### Service Controls

<table>
<thead>
<tr>
<th>Switches &amp; Sockets</th>
<th>450 - 1200 above floor level</th>
<th>Service Controls</th>
<th>700 - 100 from floor level, 700 away from any corner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consm. Unit Switch</td>
<td>450 - 1200 above floor level</td>
<td>Door Entry System</td>
<td>1352 - 1450 above floor level</td>
</tr>
<tr>
<td>Thermostats/ Heating</td>
<td>450 - 1200 above floor level</td>
<td>-</td>
<td>Required with door release facility in main bedroom/ living space</td>
</tr>
<tr>
<td></td>
<td>900 - 1200 above floor level</td>
<td>Radiation controls</td>
<td>450 - 1000 above floor level</td>
</tr>
</tbody>
</table>

### Private Outdoor Space

| Private Outdoor Space | 1500 depth with 1500 clear turning circle | - | - |
Buildings should permit flexible use and adaptation, allowing internal layouts and rooms to be changed or expanded without fundamental restructuring or rebuilding. This may be achieved through higher than minimum floor to ceiling heights, and use of demountable partitions and modular components. This allows for flexible conversion so that a disabled individual can be accommodated (e.g., non-slip handrails, changeable tap heads and door knobs).

While quantitative space standards are a useful tool, applicants should avoid a numbers-based approach to design and instead think qualitatively about commonly required furniture and the accommodation or provision of elements which enable a home to become a comfortable and liveable place including adaptation for reduced mobility, responding to this through the size, shape and layout of rooms. Doing so will ensure that neither residential amenity nor the need to make efficient use of land are compromised.

As per the Arun guidance on Accommodation for older people and people with disabilities, this may include the provision of well-designed bungalows as part of larger schemes (over 100 homes) where overall density can still be maintained at a relatively high level.
• Provides adequate numbers of new homes as ‘accessible and adaptable dwellings’ (M4(3) compliant) and as ‘wheelchair user dwellings’ (M4(2) compliant).
• Provides appropriate mix of tenures and building typologies, integrating and combining different user needs.

Communicate internal spaces through annotated floor plans. For some schemes, applicants may be asked to demonstrate the layout of furniture and fittings in the space in order to ensure that the access needs of all can be met.

Technical Housing Standards - Nationally Described Space Standards (MHCLG, 2015)
Building for Life 12 (CABE, 2018)
Dwell Housing Accessibility Standards - Comparison Table (2016)
London Housing Design Guide (LDA, 2010)
Lifetime Homes Design Guide (Habiteng, 2011)
Secured by Design - Homes 2019 (SBD, 2019)
Updated Housing Needs Evidence (ADC, 2016)
Accommodation for Older People & People with Disabilities (ADC, 2019)

Local Plan Policies: D DM1 Aspects of Form & Design Quality, D DM2 Internal Space Standards

Glossary Terms

Gross External Area (GEA): The area of a building measured externally at each floor level.

Gross Internal Area (GIA): The area of a building measured to the internal face of the perimeter walls at each floor level.

Net Internal Area (NIA): The usable area within a building measured to the internal face of the perimeter walls at each floor level (brick/block work or the plaster face, not internal linings installed by the occupier). An area is usable if it can be used for any sensible purpose in connection with the purposes for which the premises are to be used.

Clarifications

Approved Document M of the Building Regulations (2016) provides design standards which seek to ensure that a 'broad range of people can access and use facilities within buildings'.

However, it is worth noting the wider provisions of the Equality Act (2010). This brings together and replaces existing equalities legislation including the Disability Discrimination Act (DDA) (1995), and requires reasonable adjustments to be made in relation to accessibility. In practice, this means that due regard must be given to any specific needs of likely building users that might be reasonably met. Compliance with the requirements of Part M does not therefore signify compliance with the much broader obligations and duties set out in the Equality Act’ (DCLG, 2010).
Create streets, spaces and buildings that are usable and accessible for all, following the principles of inclusive design.

An inclusive approach to design seeks to create places in which all users can participate equally, confidently and independently regardless of physical or mental ability, age, gender, ethnicity, socio-economic circumstances or vulnerability. Inclusive design should be considered from the very outset of a project and incorporated into the design rationale at every stage in order to prevent awkward adaptations made in retrospect.

Inclusive elements of design may include, but are by no means limited to, wheelchair accessible and gender-neutral WC provision incorporating baby changing facilities, wide pavements, providing communal spaces to meet and gather, avoiding steep inclines and steps, and providing homes which are easily adaptable for wheelchair users and built to Lifetime Homes standards (either Part M4(2) or M4(3) compliant) where appropriate. All major housing developments should include an appropriate level of affordable housing, the quality of which should be indistinguishable from private rented homes in order to encourage social inclusion and community cohesion.

Inclusive design can be best achieved via consultation with relevant users and user groups in relation to access issues in order to appreciate the perspective of all.

Inclusivity/Adaptability - Make sure that the scheme:

- Takes the needs of all into account when designing buildings, streets and spaces.

- Complies with current Building Regulations with regard to accessibility (Part M).

- Designs all new dwellings to be adaptable to changing needs throughout an individual’s lifetime, having the potential to be used by the elderly and infirm or wheelchair users.

- Provides good-quality affordable housing within all major residential developments, without compromising on internal and external amenity space, design quality and finish.

Inclusive design can be best achieved via consultation with relevant users and user groups in relation to access issues in order to appreciate the perspective of all.

Design and Access Statements should demonstrate that a scheme is able to be adequately accessed by all users, and report on any consultation undertaken in relation to access issues.

Inclusive design can be best achieved via consultation with relevant users and user groups in relation to access issues in order to appreciate the perspective of all.

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The Principles of Inclusive Design (CABE, 2006)

Accommodation for Older People & People with Disabilities (ADC, 2019)


Natl. Planning Practice Guid. on Housing for Older & Disabled People (MHCLG, 2019)

Technical Housing Standards - Nationally Described Space Standard (MHCLG, 2015)

Wheelchair Housing Design Guide (Habinteg, 2006)

Local Plan Policies: D DM1 Aspects of Form & Design Quality, D DM2 Internal Space Standards & D SP1 Design
Climate Change & Sustainability

K.01 Energy & Carbon

Maximise energy efficiency and minimise whole life carbon.

All new development including conversions, extensions and changes of use must be designed to reduce energy demand and carbon emissions in line with national and local standards including the Arun Local Plan.

Approaches to design must demonstrate that each step of the energy hierarchy set out in Figure 233 has been followed whilst also ensuring the incorporation of low and zero carbon (LZC) technologies and clear commitments to comprehensive energy monitoring and transparency of performance.

Passive design should be the first step, considering form and orientation, effective insulation, air-tightness and utilising natural ventilation where this can avoid the risk of overheating, both today and in the future. Existing buildings should incorporate retrofitting measures such as cavity wall insulation and additional glazing, but these interventions must be supported by detailed analysis of moisture risk.

Large development should consider others in proximity with which a heat network could be established to meet energy demand.

Energy & Carbon - Make sure the scheme:

- Sets targets for energy and carbon reductions beyond the relevant Part L Building Regulations.
- Demonstrates consideration of embodied carbon (emissions from the manufacture, transport and construction of building materials, together with end of life emissions).
- Incorporates passive solar design measures such as avoiding single aspects, including south facing windows on habitable rooms, minimising north-facing glazing, using roof lights and sunpipes and providing shading to south facing windows through tree cover.
- Uses heat recovery systems wherever mechanical ventilation is installed (MVHR).
- Considers the ventilation strategy alongside proposed air tightness levels, to ensure buildings are not left susceptible to mould growth. This may include hydrothermal modelling.

Feasibility studies should be carried out to explore a range of passive design measures and low and zero carbon technologies appropriate to the site, to reduce energy consumption to a minimum. Following the energy hierarchy, once maximum savings have been achieved through passive design, a further minimum 10% of the energy requirement should be generated through on-site renewable or low carbon technologies.

National Planning Practice Guidance on Climate Change & Renewable & Low Carbon Energy (MHCLG, 2019)

Parts 5.1 and 5.2 of the NHBC Standards 2019

Local Plan Policies: ECC SP2 Energy & Climate Change Mitigation, ECC DM1 Renewable Energy
The Carbon Trust provides a number of guides for building owners and occupiers on energy efficiency and the selection of low and zero carbon technologies:

Circular economy principles, as set out in Figure 245, aim to reduce the impact of resource consumption through promotion of natural and bio-based materials, designing out waste, pre-fabrication and effective deconstruction, and building in capacity for future adaptability (see sections L.01 and L.03). The approach aims to retain maximum residual environmental and financial value of building elements at the end of their life, moving away from the ‘take-make-dispose’ linear economy. Appropriate facilities to manage operational waste should be integrated, while ensuring that these do not negatively impact their setting.

The consumption of potable water should be minimised in developments through all viable measures. The approach should follow the water hierarchy set out in Figure 246, with low-flow technology water fittings, and rainwater harvesting and grey water recycling systems integrated where viable. The placement of features such as water storage tanks must not impact negatively on buildings or the street scene, which may be achieved by placing these underground, although this is not appropriate for all locations (e.g. on the coastal plain). Designs should be informed by winter ground water monitoring.

A Circular Economy Statement can be a useful way of demonstrating how design and construction will enable materials and components to be re-used at the end of their useful life, applying a life cycle approach. It also provides calculations of how much waste the proposal is expected to generate, and how and where the waste will be handled. The Site Waste Management Plan should outline appropriate storage and segregation facilities. See BREEAM 2018 issue Wst 03 for guidance on spatial requirements.
Figure 247: Clarion Housing & the Merton Regeneration Project
Applies Three Fundamental Circular Economy Principles -
Building in Layers, Social Value & the Waste Hierarchy

Figure 248: Een til Een, Biological House, Denmark - Agricultural
Waste (including grass, straw and seaweed) Has Been Converted
into Raw Building Materials, Resulting in a Home with a Very
Low Environmental Impact

Figure 249: Alliander HQ, RAU Architects - Waste Materials & Components
from Demolished Parts, Including Repurposing Doors to Make Furniture.
Raw Material Passports Have Been Created for New Materials Used to
Assure the Reuse of All Materials in the Future

Figure 250: PLACE/Ladywell Rogers Stirk Harbour + Partners -
Off-Site Manufacture & Design of Timber Construction Allows
for Simple Reconfiguration of the Building Elsewhere

Figure 251: Park 20|20, Delta Development Group,
Amsterdam - A Cradle-to-Cradle Business Park,
Everything Will Be Reused in a New Cycle
**Climate Change & Sustainability**

**K.03 Adapting to Climate Change**

Design for resilience and adaptability to climate change to ensure the future-proofing of developments.

Adapting the built environment has a key role to play in the global response to climate change. This involves future-proofing development to be resilient to impacts including flooding (refer to section K.04), overheating (sections K.01 and K.06) and resource scarcity (section K.02). These impacts will be intensified by population growth, meaning that developments will need to adapt to changing requirements, such as those for heating and cooling.

Future proofing ensures resilience to extreme weather events with minimal consumption of resources and interventions, through either capacity integrated now or the opportunity to improve adaptive capacity in the future. This should include designing in access for maintenance and replacement of building systems and making allowances for the incorporation of future technologies (refer to section K.01).

Incorporating the measures set out in sections K.01, K.02 and K.04 will go some way to ensuring that development is resilient to the challenges of climate change. These should be fully integrated with Arun’s historic environment, which should not be in conflict with high quality sustainable design. Rather, the introduction of sustainable design and construction techniques in Conservation Areas or to Listed Buildings will enhance these assets and provide improved longevity.

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**Climate Change - Make sure that the scheme:**

- Demonstrates ability to cope with rising temperatures as for a projected climate change scenario as per UKCP 2018, applied to modelling outlined in K.06.
- Reviews material selection to ensure durability to withstand projected climate change temperatures.
- FRA (refer to section K.04) makes allowances for climate change in accordance with advice from ADC, the EA and other relevant flood risk management authorities.
- Has adaptive capacity (or potential for it) designed in for buildings and their systems, and resilience measures e.g. ensuring critical plant is located above ground level.

Proposals should be informed by a Climate change adaptation strategy appraisal in line with BREEAM 2018 issue Wst 05 and Functional adaptation strategy in line with Wst 06.

All design team members should consider future demands and conditions in order to design for future flexibility.

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National Planning Practice Guidance on Climate Change (MHCLG, 2019)
Strategic Flood Risk Assessment, Appendix D - Climate Change Mapping (ADC, 2016)
Flood Risk Assessments: Climate Change Allowances (Environment Agency, 2019)
UK Climate Projections 2018 (Met Office)
Local Plan Policy: ECC SP1 Adapting to Climate Change
Climate Change & Sustainability

K.04 Flood Risk & Drainage

Incorporate Sustainable Drainage Systems (SuDS) and other flood risk mitigation.

Many parts of Arun District are at risk of flooding from rivers, rifes, ditches and the sea, in addition to direct runoff from surface and groundwater emergence. This is set to increase in the future as a result of changes to weather events and sea levels due to climate change. A sound drainage strategy is vital to all development. Existing drainage features and local defences such as ditches, lagoons, meadows and shingle beaches should be retained in their current form and improved wherever possible (riparian responsibilities apply). Coastal or riverbank development may be required to incorporate additional hard or soft flood defences.

New developments should seek to reduce flood risk through incorporation of Sustainable Drainage Systems (SuDS), which can take a variety of forms including permeable hard surfacing, water harvesting, storage features, green roofs, attenuation ponds and soakaways. These should be integrated with the overall Landscaping Strategy and existing natural features on site, seeking to provide additional recreational and wildlife habitat benefits where possible, while reducing impermeable surface cover (refer to section E.01).

Flooding and Drainage - Make sure that the scheme:

- Locates new development in areas at lowest risk of flooding (whether existing or future)
- Does not increase flood risk and decreases risk wherever possible, providing appropriate protection throughout the lifetime of the development.
- Demonstrates consideration of appropriate SuDS, and aims for these to provide additional amenity or ecological benefits.
- Demonstrates flood resilience for a 1/100 year event, in line with BREEAM 2018 Pol 03.
- Manages pollution risk entering water-bodies or sensitive receptors from stormwater runoff.
- Avoids increasing impermeable land cover, or demonstrates how this is offset.
- Retains existing drainage features and flood defences, or compensates for their loss and integrates drainage features and flood defences with the surrounding environment.

All applications in Flood Zones 2 and 3, and schemes in Zone 1 of a hectare or more must prepare a Flood Risk Assessment. An Emergency Plan (EP) should be provided if relevant pedestrian and/or vehicular access and escape routes of a proposed development would be affected during a design flood from any source. Proposals for all buildings, hard surfacing or extensions should submit a Foul and Surface Water Drainage Statement, or have standard drainage conditions attached. Applicants should also complete the Arun Surface Water Drainage Proposal Checklist.

Prepare a plan identifying existing and proposed SuDS and flood defences, and how these have been integrated into the existing environment and scheme. This should be incorporated into the Landscaping Strategy.

The SuDS Manual c753 (CIRIA, 2015)
National Planning Practice Guidance on Flood Risk & Coastal Change (MHCLG, 2019)
Arun Strategic Flood Risk Assessment (ADC, 2016)
Arun Strategic Surface Water Management Study (ADC 2016)
Supplementary Requirements for Surface Water Drainage Proposals (ADC, 2019)

Local Plan Policies: W DM2 Flood Risk, W DM3 Sustainable Urban Drainage Systems, W DM4 Coastal Protection, W SP1 Water
Controlling pollution is essential to maintaining and enhancing the quality of the environment. This includes air pollution during the construction and the operation of developments through emissions from transport, combustion systems, cigarette smoke, building materials (refer to section K.06), and biological pollutants, including mould.

Internal air pollution can be mitigated through the removal of sources of pollutants from near building openings and use of filters in mechanical ventilation systems to prevent them from entering occupied spaces. Outdoor air pollution can be avoided through the removal of, or limits placed on the source of pollutants. Both indoor and outdoor air pollution can be further alleviated through use of natural vegetation (refer to section E.02 and K.06).

The impact of noise from developments during their construction and operation on residents and wildlife also requires mitigation. Development may be limited in noise sensitive areas and measures must be installed to attenuate noise at its source to a level that complies with BS 8233:2014. Wildlife and views of the night sky also require protection from artificial lighting at night, in alignment with the LP Guidance notes for the Reduction of Obtrusive Light, 2011.

Environmental Quality - Make sure that the scheme:

- Considers a range of noise attenuation measures to meet the criteria of BREEAM 2018 issue Pol 05.
- Considers measures for improving the quality of sound in internal spaces.
- Includes measures for improving air quality outlined in the WELL Building Standard (refer to section K.06).
- Incorporates night time lighting only where this is emergency lighting. All external lighting should have controls for dimming or switching off outside of daylight hours.
- External lighting should align with ILP Guidance notes for the Reduction of Obtrusive Light, 2011 and limitations for exterior lighting installations.

Proposals should be informed by Noise Assessments, Air Quality Assessments and Lighting Assessments, each carried out by the appropriate qualified specialist with consideration of the relevant industry guidance.

Existing sources of pollution and potential impacts of the scheme should be identified early to enable mitigation measures to be incorporated into proposals.

National Planning Practice Guidance: Air Quality, Light Pollution & Noise (MHCLG, 2019)
Guidance Notes for the Reduction of Obtrusive Light (ILP, 2011)
BS 4142:2014 Methods for rating and assessing industrial and commercial sound
BS 5228-1:2009+A1:2014 Noise and vibration control on construction and open sites
Local Plan Policy: QE SP1 Quality of the Environment, QE DM1 Noise Pollution, QE DM2 Light Pollution & QE DM3 Air Pollution
Climate Change & Sustainability

K.06 Health & Well-Being

Promote the highest standards of health and well-being.

There are a number of factors that contribute to the health and well-being of building users, including adequate provision of daylight while avoiding glare, and levels of noise appropriate to the setting (e.g. higher levels of background noise may be appropriate in urban areas than rural). Variation in audible and visual environments and amenity space provides choice and flexibility of use. Providing building users with flexibility and choice, including some control over heating and cooling is critical.

Materials containing chemicals known or suspected to be hazardous to human health should be avoided and the availability of clean and fresh air maximised, refer to K.05 on reducing air pollution. Introducing internal and external planting can help to passively regulate air quality and temper humidity. The application of biophilic design (e.g. incorporation of plants, natural lighting, natural materials, images of nature, water features, etc.) is also integral to providing connection to the natural environment. This has proven positive effects including reducing stress, blood pressure and heart rates.

Developments should offer individuals and communities the greatest potential to lead active and healthy lifestyles, incorporating the Sport England & Public Health England Active Design Principles (Figure 259).

Health & Well-being - Make sure that the scheme:

- Encourages and facilitates physical activity and promotes mental wellbeing.
- Aligns with WELL Building Standard principles and best practice standards for thermal comfort, acoustics and lighting (e.g. CIBSE TM52, BS 8233:2014 and EN 12464-1).
- Has no adverse impact on air quality, while design specifications avoid harmful material to living creatures (redlist materials).
- Incorporates green infrastructure (refer to G.01, G.03, H.03 and J.01) and biophilia.
- Has quiet rest areas and a variety of flexible spaces for multiple uses designed in.
- Ensures inclusion and accessibility (refer to J.09).

Daylight Modelling, Noise Calculations, and the Thermal Modelling and the control strategy should demonstrate compliance with best practice standards.

The developer or building owner should be engaged to enable measures for ensuring well-being through building management and operations to be considered and adopted.

Figure 258: The Flourish Model

Figure 259: Active Design Principles

National Planning Practice Guidance on Promoting Healthy & Safe Communities (MHCLG, 2019)
BS 8300:1-2018 Design of an Accessible & Inclusive Built Environment
Local Plan Policy: HWP SP1 Health & Well-Being
Ensuring Quality

L.01 Materials & Details

Development should use a palette of materials and incorporate details which are simple, robust and in keeping with local design vernacular.

The appropriate materials and details to use in development will vary throughout the District and according to the nature of the scheme, but as a general rule should be kept to a minimum to ensure simplicity of design. These should be robust and weather well over time.

Use of traditional materials and design details such as flint and pastel rendered walls and slate or thatched roofs will be actively encouraged to reflect the vernacular of the local area, directions on which may be included in the Arun District Conservation Area or Areas of Character Guidance but which will also be relevant in all areas of the District. Good quality, innovative design and materials which reinterpret local context will also be supported.

Materials should be natural, sustainable and locally sourced wherever possible.

Material and component specifications should be informed by circular economy principles (see section K.02), considerate of replacement cycles and residual value. This approach prioritises the retention of materials, designing out waste, designing for adaptability, disassembly, refitting, refurbishing and reusing, with the down-cycling and disposal of materials avoided where technically feasible.

Where materials or details are not specified in a planning submission, applicants may be required to submit further details via drawings and material samples, secured by condition.

When designing new streets consider the following:

- **Figure 260:** Generate a Uniform Surface Treatment
- **Figure 261:** Add Shade, Texture, Colour & Scent through Planting
- **Figure 262:** Create Subtle Distinction to Aid Pedestrians & Vehicles
- **Figure 263:** Ensure Residential Entrances are Clear

Local Materials Used in a Traditional Way

- Pastel Render Wall
- Brown/Red Clay Tiles
- Flint & Brick Wall
- Thatched Roof (Wheat Reed)
- Red/Brown Brick Wall
- Light Framing (studs) with Brick
- Light Framing (studs) with Render
- Render & Timber Weatherboard
- Metal Details & Wooden Frame
- Hung Clay Tiles

Local Materials Used in a Contemporary Way

- Brick-Laying
- Multi Cladding
- Brickwork Details
- Flax & Straw
- Stone Detail
- Horizontal Wood Cladding
- Vertical Wood Cladding
- Decorative Wood Cladding
- Gabion
- Render & Brick with Solar Panels
The use of ‘healthy materials’ which minimise impacts on human and environmental health before, during and after their use are encouraged (refer to section K.06). These include non-toxic, formaldehyde-free, no/low-emitting VOC materials. There are now a number of databases available to verify the health and sustainability credentials of materials for construction, which include disclosure documents and certifications such as Cradle to Cradle, GreenScreen, Health Product Declarations and Declare Labels.

Flint walls are a key local feature of the District, and should be retained and enhanced wherever possible, ensuring that repairs are carried out in a sensitive way by matching the colour of new mortar to existing as per the adjacent images.

Flint Walls - Good and Poor Examples of Repair

Healthy Materials

Bio-based ‘Healthy’ Materials - Thatch (a), Bamboo (b), Timber (c)

Mycelium  Hempcrete  Wool  Flax & Straw

Materials & Details - Make sure that the scheme:

• Uses a simple palette of robust materials that relate to the surrounding context in the design of buildings and the public realm.

• Uses natural and sustainable materials wherever possible.

• Adds richness and visual interest through appropriate detailing that responds to that used in the surrounding area.

• Considers the potential for innovative design and materials where appropriate.

• Has regard to relevant Conservation Area or Areas of Character Guidance to ensure that materials and detailing respect their heritage context.

Prevailing materials and details in the area should be identified during the initial site appraisal.

Details should be shown fully on architectural drawings. Planning applications must give precise descriptions of materials and materials samples, which may otherwise be required by condition.

National Planning Practice Guidance on Design (MHCLG, 2019)

Building for Life 12 - 5. Character


Local Plan Policy: D DM1 Aspects of Form & Design Quality
Ensuring Quality

L.02 Maintenance & Management

Ensure the longevity of development, which should remain high-quality for the long term, through durable design and appropriate maintenance and management.

Good design should be built to remain high quality for the long term. Buildings and spaces must be able to withstand the wear and tear that comes with continued use and exposure to the elements without the requirement for frequent, difficult or expensive maintenance.

To do so, the way that buildings and the public realm will be used upon completion must form a critical part of the evaluation of a proposed design; and should be designed for easy maintenance. This takes careful thought and should not come at the expense of the overall quality of development by using materials which may be easy to replace but are less durable or attractive.

Developers and applicants may be required to maintain and manage hard and soft landscaping through various covenants and management agreements, or may be expected to make financial contributions towards their upkeep as necessary. Landowners/tenants must also ensure that they meet their riparian responsibilities by maintaining watercourses to prevent blockages and allow water to flow naturally. Appropriate maintenance and management of emergency access routes must also be secured.

Maintenance - Make sure that the scheme:

- Makes appropriate maintenance and management arrangements for all parts of the development with responsibilities clearly defined. This is likely to include buildings, planting and soft landscaping, streets and emergency access, open spaces, public art and street furniture, watercourses and SuDS.
- Uses materials which are durable and robust to wear and tear while ensuring easy maintenance, while also providing a high standard of design.
- Trees and planting are provided sufficient space to establish and thrive.

The brief for the development and ongoing design reviews should be informed by a list of all those who will be involved in its maintenance and management.

Prepare a Management and Maintenance Plan and Tree Management Plan. Arboricultural Reports should make provision for the maintenance of existing trees.

Figure 264: Water Feature Relating to its Context while Incorporating SuDS

Figure 265: Street Furniture & Public Art Corresponding to Local Identity

Figure 266: Generous Pedestrian Streets & Local Squares Providing Close & Comfortable Public Places

Figure 267: Materials & Furniture Easy to Find & Replace; Public Realm Easy to Clean & Maintain

National Planning Practice Guidance on Design (MHCLG, 2019)

Building for Life 12 - 5. Character

Local Plan Policy: D DM1 Aspects of Form & Design Quality
Ensuring Quality

L.03 High Quality & Development

Ensure that high quality is present at every stage of development, from initial design to final delivery.

All development must be delivered to the same standard for which it was designed and approved, by ensuring that design quality is not materially diminished between permission and completion.

Changes to proposed materials or details for economic reasons (known as ‘value engineering’) should be avoided when submitting Reserved Matters, Variation or Discharge of Conditions applications unless the quality of design proposed at application stage can be retained. Non-material amendments will require clear justification for any departure from the initial design concept, and must demonstrate that the changes do not compromise design quality or constitute a material deviation from proposed plans. This is especially important when ensuring that development remains ‘tenure blind’ with no difference in quality between market and affordable housing.

The use of innovative, creative or modern design or construction techniques, such as modular building, will be encouraged when these result in a high quality of development that responds positively to its setting within the District. However careful and considerate design will be a pre-requisite from their implementation. All proposed development should work well for everyone and must continue to work well into the future.

Modular Construction

Modular construction involves the planning, design, fabrication, manufacture and pre-assembly of construction components (‘modules’) off-site in a factory environment prior to installation in place at their intended location. This can involve some or almost all building components, and can offer developers and applicants significant benefits in terms of productivity, programme time and cost; as well as increasing construction quality and securing environmental and sustainability benefits in terms of the reduction, re-usability, adaptability and re-cyclability of components, reductions in carbon emissions from construction traffic, and the reduction or elimination of noise and dust emissions on site.

Applicants are encouraged to use innovative construction techniques such as modular building where these can be used to secure an uplift in design quality. Modular and off-site construction should not give rise to uniform and standardised development, but rather use modular units creatively to respond and add to local character.

Details of materials used and small design features must either be provided at application stage or may be secured by condition. Materials samples may be required.

National Planning Practice Guidance on Enforcement & Post-Permission Matters (MHCLG, 2019)

Local Plan Policy: D DM1 Aspects of Form & Design Quality

Modular Construction

High Quality - Make sure that the scheme:

- Considers the deliverability of proposed designs at the outset in order to prevent requirements for later changes which compromise quality.
- Ensures that buildings and spaces are constructed and completed as detailed on approved drawings.
- Uses value engineering only to seek improvements to building construction, rather than make savings at the expense of design quality or material deviation from approved plans.
- Provide a choice of homes that reflect the needs of the local area, being of a consistent high quality with no differentiation between market and affordable homes.
- Safeguard future development sites, ensuring comprehensive rather than single site solutions.
The design solutions specified in Section 3 are provided as guidance only, and alternative approaches may be acceptable. The level of information contained in planning applications should be relevant and proportionate to the nature of the development proposed.
Household Extensions

M.01 Household Extensions

Provide household extensions which make a positive contribution to the building in terms of appearance, amenity and space standards.

Household extensions can play a valuable role in upgrading housing stock to meet occupiers’ changing requirements. When done well, extensions enhance the appearance, value and amenity of a property for its occupants and neighbours; but when done badly they can have a detrimental impact on the wellbeing of surrounding residents and on the appearance of the street scene. Figures 271-273 illustrate appropriate and inappropriate forms of extensions for terraced, semi-detached and detached housing.

Extensions should respond to and complement the existing character and appearance of the building and wider townscape in terms of scale, massing, materials, openings and roof form. This is best achieved through simple and unobtrusive design. For listed buildings, in Conservation Areas and in many other cases the best approach will be to emulate the existing building. At the same time, innovative approaches which depart from traditional domestic aesthetics through contrasting form and materials may be suitable in certain contexts; particularly on existing buildings of poor design quality.

The scale, massing and positioning of extensions should be visually subservient to the existing property in order to ensure that the latter remains the dominant form, with extensions of over 50% of existing floorspace unlikely to be considered acceptable (Figure 274). Positioning extensions below the roof ridge line of the existing property will also help to create visual subservience. Extensions should also preserve the amenity of the original and neighbouring properties in terms of privacy and overshadowing, informed by technical assessments carried out by qualified consultants where necessary. Privacy can be afforded via two main methods:

- **Separation distance:** this should generally be around 18m to 35m, depending on the context (urban, sub-urban, neighbourhood, rural) and building typologies.
- **Design:** Privacy can be maintained by locating and designing windows to prevent overlooking (as per the examples in Figure 275-277). The inclusion of materials or objects to obscure direct overlooking must be carefully balanced with ensuring adequate access to daylight, sunlight and maintaining passive surveillance of the street. Staggering the location of windows so that they are not directly opposite one another may also help to maintain privacy, as will following the 25 degree rule.

Where an extension would increase the number of bedrooms and occupants in a property, applicants should have regard to Nationally Described Space Standards and further internal space standards set out in Section J.08 of this guide. Internal spaces should be appropriate to the requirements of all occupants both now and in the future.

The design of household extensions should also take account of advice on Building Design and Climate Change & Sustainability contained in Section 2 of this document. Proposals should seek to minimise energy consumption and improve the environmental performance of the building through integrated materials, insulation, air tightness, avoidance of cold bridges, and opportunities to upgrade heating, lighting and ventilation systems.

Certain smaller extensions may constitute ‘permitted development’ and will not require planning permission, although it is advisable to follow best practice guidance. Extensions to listed buildings or within a Conservation Area will require Listed Building Consent and/or planning permission; and must demonstrate that the heritage significance of the existing building and/or wider area has been preserved and enhanced.
Household Extensions - Make sure that the scheme:

- Responds to the distinctive characteristics of the building and surrounding area, by:
  - Taking a simple and unobtrusive form which does not overpower the existing or neighbouring properties, while taking the opportunity to incorporate innovative design if appropriate.
  - Integrating roof form with the existing dwelling, generally constructed at the same angle of pitch.
  - Using materials which match the existing building, or providing justification for an alternative approach.
  - Responding to existing elevations through the size and positioning of doors and windows.
  - Maintaining established building lines.
  - Protects and enhances the significance of listed buildings, Conservation Areas or further surrounding heritage assets, wherever appropriate.
  - Protects the amenity of occupants, by:
    - Ensuring acceptable internal space standards, particularly where the extension includes additional bedrooms.
    - Ensuring appropriate lighting levels.
  - Protects neighbouring amenity in terms of privacy and overshadowing, considering the positioning of neighbouring buildings.
  - Provides detailed consideration of air tightness, thermal insulation and the avoidance of cold bridges.
  - Incorporates appropriate planting and biodiversity improvements

Technical studies should be used to inform the design of extensions wherever appropriate, including but not limited to rights of light assessments, Flood Risk Assessments, or Ecological/Arboricultural surveys. Impacts from extensions on energy and local infrastructure should be appropriately addressed. Extensions to listed buildings or within a Conservation Area must include a Heritage Statement and further supporting documents as identified on ADC’s validation checklist.

Proposals for extensions should be communicated through clear elevations, roof plans, floor plans, block and/or landscape plans with a clear legend. Three-dimensional modelling and sunlight/daylight diagrams may also be appropriate.
Front Extensions, Porches & Canopies

Front extensions in particular must consider their impact on the surrounding street scene, and are more likely to be acceptable on streets with a staggered or set-back building line, located outside Conservation Areas. Extensions should not project forward beyond the predominant building line. The challenge of avoiding a ‘bolt on’ appearance can often be met by incorporating a pitched roof and continuing the scale, details and materials of the original dwelling as per the examples in Figure 278.

Front extensions should generally be no deeper than 1.5 metres and should not be the full width of the building. Those which depart from existing building design are unlikely to be acceptable.

Porches and canopies can also be added to a house to provide a threshold space between the interior and exterior, and add emphasis to the entrance. These should respond to existing features of the building such as bay windows.

Front extensions and porches should be used to enhance front gardens and should not disrupt their green character.

Front Extensions - Make sure that the scheme:

- Takes care not to disrupt the existing composition of the street in terms of rhythm or building line.
- Ensures continuation of existing building design in terms of details and materials.
- Maintains and enhances front garden spaces.
- Avoids large, flat-topped porches; incorporating pitched roofs in most cases.

Glossary Terms

Building Street Setback: This refers to the level of enclosure felt in a street. The inclusion of trees and vegetation in Private Landscape Zones (e.g. front gardens, defensible zone) can increase and improve a sense of enclosure.

Streetscape: This is a broad term and encompasses everything that can be seen and experienced while moving down a street, both from an individual and community viewpoint.
Side Extensions

Side extensions should in most cases be set back from the front of the house in order to play a subservient role to the original building: 1-1.5 metres for the ground floor and a minimum of 2 metres for the first floor are recommended. Extensions should also in most cases be set down from the existing roof ridge height by a minimum of 0.5 metres, and should have a building frontage no greater than 70% of the existing building. Single storey extensions will have a lesser impact on the appearance of a dwelling or street scene than two-storey additions, and are therefore more likely to be acceptable. The latter can minimise their impact by incorporating the same angle of pitch as the existing roof. Extensions which are irregular to the existing pattern of buildings along a street will only be acceptable where it can be demonstrated that they would enhance the character and appearance of the street.

In streets characterised by small gaps between buildings, extensions must not close important gaps in the street scene by leading to a terracing effect, or remove existing external access from front to back gardens. This can generally be ensured by keeping extensions at least 1 metre away from the side boundary of a plot at ground floor and 2 metres away at first floor and above. No part of the development should generally protrude further than the 70 degree line taken from the plot boundary.

Where side elevations are provided on corner plots, windows should be included on both sides in order to ensure natural surveillance. In all other cases, windows and doors should normally be placed in the front and rear walls of the extension to minimise overlooking of neighbours.

Figure 279: Side Extension Distances - Guidance

- Leave 1m gap between the extension and the side boundary of the property.
- Leave 2m gap between the extension and the neighbouring building.
- Set the extension back 1 - 2m from the principal elevation.

Figure 280: Side Extension - Principal Elevation - Guidance

- No extension or development should extend beyond the 70 degree line from the plot boundary.
- No side extension should have a frontage greater than 70% of the original building’s frontage.

Figure 281: Back of Dwelling to Side Extension - Guidance

- A two storey side extension that has a back of dwelling to side of dwelling relationship requires a minimum separation distance of 14 metres (for two-storey) and 21m (for three-storey).

Side Extensions - Make sure that the scheme:

- Avoids a terracing effect by setting side extensions back from the front of the house, keeping these 1 metre from side boundaries at ground floor and 2 metres above, and following the ‘70-degree rule’; or providing a robust justification for an alternative design solution.
- Incorporates natural surveillance, respecting and ensuring the privacy of neighbours, as appropriate depending on location.
- Responds to existing building design in terms of roof pitch, and uses complementary and integrated materials and elevational design.
Rear Extensions
Rear extensions, particularly single-storey additions which are less visible from the street, tend to be less visually obtrusive than side or rear extensions and are therefore able to be expressed through a wider variety of forms including innovative and contemporary architecture and roof extensions. Certain single-storey rear extensions and conservatories will fall under permitted development rights in locations outside Conservation Areas. Rear extensions can however have significant impacts on neighbouring amenity in terms of privacy and overshadowing, particularly in terraced and semi-detached dwellings where neighbours are in close proximity. These impacts can often be avoided through the following design measures:

- In detached houses, by keeping both single- and two-storey extensions within a 45-degree line taken from the edge of the nearest ground and first floor windows of habitable rooms in the neighbouring property. Extensions which project up to 3.3 metres are generally acceptable.

- In semi-detached houses, by keeping single-storey extensions no more than 3.3 metres from the rear elevation of the original dwelling. The 60-degree test can be a good guide for single storey rear extensions, with a 45-degree test to ascertain if your proposal affects neighbours’ access to light. Two-storey extensions tend to be unacceptable and must be justified through these tests in order to be considered acceptable.

- In terraced houses, by keeping single-storey extensions no more than 3 metres from the rear elevation of the original dwelling. Two-storeys are not usually acceptable.

- Extensions should generally be below a 25-degree line taken from the centre of the lowest window of neighbouring buildings in order to minimise overshadowing. A separation to height ratio of just over 2:1 is normally enough to allow adequate daylight on building façades.

Rear Extensions - Make sure that the scheme:

- Does not negatively impact neighbouring amenity in terms of privacy and overshadowing by following the ‘45-degree, 60-degree and 25-degree rules’.

- Preserves external garden amenity space to at least 10.5m depth and retains permeable surfaces.

- Exploits opportunities for innovative and contemporary design where appropriate.

The height of single-storey rear extensions should generally not exceed 4 metres. Rear extensions must also preserve garden areas and not lead to an unacceptable reduction in garden size below a depth of 10.5 metres, particularly where this performs a drainage role. This should be considered alongside the provisions of the General Permitted Development Order (2015).
Roofs of Extensions - General
The roofs of extensions must preserve neighbouring amenity by avoiding designs which result in excessive visual intrusion and/or the blocking of light into surrounding properties. The use of flat roofs as balconies and terraces will not generally be permitted unless it can be demonstrated that the privacy of neighbours is not compromised.

Pitched roofs must relate sensitively to windows on the first floor where the roof meets the outer walls of the existing house.

Roofs of extensions can be a valuable opportunity to consider enhanced environmental performance, for example by incorporating solar panels or a green roof.

Roof Extensions - Loft Conversions
Roof extensions associated with loft conversions can play a valuable role in increasing the efficiency of a building’s land use while ensuring appropriate amenity for occupants.

Roof extensions should be located in discreet positions on rear elevations wherever possible. They will be unacceptable on front elevations in Conservation Areas or other sensitive street scenes. Alterations to the roof profile should not detract from the character and appearance of the dwelling or wider area in any case. This can be achieved through smaller scale dormer windows with pitched roofs which, when used in combination, tend to be more successful than single, large flat-roofed box-shaped dormers.

Roof Lights
When extensions include roof lights, these should maintain the privacy of neighbouring properties. Rooflights should be used sparingly, discreetly, and centred on the roof, with ‘conservation’ roof lights used in sensitive locations such as on listed buildings and within Conservation Areas.

Any roof light located on the roof slope of a side elevation should use obscured glass. Rooflights will not generally be permitted on the principal roof elevation (usually the front elevation).

Dormers
Dormers are usually installed when habitable accommodation is introduced within roof spaces in order to light the space without gaining additional headroom over any great width. Over-dominant compositions should be avoided by ensuring that designs:
- are a minor incident in the roof plane and made of sympathetic to the existing or original building materials,
- are located symmetrically and centrally on a roof, without being overly dominant or out of proportion and/or style to the original structure,
- are not located close to verges or hips and have gabled or flat lead roofs,
- do not damage the original character and appearance of the building and its surrounding area and
- minimise interference to the original form, appearance and fabric of the original built structure.

Roof Lights
Figure 288: Dormers
Figure 289: Dormer Windows
Figure 287: Roof Lights

Planning Portal Interactive Guides on Extensions, Conservatories & Porches
Conservation Areas Guidance & Areas of Character Guidance (ADC, 2000)
Technical Housing Standards - Nationally Described Space Standards (MHCLG, 2015)
London Housing Design Guide (LDA, 2010)
Local Plan Policies: D DM2 Internal Space Standards, D DM4 Extensions & Alterations to Buildings
Building Conversions

N.01 Building Conversions

Ensure the re-use and adaptation of existing vacant buildings to secure their ongoing contribution to settlements.

The original and/or existing land use of buildings often makes a valuable social or economic contribution to their context, particularly in countryside areas, and should be retained wherever possible. At the same time, it is also important to ensure that under-utilised, redundant or derelict buildings throughout the District do not remain vacant but are able to enjoy a new lease of life through sensitive conversion and adaptation.

Conversions must protect the original character and appearance of buildings through careful use of considerate materials, preservation of distinctive features, sensitive placement of additional floors, and minimal internal and external alterations and extensions, as per the examples in Figures 290-292. Works must not have an adverse effect on features of historic, archaeological or architectural interest. If substantial rebuilding or extension is required then it is likely that this would no longer constitute a conversion and, outside Built Up Areas as defined on the Local Plan policies map, it is unlikely that planning permission would be granted.

New uses must be appropriate for the building and location in which they are to be accommodated, and should always make a positive contribution to the surrounding area. For example, residential uses may not be appropriate in remote agricultural buildings due to a lack of necessary infrastructure or the adverse effect of residential curtilage on the rural character of the area. Conversions must also be fully accessible and compliant with Building Regulations for the proposed use without the need for significant alterations.

Like household extensions and alterations, loft conversions can also contribute to the efficient use of existing housing stock, often providing more internal space in existing homes for relatively little cost. These should have regard to the guidance on roof extensions in Section M, to ensure that the placement and use of skylights and dormer windows is sensitive to existing character and context.

All conversions should consider the impacts of improved thermal performance on existing and retained building fabric, with a particular focus on moisture control. Appropriate analysis should be undertaken to prevent long term damage to existing and retained elements and comfortable internal conditions.

Applications will require a Structural Survey (pre-refurbishment/demolition audit) and a Conversion Method Statement to be submitted to demonstrate the integrity of the building without the requirement for substantial works.

Where appropriate, technical studies may include, but are not limited to, Arboricultural Reports and Protected Species/Habitats Surveys according to Arun’s Biodiversity Checklist. Large proposals must include a Landscape Assessment. The existing character identified in the site appraisal indicates the acceptability of a conversion and impacts on special interest.
Agricultural Buildings

Continuation of the original use of agricultural buildings should be pursued wherever possible. Where this is not possible, sensitive conversion can be a successful way of securing their future.

If buildings have been unused for an extended period of time then they may not have been well maintained, which can come at the expense of their structural integrity. This is a critical factor in assessing whether conversion is a viable option.

Architectural detailing common to agricultural buildings, including elements such as patterned brickwork, dentil courses, buttresses, arrow slits and gable parapets is essential to their character and must be retained so that they still read as agricultural forms. If additional features are added they should be distinguishable from the original building, for example through a change in materials or finishes, while still complementary. Conversion must also be sensitive to the setting of these buildings which is likely to be informal and open, through simply-designed landscaping, boundary treatment and access roads.

Chapels, Schools & Churches

Chapels, schools and churches tend to have originally comprised large internal spaces with tall windows. This presents a design challenge associated with the creation of room and floor divisions, which must respect the existing character of the building and ensure that floors do not visibly cut across windows from the outside. Proposed additional walls and floors should be kept to a minimum.

Architectural detailing such as stained glass windows, memorials and ornate timberwork and plasterwork are key components of the buildings’ character and should be retained as part of the conversion. The introduction of conspicuous domestic features or large extensions should also be kept to a minimum.

Chapels, schools and churches are often located in neighbourhood or village centres. These rarely include much external space, and landscaping and boundary treatments should therefore be as simple as possible.

Commercial Buildings

Large-scale commercial buildings are often converted into apartment buildings, and should follow the advice given in Section R.01 to ensure that residential amenity, safety and security are maximised. Conspicuous domestic features such as satellite dishes, aerials and dormer windows should be avoided; and existing commercial or industrial fixtures and fittings should be retained wherever possible in order to conserve the original character of the building.

New windows and doors should be placed within existing openings in elevations. Where new openings are required these should be added sparingly, without significantly altering the overall proportion of solid wall. Any additional floors, mezzanines or internal walls should not be visible through windows.
Figure 293: Farm Buildings to Residential Conversion
Building Conversions - Make sure that the scheme:

• Takes account of the structural integrity of the building, which should not be so poor that substantial rebuilding is required.

• Retains the existing character of the building and its setting, by ensuring that:
  
  Materials used either match existing or are compatible with the existing materials and building type.
  
  The introduction of conspicuous new features which are out of keeping with the appearance and former use of the building, such as extensive residential curtilage, is avoided.
  
  New doors and windows are added sparingly, designed simply, and included within existing openings wherever possible.
  
  New floors do not cut across existing windows.
  
  Existing distinctive features relating to the former use of the building are retained wherever appropriate.
  
  Protects and enhances the significance of listed buildings and does not cause heritage harm through conversion.
  
  Ensures that the new use is appropriate to the location in terms of amenity and transport impacts on neighbouring buildings and routes.
  
  Ensures that the building is appropriate to the new use in terms of accessibility and amenity of occupants, without the need for substantial extensions, alterations or remodelling.
  
  Takes account of guidance on roof extensions when designing loft conversions.
  
  Incorporates appropriate planting and biodiversity improvements.


Adapting Traditional Farm Buildings (Historic England, 2017)

Local Plan Policy: H DM4 Conversion of Rural Buildings for Residential Use
Strategic Housing & Major Development

**O.01 Strategic Housing & Major Development**

Take a holistic approach to strategic housing and major development sites through a coherent and integrated masterplanning process.

In order to meet the significant housing requirement of at least **20,000 new homes** from 2011-2031, the Local Plan designates a number of strategic housing sites providing more than 300 new homes each. These are focussed on the coastal towns and their surrounding areas, as shown on the Local Plan policies map. While a number of these sites have already begun development prior to the publication of this document, the Design Guide must form an important basis for any further development on these sites and for the comprehensive masterplanning of future strategic allocations, which should consider the principles set out in Section 2 in order to incorporate a high quality, creative design.

Strategic housing sites should incorporate an appropriately enhanced range of shops, employment, sports, community facilities, local services and affordable housing contributions to serve their population as well as those from surrounding areas, providing improvements to and linking with existing infrastructure and surrounding transport networks in a way that is appropriate to their scale and location.

A further number of major development schemes (10+ new dwellings) will be brought forward during the Local Plan period as non-strategic allocations of under 300 homes, designated either in Neighbourhood Plans or in the forthcoming Non-Strategic Sites DPD. These sites should also be subject to a masterplanning process and will be required to provide affordable housing alongside new facilities and amenities unless it can be demonstrated that they will be adequately served by those that already exist.

### The Masterplanning Process

Strategic housing and major development schemes should ensure a high quality design which is cohesive and integrated with their existing and surrounding context by taking a comprehensive masterplanning approach, full guidance on which is set out in Section 2 of this document. It is highly advisable to appoint an appropriate design professional such as an urban designer, masterplanner or architect in the early stages of a scheme to initiate and carry through this process.

Developments should sit easily within and respond to their surrounding environment and aim to incorporate existing features where appropriate or necessary. The pattern and arrangement of buildings, streets and spaces should be legible and follow a clear hierarchy while also incorporating richness and variety in scale and form in order to create a strong understanding and sense of place.

<table>
<thead>
<tr>
<th>Major Development - Make sure that the scheme:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Is informed by effective engagement with neighbours and the general public, and provides evidence at planning submission of how this has been addressed.</td>
</tr>
<tr>
<td>• Is informed by a comprehensive site appraisal identifying the key constraints and opportunities for future development and forming the basis of a strong underlying design rationale.</td>
</tr>
<tr>
<td>• Protects and makes good use of the site’s existing features and natural resources, taking care to integrate the scheme with landscape structures, trees, key habitats and protected species.</td>
</tr>
<tr>
<td>• Creates a legible, accessible and usable network of streets, footpaths, cycleways and access arrangements which incorporate a clear street hierarchy and provide connections beyond and throughout the development.</td>
</tr>
<tr>
<td>• Provides a ‘heart’ for development by connecting to, adding to or incorporating local centres with an appropriate range of facilities and services. These must be integrated with high quality public realm including well-designed shop-fronts and signage.</td>
</tr>
<tr>
<td>• Comprises urban development blocks of an appropriate density, scale and layout, responding to the grain of surrounding development and providing variety and visual interest, to make spaces easily navigable.</td>
</tr>
<tr>
<td>• Creates welcoming streets and spaces which provide appropriate definition and enclosure; an accessible and people-friendly public realm; and sufficient open spaces, playing pitches and recreational facilities to meet residents’ needs.</td>
</tr>
<tr>
<td>• Provides residents with access to usable and enjoyable private and/or communal outdoor spaces.</td>
</tr>
<tr>
<td>• Incorporates integrated and multifunctional street furniture, lighting and public art.</td>
</tr>
<tr>
<td>• Integrates waste and recycling facilities with the overall design of space.</td>
</tr>
<tr>
<td>• Delivers car and cycle parking according to ADC standards, including electric vehicle charging points and infrastructure, and accessible blue-badge spaces.</td>
</tr>
<tr>
<td>• Integrates the form, character, scale and massing of development with the surrounding townscape and landscape to ensure that buildings reflect their setting. This includes the design of corner buildings, frontages and façades, roofs, openings and articulations, and the building edge.</td>
</tr>
</tbody>
</table>
The Masterplanning process should be illustrated and informed through a number of key visions and strategies and communicated through plans and drawings, as advised in Section 2. These may include, but are not limited to:

- Initial site appraisal, vision statement and concept plan
- Movement framework and strategy
- Landscaping strategy
- Proposals for open spaces, sports and community facilities
- Technical surveys and assessments as appropriate, carried out by qualified specialists and informed by features identified in the initial site appraisal. This should be informed by ADC’s validation requirements checklist.

Non Strategic Sites DPD (ADC, emerging)
National Design Guide (MHCLG, 2019)
Building for Life 12 (CABE, 2018)
Urban Design Compendium (HCA, 2000)
Community Energy Strategy (DECC, 2014)
Clean Growth Strategy (BEIS, 2017)

Local Plan Policies: H SP1 The Housing Requirement, H SP2 Strategic Site Allocations, H SP2a Greater Bognor Regis Urban Area, H SP2b Greater Littlehampton Urban Area, H SP2c Inland Arun

All major development schemes should seek to **incorporate a decentralised energy strategy**. This supports communities by **reducing energy costs** and **improving energy security**, whilst providing efficiencies through scale and reduced transmission losses. Flexible and expandable solutions should be proposed. The provision of infrastructure including utilities, community infrastructure and transport infrastructure must be subject to robust consideration.
Infill Development

P.01 Infill Development

Respond positively to the character, appearance and layout of surrounding buildings to provide high quality infill development which enhances amenity for surrounding and new residents.

Infill developments are schemes located within an existing built-up area. Surrounding buildings and spaces must inform an appropriate infill design response in order to contribute to a sense of cohesion and unity. In most cases, as per the examples in Figure 300-305, new schemes should emulate the established pattern of building height, scale, plot width, boundary treatment and building line along the edge of the plot, and continue the rhythm of the street by repeating key elements such as chimneys, porches, windows, doors and walls. These may follow a more contemporary design to add subtle variation, but should ensure that the materials and details used are complementary to the surrounding area. The prevailing character of the area should always inform development unless exceptionally high quality design is proposed.

Infill development is more common within rural contexts, where the surrounding landscape setting must inform the location, character and boundary treatments of any proposed development. Following the common wisdom of the day alongside traditional practices is encouraged.

Some infill development on prominent plots - for example, corner buildings or those in town and local centres - may take the opportunity for a bolder response through creation of landmark buildings or focal points which add to the legibility, richness and character of a place. This must not however come at the expense of relating well to existing buildings and features, which should be used to inform and enhance creative design.

While infill schemes present a valuable opportunity to increase the efficiency of land use in existing urban and rural areas and provide new housing, this should not lead to over-development and over-intensification of building plots - for example by building in the gardens or curtilage of existing dwellings or on communal open spaces, where this would lead to an unacceptable loss of outdoor amenity space, access or drainage facilities. Development must also avoid adverse impacts on the privacy, noise pollution and overshadowing of existing or proposed dwellings. Infill development should provide sufficient access to new dwellings and incorporate appropriate car and cycle parking as per the Arun District Parking Standards SPG (2020) and Section 2 of this document, including Sections J.08 and J.09 on space standards and inclusive design.

Infill development will commonly be of three types: gap site development within a street frontage, backland development, and site redevelopment, ranging from the development of single plots to larger sites often resulting from the amalgamation of a number of smaller properties. They may also involve the redevelopment of redundant commercial buildings. Infill developments, whether in rural contexts or urban environments, must aim to strike a balance between the benefits of more efficient and intense use of development land and preserving the character and local amenities of the site’s context.

Figure 300: Plots & Building Width

- Plots must be sufficiently wide to site buildings with an appropriate frontage, without a cramped appearance.
- The width of the proposed dwelling should be similar to the existing frontage.

Figure 301: Height, Scale & Massing

- Appropriate visual separation between side walls and roofs.
- Respect the character, height, form and massing of surrounding buildings.

Figure 302: Building Line

- Follow the established building line.
- In exceptional cases, with appropriate justification, it may be possible for infill development to deviate from the established building line.
Gap Site Development

Gap Site Developments are those which take place within a gap in a built up frontage. Consideration must given to effects on the existing character and appearance of the street-scape, and how this may be enhanced or preserved.

Not all gap sites will be suitable for development. Some may support habitats of high ecological value, serve as open and amenity spaces for the local community, open up key views, or be an integral element of the local townscape. An initial assessment will thus be needed to decide if the development of a gap site will be adequate. Key design aspects to consider will include the following:

- **Building Line** – Developments will generally be expected to maintain the existing building line, particularly where it is a primary element in the definition of the local character. Consideration should be given to main building frontages, setbacks and established patterns of plan layout of buildings.

- **Building Spacing** – The spaces between buildings are as important as the plan and frontage of the buildings themselves. New developments will have to relate to the existing rhythm of buildings and voids, on plots which are wide enough to ensure that new developments fit well in the street scene.

- **Height, Scale & Massing** – New developments will need to respond to the building heights, scale and massing that characterise the existing street frontage. Taller buildings can enhance the character of a street when located in prominent locations such as corner plots or in areas with varying densities. In developments where the heights of proposed buildings differ from those of existing ones, massing should be used to create an adequate transition between scales.

- **Boundary Treatment** – Boundaries create the transition and interface between buildings and streets or open spaces, and often provide a buffer between private and private domains, while also contributing to the character of a street or highway. New boundary treatments should be reflective of the existing streetscape.

- **Materials** – In most cases these should match those used in the area, both for façades and roofs. Alternative materials may be used for architectural details when these are chosen to enhance the character of the area.

- **Architectural Image** – Design proposals will be assessed with reference to the characteristic image of the surrounding area. In areas with a variety of architectural styles there will be a greater opportunity to accommodate a proposal that is different to its surrounds; whilst in areas of greater uniformity of character, designs will have to relate to, though not necessary copy, the predominant architectural language.

- **Parking** – The development proposal should have regard to the parking guidelines provided in Section I of this Guide.
**Backland Development**

Backland development refers to the development of sites behind existing buildings, which may include rear gardens, private open spaces or existing structures such as garages. Such sites tend not to have a street frontage and may require a new access from an existing highway.

Backland developments are generally located in residential areas. Their design should consider the guidance given in Figures 306-320 and demonstrate an understanding of any potential effects on the character and amenities of the neighbouring urban area. As a general rule, backland developments should be subservient to existing properties, and their layout should seek to maximise the outlook of neighbours. Proposed building scales and development densities should address the characteristic urban development patterns of previous backland developments in the area.

**Tandem Developments** in which a new house is built behind an existing one and shares the same vehicular driveway will generally be unacceptable due to potential problems of access and privacy with the existing dwelling.

When assessing proposals for backland developments, the following will be considered:

- **Scale** – Proposals should avoid over-development and should be of a subservient scale to surrounding buildings with frontages to the street.
- **External Space** – Development should maintain usable and appropriate external amenity space for existing and proposed properties. Sizes will be mainly determined as per section H.04. It is advisable that the usable rear, external amenity space is at least the same size as the footprint of the property.
- **Boundaries** – Site boundaries will often be of poor quality or comprise dead frontages to existing buildings. Developments will have to consider the views provided to future residents and propose design solutions such as upgrading boundaries or screening.
- **Outlook** – Careful consideration must be given to preservation of existing amenity, through designs which avoid overlooking existing windows and private gardens.
- **Access & Parking** – Adequate vehicular access must be provided, including sufficient space to accommodate cars to turn within the new development site.
- **Comprehensive Developments** – Where it is possible to assemble a number of plots to create a larger site, comprehensive developments of groups of houses will be favoured over piecemeal developments.

**Site Redevelopment**

This comprises the redevelopment of an existing building or groups of buildings, generally with the aim of intensifying the use of the site. It may involve introducing new typologies, such as substituting detached or semi-detached houses for blocks of flats, developing larger houses, or even subdividing plots into smaller ones.

Intensification must not result in cramming. Design proposals should maintain the scale, alignment, building patterns and location character. Higher densities must not result in a loss of amenity for existing residents, and key features (e.g. mature trees) should be retained.

- Backland development can be subject to crime and antisocial behaviour in rear gardens.
- Backland development should incorporate a secure environment and natural surveillance.

- Inward looking courtyard arrangements are encouraged, combined with prevention measures to ensure privacy and avoid any overbearing impact.
Make sure that the scheme:

- Provides a cohesive and unified response to the existing scale, form, massing and design details of surrounding development.
- Ensures that any deviations from the prevailing character of the area form a high quality design response which complements its surroundings and is appropriate to the scheme’s location in the existing street hierarchy.
- Protects residential amenity including access to outdoor space, privacy, and freedom from unacceptable levels of noise and overshadowing.
- Provides level access of an appropriate width to new and existing dwellings.
- Incorporates required levels of cycle and car parking, integrated well with development.
- Respects any significant public views that help define the character of the area’s townscape.
- Is in harmony with the prevailing character, building pattern and architectural style of the area.
- Is developed in a site that is large enough to accommodate proposed uses and vehicular access, parking and turning, while retaining gardens and open spaces of an adequate size.
- Maximises outlook for current and future residents.
- Does not sterilise other potentially developable land.
- Avoids tandem developments as a matter of principle.

Infill development proposals should be informed by an initial site appraisal, including the local townscape and character of the area, layout patterns and structure of open spaces.
Q.01 Rural Development

Integrate rural development sensitively into its setting in order to respect the character of the District’s countryside areas.

Although the majority of new development anticipated to come forward over the Local Plan period will be located either within existing towns and urban areas or on larger strategic sites, over 60% of land area in Arun District comprises rural and lower density areas (see the ‘Countryside Development’ settlement category in Section C). It is important that any new development in these areas respects and enhances this distinctive rural character. See also Section N for conversion of existing buildings in rural locations and Section P for infill development guidance.

Setting

Development within these areas in particular must be sensitively and appropriately integrated into its landscape setting, which forms the dominant feature, as per the examples in Figures 311-313. This can be achieved through simple, unobtrusive design working with the topography of the site: ensuring that development is kept away from exposed locations or ridge lines to remain a subordinate feature, and building along the contours of the landscape and using sufficient spacing to avoid merging development together. This can also provide shelter from wind and avoid heat loss in winter.

Landscape

As with all development types, important landscape features such as mature trees and planting should be retained and incorporated into the scheme wherever possible. High quality boundary treatments using trees and vegetation can be used to tie buildings to their landscape setting and soften the impact of development. New trees and planting should be selected and located according to their final height and appearance, existing species in the locality, and whether these are deciduous or evergreen to consider the appearance and function of planting year-round, including whether daylight will be blocked from elevations in the winter period.

Scale, Form & Massing

Traditional rural buildings tend to adopt a consistent and simple form comprising a rectangular floor plan and pitched or half-hipped roof. New development should follow these principles in most instances as illustrated in Figures 316-318, utilising the common wisdom of the day while also creating a unique character. Exceptions will only be accommodated for the highest quality, and most innovative and creative architectural responses. Development should also respond to the existing height and footprint of buildings in the area, and may seek to reduce the footprint of larger buildings by breaking structures down into multiple forms.

Façades, Elevations & Boundaries

Façades, elevations and boundaries should be reflective of their rural context, in which the visual impact of buildings is often greater than those within urban areas. Elevational style and layout should consider Figure 319 and generally be kept simple in order to avoid crowded façades and arrangements, while boundaries should be defined by hedgerows and planting in combination with walls, fencing and railings. Front boundaries should generally include gardens with lawns, tree planting and hedges; with areas of hard surfacing kept to a minimum and restricted to gravel and paving.
Parking & Access

Parking and access should be provided as per the guidance set out in Section 2 of this document, and the Arun District Parking Standards SPD. Front driveways are an acceptable solution in rural areas, although it is important that these are landscaped, sited and designed so as not to dominate the front garden or impact upon the amenity of neighbouring properties. Hard surfacing should be kept to a minimum.

Rural Development - Make sure that the scheme:

- Is sensitively integrated into its landscape setting through use of topography and existing landscape features.
- Incorporates high quality boundary treatment including trees and vegetation in order to soften the impact of development.
- Adopts a simple form and elevational design in order to minimise visual impact and reflect traditional vernacular; unless exemplary, innovative design quality can be demonstrated.
- Provides green front gardens including lawns, tree planting and hedges, keeping areas of hard surfacing to a minimum.
- Locates and designs parking provision to be subordinate to the building and landscape setting.

Refer to the initial site appraisal in order to identify the defining architectural and landscape characteristics of the site and surrounding area.

Incorporate boundary treatment and existing natural features on the site into the scheme’s Landscaping Strategy. Provide details on how the design has responded to its rural setting in the Design and Access Statement.

Local Plan Policy: C SP1 Countryside
Apartment buildings are multi-storey, primarily residential buildings with individual dwelling units (single-storey apartments) on all or most floors. Occupants may share outdoor amenity space and car parking.

Well-designed apartment buildings will make a valuable contribution to meeting housing requirements at increased densities over the Local Plan period, providing a wide choice of dwelling sizes and types.

There are a number of potential typologies for apartment buildings:

- **The Tower.** A building form that is more than twice as tall as it is wide. This building type generally has a single centralised core and a limited number of apartments per floor. A tower form can be combined with a base of one or more storeys forming a ‘podium’. A podium is often used to define the street edge. Towers are best used when there is a strategy that suggests the use of taller buildings to act as landmarks or focal points.

- **Courtyard Buildings.** These are apartment buildings which enclose exterior space. Courtyard forms should be oriented to ensure good sunlight coverage, while enclosed spaces must provide a high quality landscaped environment and outlook. This building type is best used on wide shallow sites, or sites with two or more frontages which require built definition along these with open space behind.

- **The Block,** with an elevation wider than it is tall. Apartments will be arranged off a corridor which can be single or double-loaded. In Arun District, it is advised that single corridor apartments with double-sided units will fit best, providing optimum sunlight and ventilation conditions. Blocks create a strong urban front, and can be used to define the edge of a boundary or street or front open spaces or green links.

Apartment buildings must provide a balance between communal and individual living to encourage interaction with neighbours as well as a sense of ownership, by keeping the number of dwellings accessed from a single core to a minimum and providing individual entrances for ground floor flats wherever possible; incorporating both private and communal external amenity space; and incorporating cycle and car parking designated by property if appropriate.

Apartment buildings are best located within town centres or around civic spaces, creating a strong sense of enclosure. Their location elsewhere will require strong justification.

Figures 320-321 are examples of apartment building typologies. Variations of these typologies with slimmer and longer buildings, together with other design solutions may be appropriate, depending upon context and subject to design quality and residential amenity.
• The ground floor of the courtyard typology accommodates car parking provision for the residential units above. Residential lobbies together with retail, communal or food and beverage uses are wrapped around the parking area to create active frontages to the street.

• Basement car parking may be avoided if other car parking solutions are proposed.

• The ground floor of block typology buildings can also accommodate retail, communal or food and beverage uses, together with a residential lobby.
Car Parking

Parking provision is an important issue for apartment design, and may be provided through undercroft parking, designated courts and/or designated on-street spaces, depending on the context of the building and the number of parking spaces required.

Undercroft parking involves the provision of parking spaces in ground floor areas of apartment buildings, and is an ideal solution for denser urban contexts with limited available space. Residential entrances at ground floor should remain clearly defined and, depending on the typology, size and scale of the proposed building, active retail uses can also be incorporated to keep the building frontage vibrant.

Sufficient space for bicycle parking should be provided to enable storage of one bike per resident.

Building Height & Massing

The design challenge of apartment buildings will be to ensure that their scale and appearance is in keeping with the existing context in areas of the District where smaller scale 1-3 storey housing predominates. This can be achieved by breaking down the design of buildings into a series of components, which will reduce perceived bulk and massing. Taller buildings may also present an opportunity to create landmarks.

The height and massing of apartment developments should respond to their context in order to contribute to the high standard of built form. Subtle variations in the height and massing of perimeter block frontages will add interest to the townscape. This should be of an appropriate scale and mass to the block, maximising penetration of daylight into courtyards and living spaces.

Building Depth & Apartment Layout

Figures 326-335 set out a range of examples of apartment layout and depth.

Single aspect apartments have three closed sides (and an open entrance) and are typically located along a double-loaded (central) corridor access arrangement. In order to ensure adequate natural ventilation and daylighting, rooms should generally be no greater than 8 metres from the glazing line.

Dual aspect apartments are "open-ended" with enclosing side walls. These benefit from the opportunity for cross ventilation through the apartment, increasing the ideal maximum building depth to up to 12 metres. Dual aspect units are to be encouraged in future development for optimum light and ventilation.
Incorporating multiple cores into apartment buildings will provide more entrances along the street and in turn increase levels of activity and natural surveillance. By contrast, single centralised cores will maximise efficiency, and are particularly suited to north-south aligned building envelopes where apartments are likely to face east and west, maximising the sunlight and daylight that the individual units will receive.

Sustainability Considerations

Overheating is a significant risk for apartment buildings, and can result from insufficient consideration of internal/external gains, insufficient ventilation, and high levels of thermal insulation and air-tightness. New development should provide detailed analysis of measures taken to reduce the risk of overheating, assessing risks against 30, 50 and 80 year future weather files. These risks can be mitigated through effective passive design measures (see section K.01), including thermal mass, external solar shading, and cross-ventilation. Low-temperature hot-water should be provided, with efforts to keep distribution pipework out of corridors. Mechanical Ventilation and Heat Recovery can improve efficiencies in winter, with units also able to offer cooling functionality where there is demonstrable need.

Safety and security can be maximised by providing appropriate natural surveillance of car parking and external shared amenity areas, ensuring that cycle parking areas are located close to main entrances, and providing generously sized, naturally lit and ventilated internal circulation areas and entrance cores.

Materials

Materials should be selected according to the criteria set out in section L.01 of this Design Guide. In particular, cladding materials must adhere to Building Regulations on flammability (Approved Document B)
Respond to Local Context

Frame Civic Spaces

Balance of Communal & Individual Living

Encourage Individual Entrances

Bespoke Character

Integration with Landscape

Interaction with Neighbours

Integration with Landscape

Interaction with Neighbours

Integration with Landscape

Interaction with Neighbours

Balance of Communal & Individual Living

Encourage Individual Entrances

Bespoke Character

Integration with Landscape

Interaction with Neighbours

Balance of Communal & Individual Living

Figure 339: Connaught Gardens Apartments

Figure 340: Coin Street Apartments

Figure 342: Western Riverside Apartments, Bath

Figure 343: Effra Road Apartments

Figure 344: Watercolour, Redhill, Surrey, Apartments Integrated within the Landscape

Figure 341: Poundbury, Dorchester, Low Density Apartment Units

Figure 345: Maritime Streets, Barrow-in-Furness, Cumbria

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Apartment Buildings - Make sure that the scheme:

- Responds positively to and respects its surrounding context through materials, design details and form and massing, including variations in height which respond to the street hierarchy and important corners.
- Reduces perceived bulk and massing for buildings with a large footprint by breaking schemes down into a series of components distinguished through materials, form or detailing.
- Exploits opportunities to create landmark flatted developments with increased scale and massing where appropriate, particularly on corner sites, in order to increase the legibility of the wider development.
- Clearly defines public and private spaces through use of appropriate boundary treatment, materials and landscaping.
- Provides dual-aspect apartments and avoids creation of single-aspect apartments wherever possible.
- Incorporates adequate levels of outdoor amenity space as per the guidance given in Section 2, which should ideally be delivered as a combination of shared gardens and spaces, including roof gardens together with private ground floor gardens and balconies.
- Provides cycle parking for residents within the main building and close to entrances.
- Provides external cycle parking for visitors in areas with natural surveillance and close to main entrances.
- Provides well lit, active main entrances which face the street and are clearly articulated on building elevations to maximise visibility from the public realm, incorporating generously sized entrance cores and circulation spaces in order to increase legibility and safety.
- Keeps the number of dwellings accessed from a single core to a minimum (around 2-8 per floor) in order to encourage a sense of ownership.
- Provides sufficient residential and visitor parking, including accessible spaces and electric vehicle charging points, in a way that integrates with the scheme’s landscape strategy and incorporates natural surveillance.
- Uses materials which are fully compliant with Building Regulations and follow the guidance in Section L.01 of this Design Guide.

Tick when Reviewed

The design of apartment buildings should be informed by all appropriate technical studies, including sunlight and daylight assessments to ensure that all residents have sufficient levels of lighting and that the scale of the development does not cause overshadowing; and visual impact assessments where there is potential to impact on key views in and out of the development.

Designs should be communicated through clear elevations, roof plans, floor plans, block plans and landscape plans with a clear legend, with three-dimensional models where appropriate. Sunlight and daylight diagrams should be used to communicate the results of technical assessments.

Conservation Areas Guidance & Areas of Character Guidance (ADC, 2000)
Technical Housing Standards - Nationally Described Internal Space Standards (MHCLG, 2015)
Secured by Design Development Guides (SBD, various dates)
Accommodation for Older People & People with Disabilities (ADC, 2019)
New Homes

S.01 New Homes

Design new homes which reference the character of Arun District, provide a high level of amenity for their occupants and neighbours, and are socially and environmentally sustainable; meeting challenges over the long term.

New homes must seek to meet the diverse needs of the District’s population, incorporating a mixture of housing types and tenures as appropriate to their setting and potential residents. All major housing schemes must provide 30% affordable housing, which should be ‘tenure blind’, being visually indistinguishable from market housing.

No matter what dwelling, tenancy or ownership type and size, new homes must provide the highest standard of amenity for their occupants by tailoring accommodation to the numbers and characteristics of expected residents; allowing people to settle into their home for the short or long term. While homeowners do not have a right to uninterrupted views, nor outlook from their property over neighbouring land, it is expected that proposed development will respect neighbouring amenity and not be overly dominant.

The design of new homes should take account of the building design, residential outdoor amenity space standards, external space standards, parking and sustainability guidance provided in Section 2, including advice on internal space standards and inclusive design.

The key housing typologies of new homes to be delivered (excluding apartment buildings) are:

- **Detached Houses**: Houses that stand alone and are not attached to any other dwellings.
- **Semi-Detached Houses**: A house which is attached to one other dwelling.
- **Terraced Houses**: Three or more houses joined by their side walls, with their own private gardens. These usually comprise two to two-and-a-half storey buildings. ‘Town houses’ are generally larger terraced structures of three to four storeys.

The design of new homes should provide clear delineation of public and private spaces; incorporating a ‘public front’ facing streets and spaces in order to create an attractive public realm with natural surveillance from habitable rooms, and a private ‘back’ to the rear of the site, providing private garden or shared amenity space. Schemes should ensure consistency in the design of front façades, building line and skyline across plots, while variations in the street scene should be carefully placed and designed.

An increasing number of people are choosing to work from home. Modern homes therefore need to be capable of adaptation to enable home working, or potentially designed as “live/work” units enabling people to run their business from home. This might consist of a study space with internet connection, studio space, or an outbuilding. For all live/work units the primary use must remain residential, with the business use carried out without harming the amenity space of residents. Appropriate sound proofing or ventilation must be installed.
New homes should be designed to be as sustainable as possible at a masterplan, plot and building scale; throughout the life cycle of the development. This should be achieved in part by following the principles set out in Section K of this guide, in particular the energy hierarchy in Section K.01.

Schemes should take an approach which designs out waste, contributes positively to the local environment through improving ecological value, and ensures no detrimental impact on local surface water management infrastructure.

Development should also contribute to improving wider systems where possible.

Figure 353: Passive Design Housing - Goldsmith Street, Norwich - Mikhail Riches

Figure 354: Passive Design Strategies - HMH Architects + Interiors

Materials

The choice of building materials should be informed by consideration of carbon savings arising from the performance of the material in the home, and embodied carbon – the greenhouse gas emissions which are created throughout the life cycle of the material through processes such as extraction, manufacturing, transportation, installation and demolition. Embodied carbon can be reduced through measures including application of circular economy principles, use of recycled and reused materials, (see Section K.02), use of locally and responsibly sourced materials and those with low carbon emissions in manufacture, and utilisation of modern methods of construction such as modular building (see Section L.03).

Passive Design

The building typology and layout of homes can play a significant role in reducing carbon emissions once they are in use. Overheating is a significant risk for new homes, and generally arises from insufficient consideration of internal/external gains, insufficient ventilation, and high levels of thermal insulation and air tightness. New development should provide detailed analysis following CIBSE TM52 guidance and summaries of the design approaches implemented to reduce the risk of overheating, assessing risks against 30, 50 and 80 year future weather files.

These risks can be mitigated through passive design measures such as those illustrated in Figure 354. Homes should be designed to allow natural cross ventilation and cooling in summer through measures such as dual aspect homes and apartments and high floor to ceiling heights. In addition, the use of artificial lighting and heating in winter can be minimised through the arrangement of rooms and windows in response to the path of the sun on warmer southern aspects, and use of Mechanical Ventilation and Heat Recovery. Double or triple-glazed windows and shutters or louvres can also be used to regulate solar gain and provide additional insulation. For more information, please see Section K.01.

Schemes are encouraged to pursue Passivhaus principles where viable.

Active Design

Used in addition to passive design measures, ‘active’ measures providing energy in efficient and renewable forms can be used to further decrease carbon emissions and increase the sustainability of new homes in accordance with the energy hierarchy. These include decentralised energy systems such as district heating or combined heat and power; or renewable measures such as carefully-sited wind turbines of an appropriate scale; solar photovoltaics; solar water heating panels; or ground and air source heat pumps. These will also minimise combustion technologies and therefore prevent degradation of local air quality.
Figure 355: Staiths, South Bank, Terraced Houses

Figure 356: Clay Field, Linswell, Suffolk, Detached Houses

Figure 357: Acordia, Cambridge, Terraced Houses

Figure 358: Detached Cottage, Arundel

Figure 359: Detached Framhouse, Barnham

Figure 360: Harlow, Detached Houses

Figure 361: Watercolour, Redhill, Surrey, Semi-Detached Houses in the Landscape

Figure 362: Horsted Park, Semi-Detached Houses

Figure 363: Maidstone, Detached & Semi-Detached Houses

Adaptable Houses

Sense of Place

Affordable Housing, Socially Sustainable

Local Character and Identity

Healthy Materials

Mixture of Housing Types

Enviromentially Sustainable Houses

Public Frontage

Mixtute of Housing Types
New Homes - Make sure that the scheme:

• Provides new housing of an appropriate tenure and typology to meet the needs of the District over the Local Plan period.

• Incorporates required levels of affordable housing, and designs these units in a ‘tenure blind’ way.

• Ensures a consistent design across front façades, the building line and skyline.

• Maintains and enhances the existing street-scape, dwelling typologies, rhythm of active frontages and plot grain of the area.

• Identifies any significant views that the proposed development may impact and illustrates how the design of the proposal will maintain or mitigate against any loss of outlook or existing views enjoyed by neighbours.

• Clearly defines the front and rear of dwellings, incorporating safe and attractive public realm or private gardens, and shared amenity space.

• Provides housing which is designed as, or capable of adaptation to, ‘live/work’ units.

• Ensures that live/work units protect primary residential use and amenity, incorporating appropriate sound proofing or ventilation measures to do so.

• Follows a sustainable approach to design using the principles set out in Section K to ensure efficient heating, energy use and use of materials.

Noise/Extraction Assessments may be required to demonstrate the residential amenity of live/work units.

All proposals for 11+ housing units must include an Affordable Housing Provision Statement.

Demonstrate on plans and drawings how new homes have been designed to incorporate appropriate space standards, accessible design and amenity space; and relate to the wider plot or block.

Glossary Terms

Passivhaus: Passivhaus buildings are super-insulated and airtight constructions, fitted with Mechanical Ventilation Heat Recovery Units. These require no heating other than from solar gains, use of the building and appliances; and use only 10% of heating energy in comparison to conventional new builds.

Passive Design: Design which takes advantage of the climate through layout, form and fabric in order to reduce or remove the need for ‘active’ mechanical cooling, heating, ventilation and lighting.

Building for Life 12 - 4. Meeting Local Housing Requirements (CABE, 2018)

Local Plan Policies: H DM1 Housing Mix, AH SP2 Affordable Housing
Mixed Use Schemes

T.01 Mixed Use Schemes

Provide conveniently located mixed-use development which meets local needs and provides a high standard of amenity for residents and visitors.

Mixed-use schemes incorporate a range of land uses including residential, commercial and community facilities. These are usually delivered as town centre developments, part of larger strategic sites or recreational areas adjacent to specific features and focal points, such as the seafront. Such schemes tend to attract movement and people, and must therefore be carefully located to be accessible.

Location & Access

Mixed-use schemes should be located at the intersection of key routes in order to provide easy access for pedestrians, cyclists, public transport and private vehicles; and must be highly visible in order to benefit from passing trade. Incorporating residential, commercial and community development in the same location or within a walkable catchment area will allow these facilities to thrive, provide more convenient access to facilities and jobs, and reduce the need to use a car. Particular consideration should be given to how those with disabilities or mobility impairments, including pedestrians pushing prams, will access and use shops and facilities.

Layout & Public Realm

Mixed-use development should be designed around and front onto high quality and appropriately-scaled public space, whether a central square, courtyard or green space; and incorporate appropriate public realm features such as street furniture, lighting and public art as per the guidance given in Section 2. This may include spaces for customers of cafés and restaurants to sit outside. Doing so will create a welcoming space with appropriate natural surveillance and encourage use at all times of the day.

Internal shopping centres and malls should be avoided.

Mixed-use schemes must be informed by Landscaping, Movement and Employment Strategies. These should be developed in response to the site appraisal which will identify elements including the need and potential demand for housing, facilities and services in an area; and prevailing architectural and shop-front forms.

Technical assessments carried out by qualified professionals including transport, lighting and noise specialists will be required to demonstrate appropriate access and residential amenity, as per Arun’s validation checklist.

Plans and drawings should be used to illustrate the scheme, the results of technical assessments and to demonstrate how the development interfaces with its context, provides active frontages and a vibrant public realm, and ensures residential amenity.
Mixed-use development should generally incorporate a fine grain, which generates active frontages and entrances onto the street and is suitable for pedestrian interest and movement. The height of buildings should be appropriate to context, and may include taller ‘landmark’ buildings which provide a focal point and aid legibility. Schemes will generally be of a higher density than suburban or rural residential developments.

Locating residential development above non-residential uses not only provides occupants of these dwellings with convenient access to shops, services and facilities but will also ensure activity and natural surveillance at all times of day. Schemes must ensure however that residential amenity is not compromised by ground floor uses in terms of servicing and access, noise, odour, lighting and air quality. These schemes should also conform to the guidance on Apartment Buildings provided in Section R.01.

**Built Form**

All development in mixed-use schemes should front onto the public realm in order to enhance natural surveillance, legibility and identity. Ground floor frontages should incorporate active uses such as retail, cafés, restaurants, local shops or community facilities, with inactive uses including residential dwellings located above or to the rear. The maximum length of inactive frontage should not exceed 15 metres.

Entrances to active uses must be directly linked to the adjacent public realm, and frontages designed in a co-ordinated and uncluttered way in accordance with the guidance contained in Section H.05, having predominantly visually transparent façades. Complementary combinations of materials and colours should be used to create a harmonious composition. For larger uses such as supermarkets, frontages should be ‘wrapped’ around the edges of buildings.

**Building Frontages & Shop Fronts**

While mixed-use schemes will be designed to be walkable and easily accessible on foot and by public transport, sufficient numbers of parking spaces for bicycles, motorcycles and cars must be provided to meet anticipated demand. Designing parking into schemes from the outset will help to ensure that spaces are secure and conveniently located for services and facilities without adding to street clutter; for example by integrating spaces into the design of buildings (in undercrofts or to the rear) or the public realm through integration with street furniture. Ventilation grilles associated with car parking uses must be limited in extent and incorporated into the architecture of buildings.

**Parking & Services**

Signage should be provided to promote facilities and services, and to enhance the legibility of the scheme and wider area. This should be carefully integrated with street furniture or building façades in order to minimise street clutter, in line with the guidance given in Section H.05.
Mixed-Use Schemes - Make sure that the scheme:

- Provides convenient access for motorists, cyclists, public transport and pedestrians from both the surrounding area and residential uses within the development.
- Follows principles of inclusive design in access to facilities, homes and the public realm.
- Incorporates public realm features including central and open spaces, street furniture, lighting and public art.
- Provides an appropriate mix of uses to ensure natural surveillance at all times of day.
- Provides active frontages onto the public realm at ground floor level, incorporating continuous storefront windows, open air frontages and frequent, highly visible entrances adjacent to the public realm. Minimises inactive frontages to a length of 15 metres or less along any given street.
- Provides cohesive and uncluttered shop fronts which respond to the grain of building and utilise a common palette of materials and colours.
- Provides residential uses on higher floors and ensures residential amenity.
- Responds to its context through building height and form, taking the opportunity to create landmark buildings where appropriate.
- Ensures that sufficient parking is provided for cycles, motorcycles and cars, and that this is integrated into the architecture of buildings or design of the public realm.
- Provides appropriate signage, integrated with the street scene, to aid legibility and promote commercial and community uses, while minimising street clutter.

Tick when Reviewed:

- Building for Life 12 (CABE, 2018)
- Arun District Council Parking Standards Supplementary Planning Guidance (2020)
- West Sussex Parking Guidance (West Sussex County Council, 2019)
- Secured by Design Development Guides (SBD, various dates)
- Local Plan Policies EMP DM1 Employment Land, SKILLS SP1 Employment & Skills, RET DM1 Retail Development, H DM1 Housing Mix, T DM2 Public Parking
# Abbreviation Table

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>ADC</td>
<td>Arun District Council</td>
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<tr>
<td>BOA</td>
<td>Biodiversity Opportunity Area</td>
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<tr>
<td>BREEAM</td>
<td>Building Research Establishment Environmental Assessment Mechanism</td>
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<td>BSI</td>
<td>British Standards Institution</td>
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<td>BUA</td>
<td>Built Up Area</td>
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<td>BUASD</td>
<td>Built Up Area Subdivision</td>
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<td>CA</td>
<td>Conservation Area</td>
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<tr>
<td>CABE</td>
<td>Council for Architecture and the Built Environment (now merged into Design Council)</td>
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<tr>
<td>CIEEM</td>
<td>Chartered Institute of Ecology and Environmental Management</td>
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<tr>
<td>DAS</td>
<td>Design and Access Statement</td>
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<tr>
<td>DEFRA</td>
<td>Department for Environment, Food and Rural Affairs</td>
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<td>DPD</td>
<td>Development Plan Document</td>
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<td>HCA</td>
<td>Homes and Communities Agency</td>
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<tr>
<td>GEA</td>
<td>Gross External Area</td>
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<td>GIA</td>
<td>Gross Internal Area</td>
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<td>ILP</td>
<td>Institution of Lighting Professionals</td>
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<td>LCA</td>
<td>Landscape Character Area</td>
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<td>LDF</td>
<td>Local Development Framework</td>
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<td>LP</td>
<td>Local Plan</td>
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<td>LPA</td>
<td>Local Planning Authority</td>
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<td>LWS</td>
<td>Local Wildlife Site</td>
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<td>LZC</td>
<td>Low or Zero-Carbon</td>
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<td>MHCLG</td>
<td>Ministry of Housing, Communities and Local Government</td>
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<td>MMO</td>
<td>Marine Management Organisation</td>
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<td>NDP</td>
<td>Neighbourhood Development Plan</td>
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<td>National Planning Practice Guidance</td>
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<td>Public Rights of Way</td>
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<td>Royal Institute of British Architects</td>
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<td>SDNP</td>
<td>South Downs National Park</td>
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<tr>
<td>SIINC</td>
<td>Site of International Importance for Nature Conservation</td>
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<td>SNCI</td>
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<td>SPA</td>
<td>Special Protection Area</td>
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<td>Supplementary Planning Document</td>
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<td>Sustainable Drainage Systems</td>
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<td>Town and Country Planning Association</td>
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<td>TPO</td>
<td>Tree Preservation Order</td>
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<td>UKCP</td>
<td>United Kingdom Climate Projections</td>
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<tr>
<td>WSCC</td>
<td>West Sussex County Council</td>
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Reference List

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- Environmental Impact Assessment (2019)
- Flood Risk & Coastal Change (2014)
- Healthy & Safe Communities (2019)
- Historic Environment (2019)
- Housing for Older & Disabled People (2019)
- Land Affected by Contamination (2019)
- Light Pollution (2014)
- Making an Application (2018)
- Natural Environment (2019)
- Noise (2019)
- Rural Housing (2016)
- Self-Build & Custom Housebuilding (2017)
- Strategic Environmental Assessment & Sustainability Appraisal (2019)
- Town Centres & Retail (2019)
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Glossary of Terms

**Accessible** – When people are able to move around an area and reach places and facilities. This includes the elderly and disabled, those with young children and those encumbered with luggage or shopping.

**Accessible Dwelling** – Housing which is accessible to all including those with physical and/or sensory impairments and older people. Dwellings should provide easy circulation and use, with step free access to parking spaces, the WC and any outdoor private space.

**Active Frontage** – The interface between buildings and streets is characterised by multiple entrances and windows, which allows interaction between the public realm and the premises facing the street.

**Adaptability** – The ability of a building to respond to changing social, technological, economic and market conditions.

**Adaptable Dwelling** – Housing which can facilitate adaptations in the future so that the building remains accessible and functional to all.

**Affordable Housing** – Social rented, affordable rent and intermediate housing, provided to eligible households whose needs are not met by the market provision.

**Air Tightness** - Resistance to inward or outward unintended air leakage through areas of the building envelope.

**Article 4 Direction** – A legal mechanism which withdraws deemed planning permission granted by the General Permitted Development Order.

**Backland Development** – Refers to the development of land to the rear of existing buildings including garden land.

**Bay Window** – A window that projects outwards beyond the external wall of a building with multiple panels to create a bay area.

**Biodiversity** – A diverse range of species and the complex ecosystems they make up.

**Blocks** – A form of development where the perimeter is defined by streets.

**Building Blocks** – The whole or any part of any structure or site bounded by a network of streets.

**Building Depth** – The distance that a building extends from the front elevation to the rear elevation.

**Building Line** – The line defined by the frontages of buildings along a street or road.

**Bridleway** - A route which can be used by walkers, horse riders, bicycles, mobility scooters and powered wheelchairs

**Building Setback Line** – The distance from which a building is located from a street, highway or property or land boundary. This typically indicates the boundaries within which additional development to a building can occur.

**Built Environment** – Buildings, roads, parks and all other improvements constructed by people that form the physical character of a community.

**Built Form** – Buildings and structures.

**Carbon Sequestration** - The process by which plants and trees remove carbon from the atmosphere through photosynthesis and store this for the long term.

**Character** – The appearance of any urban or rural location in terms of its landscape or the layout of streets and open space, often giving places their own distinct identity.

**Circular Economy** - A system based on minimising and reducing the impacts of resource consumption by designing out waste and pollution, promoting natural and bio-based materials, pre-fabrication and effective deconstruction, and building in capacity for future adaptability. The approach aims to maintain maximum residual environmental and financial value of building elements at the ‘end’ of their life, moving away from a linear ‘take-make-dispose’ economy that is currently prevalent.

**Communal Gardens** – Private open space shared by a number of households.

**Community** – A general term referring to the people living in a locality or the locality itself.

**Conservation Area** – A Conservation Area is an area of special architectural or historic interest, with a character or appearance which is considered to be desirable to preserve or enhance.

**Conservation Area Roof Lights** – These are windows placed in the roof of a building that are flush with the existing roof and in line with the windows on floors below.

**Context** – The setting of a site or area, including land uses, built and natural environments and social and physical characteristics.

**Core** – Village or Town Centre usually centred around one or more road junctions, with development spread along road frontages.

**Cornice** – An overhanging horizontal area or ornamental moulding, typically located below the ceiling internally. It is a crowning feature over a wall or doorway for example.
Courtyard – A space or area of ground that is either fully or partially enclosed by buildings or walls.

Cul-de-sac – A street that does not connect to others; a dead-end.

Curtilage – Refers to the area of land surrounding and attached to a building, the area of land within which the house sits.

Cycleways - Routes that can be used by all types of bicycle (including electric bicycles), and in some case walkers, mobility scooters and powered wheelchair users where a separate footpath has not been provided.

Defensible Space – A space in front of a building which indicates a change from public to private ownership.

Density – A measurement of the amount of residential development within a given area. For planning purposes density is usually calculated in either dwellings per hectare (dph) or habitable rooms per hectare (hrh), excluding land for other uses and major or strategic roads and landscape (referred to as ‘net density’).

Design and Access Statements – Accompany and support planning applications to outline design principles and concepts applied to a proposal in relation to layout, scale, landscaping and appearance.

Design Principle – An expression of one of the basic design ideas at the heart of an urban design framework, design guide, development brief or development.

Desire Line – A line of movement linking facilities or places which would form a convenient and direct route for pedestrians and cyclists.

Diversity – A place with variety and choice to respond to local needs.

Dormer Window – A vertical window with a roof of its own, positioned, at least in part, within the slope of the roof.

Dual Aspect Unit – A dwelling that has openable windows on at least two external walls to allow views in multiple directions.

Eaves – The point where the lowest point of a roof slope, or a flat roof, meets the outside wall.

Ecological – Relating to, or concerned with, the relation of living organisms to one another and to their physical surroundings.

Edge of Village – A location within a certain distance of the village core boundary. Local circumstances should be taken into account in determining whether a site falls within the definition of edge of a village.

Elevation – An external face of a building, or the height of a site above sea level.

Emphasis – Where building elements highlight the vertical or horizontal nature of buildings which makes them look taller or wider.

Environment – Consists of all, or any, of the following media; air, water and land.

Enclosure – The arrangement of buildings, walls, trees to provide different levels of space.

Façade – The external face of a building or group of buildings that face the public realm.

Fenestration – The placement of windows on the exterior of a building.

Footpath - A route which can be used for walking, running, and by mobility scooters and powered wheelchairs.

Form – The physical appearance of a development i.e. its three-dimensional shape.

Formal Play Spaces – Area marked and laid out for formal active recreational activities. This includes sports pitches or athletic tracks, LEAPs (Local Equipped Area of Play) and NEAPs (Neighbourhood Equipped Area of Play).

Functional – Designed to be practical and useful rather than attractive.

Gable – The vertical part of the end wall of a building contained within the roof slope, usually triangular but can be any ‘roof’ shape.

Gated Developments – Developments that are totally secured from non-residents. Entry is permitted via secured and controlled access gates.

Grain – The general shape and direction of building footprints.

Green Infrastructure Network – A network of high-quality green spaces and other environmental features such as parks, public open spaces, playing fields, sports pitches, woodlands and allotments. The provision of Green Infrastructure can provide social, economic and environmental benefits close to where people live and work.

Green Roof – A roof of a building or structure covered by vegetation which may incorporate drainage or irrigation systems.
Habitable Room – Any room used or intended to be used for sleeping, living or cooking and eating purposes. Enclosed spaces such as bath or toilet facilities, service rooms, corridors, laundries, hallways, utility rooms or similar spaces are excluded from this definition.

Habitat - The natural home or environment of an animal, plant or other organism.

Hardstanding – An area of hard paved surface which is usually used for the parking or manoeuvring of vehicles.

Hempcrete - a biocomposite building material made from hemp and lime, which can be used as an alternative to concrete or traditional insulation.

Heritage Assets – A range of geographical components of the historic environment which have been positively identified as having a degree of significance meriting consideration in planning decisions. These include listed buildings, conservation areas, old buildings that are not listed but have local historical importance, scheduled monuments, registered parks and gardens, archaeological sites and historic wreck sites.

Hierarchy – A logical sequence of spaces, streets or building forms, increasing or decreasing in size or density throughout a development.

Hipped Roof – A roof that slopes downwards towards the walls of a building with no vertical ends.

Historic Environment – All aspects of the environment resulting from the interaction between people and places through time, including all surviving physical remains of past human activity, whether visible, buried or submerged and landscaped and planted or managed flora.

Inclusive – Ensuring that buildings and their surrounding spaces can be accessed and used by everyone.

Infill Development – Refers to sites on the street frontage between existing buildings.

Informal Play Spaces – Area not specifically marked and laid out for formal active recreational activities but can include casual or informal playing space within housing estates, safe shared space such as play streets and outdoor equipped play areas for children of all ages.

Landmark – A building or structure that stands out from the surrounding buildings and is a focal point.

Landscape – The appearance of land including its shape, form, colours and elements, and how the components combine that is distinctive to particular localities, and the way they are perceived.

Landscape Character Assessment – Identifies different landscape areas which have a distinct character based on a recognisable pattern of elements, including combinations of geology, land-form, soils, vegetation, land use and human settlement.

Language – The system of communication showing how an object (building) presents itself in relation to its surroundings graphically through visual cues or architectural features.

Layout – The arrangement of buildings, streets and spaces in a development.

Legibility – The degree to which a place can be easily comprehended by its users so that navigation through that space is easily achieved.

Listed Buildings – A building of special architectural or historic interest as set out in the Planning (Listed Buildings and Conservation Areas) Act 1990 as amended. Listed buildings are listed in three grades, GII, GII* and GI depending on their age, rarity and special features. Listing can include the interior as well as the exterior of the building, and any buildings or permanent structures in its curtilage. Demolition, in whole or in part, of a listed building or any works of alteration or extension that would affect the character of the building, will require Listed Building Consent.

Listed Building Consent – An approval required before any alteration or whole or partial demolition of a listed building is undertaken.

Local Authority – A generic term for any level of local Government in the UK.

Local Character – See ‘Character’.

Local Plan (LP) – The plan for the future development of the local area, drawn up by the Local Planning Authority in consultation with the community and stakeholders.

Massing – The volume of a building or group of buildings.

Mixed Use Development – Development that incorporates a variety of different land uses both within individual buildings and across a site. This can include a mixture of retail, residential and commercial uses for example.

Movement – The passage of people, cycles and vehicles through buildings, places and spaces.

Mycelium - Root fibres from fungi which, when dried, can be used as a sustainable building material.
National Planning Policy Framework (NPPF) – Sets out the Government’s planning policies for England and provides a framework within which local people and their accountable councils can produce their own distinctive local and neighbourhood plans, which reflect the needs and priorities of their communities.

Natural Ventilation – The flow of air into a building without the use of mechanical systems, instead air is driven by pressure differences between inside and outside or between parts of a building. This can be wind-driven or buoyancy driven.

Neighbourhood Plan – A plan prepared by a Parish Council or Neighbourhood Forum for a particular neighbourhood area.

Open Space – All open space of public value, including not just land but also bodies of water (rivers, canals, lakes and reservoirs) which offer important opportunities for sport and recreation and can contribute to visual amenity.

Order of Streets – See ‘Street Hierarchy’.

Passive Design - Design which takes advantage of the climate through layout, form and fabric in order to reduce or remove the need for ‘active’ mechanical cooling, heating, ventilation and lighting.

Passive (open space) – See ‘Informal Play Spaces’.

Passivhaus - Passivhaus buildings are super-insulated and airtight constructions, fitted with Mechanical Ventilation Heat Recovery Units; which require no heating other than from solar gains, use of the building and appliances. These use only 10% of heating energy in comparison to conventional new builds.

Perimeter Block – A development block where buildings front onto streets and spaces, and back onto rear gardens, to create an internal courtyard.

Permeability – The degree to which a residential development can be penetrated by foot, cycle and vehicle and the connectivity of the development to adjacent developments.

Permitted Development – Development that is deemed to be permitted without the requirement to submit a formal planning application, as specified within the General Permitted Development Order. Development is usually small scale.

Planning Obligation – A legally enforceable obligation entered into under Section 106 of the Town and Country Planning Act 1990 to mitigate the impacts of a development proposal.

Plot – The area contained within the boundary of one dwelling or a group of linked dwellings, such as a block of flats or a sheltered housing complex.

Porch – A sheltered area to the front elevation of a building, normally located at the building entrance extending outwards from the façade by a small distance.

Principle Elevation – The part of a house that directly fronts onto the main highway that serves the dwelling. This elevation typically comprises the main architectural features such as a porch leading to the main entrance or bay windows, and is normally (but not always) the front of the house.

Proportion – See ‘Scale’.

Public Art – Permanent or temporary physical works of art visible to the general public, whether part of a building or free-standing. For example, sculpture, lighting effects, street furniture, paving, railings and signs.

Public Realm – The spaces between buildings accessible to the public, including the highway, green areas, squares and so on.

Public Rights of Way - Paths on which the public has a legally protected right to pass and re-pass. All public rights of way are open to walking, and some may also be open to horse riders, cyclists or motorists. Public Rights of Way are marked with signs and coloured arrows - for example, yellow for footpaths and blue for bridleways. Information on public rights of way in West Sussex can be found at the following link: https://www.westsussex.gov.uk/land-waste-and-housing/public-paths-and-the-countryside/public-rights-of-way/

Resilience - The capacity to withstand or recover quickly from adverse effects, for example in relation to continued wear and tear through use, or the effects of climate change.

Robust – Functions well in a wide range of, often unanticipated, future scenarios by being able to accommodate modification and adaptation.

Private Amenity Space – Small spaces of enclosed land for the use of residential dwelling residents.

Riparian Owners - Those with a watercourse on, next to or under their property, who are responsible for the maintenance of the watercourse in order to prevent blockages and ensure that water can flow naturally. Riparian responsibilities usually lie with the person who owns the land or property but may fall to the tenant depending upon the agreement in place.

Roof Pitch – The angle of the roof by degree.

Root Protection Area (RPA) – A layout design tool that indicates the minimum area around a tree deemed to contain sufficient roots and rooting volume to maintain the trees viability. The tree’s roots and soil structure are treated as a priority in these areas.
Rhythm – Repetition or alternation of elements or architectural features like columns, chimneys, windows and doors with defined intervals between them. It can create a sense of movement and establish a pattern and texture.

Scale – The impression of a building when seen in relation to its surroundings, or the size of parts of a building or its details, particularly as experienced in relation to the size of a person.

Set-Back – The distance of a building alignment from the front property boundary or street frontage.

Sense of Place – A place with a strong identity and character that is deeply felt by locals and visitors.

Shared Surface – Where all users of a street share one uniform surface.

Spatial Context – The relationships or interactions that exist between uses, services and facilities within a specified area.

Social Exclusion – Failure of society to provide certain individuals and groups with those rights and benefits normally available to its members.

Spaces – Includes not just land, but also areas of water. They can be hard or soft in character.

‘Special’ Areas – Special Area of Conservation (SACS) are a selection of very important SSSIs that entered in the Register of European Sites as part of the Natura 2000 network. SACS are established to protect wild birds under the Birds Directive.

Street Furniture – Structure in a street or space, for example bus shelters, light columns, signs, seating and litter bins.

Street Hierarchy – The structure of streets or footways within a development that connect the local area and the wider community.

Streetscape – The character and appearance of the street environment.

Structural Planting – Evergreen and deciduous shrubs, trees or other planting that retains its form and shape throughout the year.

SPD (Supplementary Planning Document) – Add further detail to the policies in the Local Development Plan. They can be used to provide further guidance for development on specific sites, or on particular issues such as design. Supplementary planning documents are a material consideration in planning decisions.

Sustainable Development – Meets the economic, environmental and community needs of the present, without compromising the ability of future generations to meet their own needs.

Sustainable Transport – Efficient, safe and accessible means of transport with an overall low impact on the environment, including walking and cycling, low and ultra-low emission vehicles, car sharing and public transport.

SuDS – Sustainable Drainage Systems. Schemes for handling surface water by means other than pipes and storm drains, such as porous paving, swales, channels, reed beds and balancing or attenuation ponds, to reduce the potential of flooding and improve water quality on new and existing urban development.

Tenure Blind – The delivery market housing and affordable housing which are designed to be as visually similar as possible, as a way of reducing inequalities or the feeling of inequality that may exist between residents.

Topography – A description (or visual representation on a map) of the shape of the land, for example, contours or change in the height of land above sea level.

Townscape – The general appearance of a built-up area.

Tree Preservation Order – An order made by a Local Planning Authority to protect specific trees, groups of trees or woodlands in the interests of amenity. An order prohibits the cutting down, topping, lopping, uprooting, wilful damage or wilful destruction of trees without the Local Planning Authority’s written consent.

Urban Design – The process of creating places in consideration of sustainable development, including the infrastructure requirements and the design and detailing of buildings and spaces.

Urban Grain – The pattern of development in a settlement.

Vegetation – Plants in general or the plants that are found in a particular area.

Village Core – Usually clusters around one or more road junctions, with development spread along the road frontages.

Vision – The ideas for the future of an area, place or site referencing the aims, objectives and aspirations of stakeholders and owners.

Wheelchair Housing – Affordable and private housing that is designed to be wheelchair accessible.