

BOROUGH-WIDE SUPPLEMENTARY PLANNING GUIDANCE



To be read in conjunction with the Borough of Broxbourne
Local Plan Second Review Second Deposit 2001-2011

Adopted - August 2004

BOROUGH OF BROXBOURNE BOROUGH-WIDE SUPPLEMENTARY PLANNING GUIDANCE

SUMMARY

What is Supplementary Planning Guidance? (SPG)

This is a supporting document to the new Borough Local Plan. It contains:

- Development standards which the Council will use to assess planning applications;
- Definitions and advice on how certain policies will be interpreted by the Council;
- Checklists of information that may be required when an application is made.

Development Standards cover the following types of information

- How many car parking spaces are required
- Housing size and layout (i.e. minimum sizes of rooms, gardens, distances between dwellings and public open space)
- Design advice on extensions and converting properties

The Local Plan aims to encourage residents and developers to make the best use of land in the built up area and promote better quality design. Many of the standards have been revised to encourage a better quality environment and help avoid over-development.

Status of Supplementary Planning Guidance

This guidance was issued for public consultation along with the First Deposit Borough Local Plan Second Review 2001-2011. It was on deposit together with the First Deposit Plan from 2nd April 2001 – 14th May 2001. Responses to the consultation was considered by the Council's Planning and Development Committee in the Summer 2001.

Following revisions to the guidance with the publication of the Second Deposit Plan in May 2003, this SPG was formally adopted on 30th August 2004. This Guidance will be a material consideration in determining planning applications.

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Borough of Broxbourne

SUPPLEMENTARY PLANNING GUIDANCE



1. INTRODUCTION

- 1.1 This Supplementary Planning Guide provides detailed information on good practice in respect of most commonly submitted development proposals. In accordance with Government advice, Supplementary Planning Guidance may be regarded as a material consideration in determining planning applications. It helps to explain the Council's overall approach to the most regularly encountered planning and environmental issues and provides a framework of criteria for those preparing planning applications and for decision making.
- 1.2 This Guidance has been prepared in accordance with the recently issued Government design manual "By Design" and the criteria for successful development contained herein are intended to be applied to give consistency of decision making. It should also enable the developer, be he or she a householder extending their property or a commercial developer or other professional involved in large scale development, a more detailed understanding of the Council's approach to development proposals than the policies alone of the Local Plan can demonstrate.
- 1.3 The Council accepts that not all development proposals can be covered by Supplementary Planning Guidance and not all situations which arise from development schemes warrant the rigid application of fixed standards. Accordingly, the guidance is intended to operate in a flexible manner, giving the developer and the planning case officer overall guidance on the approach to be adopted in each instance. Nevertheless, many occasions will arise when strict adherence to all aspects of the advice in the guidance will be unnecessary. Each case should be treated on its merits but on the understanding that a reasonable consistency of decision making is essential if the policies of the Local Plan are to be respected by those who come into contact with them.

2. HOUSING DENSITY



- 2.1 Policy H13 of the Local Plan sets out the overall parameters for the density of new housing in the Borough. It is important to establish how the density of each site is to be calculated.

In accordance with the advice contained in PPG3, the Council will make all calculations using the “net site density” approach. Calculation will be in accordance with the following formula set out in PPG3:-

A “net site density” is a more refined estimate than a gross site density and includes only those areas which will be developed for housing and directly associated uses. This will include:

- *Access roads within site;*
- *Private garden space;*
- *Car parking areas;*
- *Incidental open space landscaping; and*
- *Children’s play areas where these are to be provided*

It therefore excludes:

- *Major distributor roads;*
- *Primary schools*
- *Open spaces serving a wide area; and*
- *Significant landscape buffer strips*

- 2.2 Density should reflect the local circumstances, although not necessarily adhering to it with the expectation that the highest densities will be in town centres and at other specific locations identified in the Local Plan. In assessing density, a developer should consider the following criteria:-

- i. The general character of housing in the vicinity
- ii. The existing capacity of highway and other infrastructure to absorb the level of proposed new housing
- iii. Off-site improvements to infrastructure which may be required
- iv. The prevailing height of existing development
- v. The need for open and amenity space provision
- vi. The minimising of opportunities for crime

- 2.3 Policies H3 and H4 of the Local Plan set out the anticipated number of dwellings on each of the allocated sites, together with an indication of the number of units. These are estimates only and the final density will depend upon site constraints and due consideration of the principles of good design set out in the Government publication “*By Design*”.
- 2.4 Those sites which are promoted for housing development but not included in Policies H3 and H4 will have applied to them density indicators appropriate to their location, and the character of the area. It is anticipated that most such development will take the form of infill development in an established residential area. The requirement remains, as on new housing estates, to maximise density but not at the expense of the amenity enjoyed by existing residents.

3. HOUSING AMENITY CRITERIA

3.1 Application of Amenity Criteria

- 3.1.1 This section sets out general guidance in terms of dwelling separation and space standards for dwellings (both internal and external) and will be used by the Council to assess schemes.
- 3.1.2 Development Proposals should not rely on just meeting the minimum space provision as an indication of their acceptability. In the case of affordable housing, applicants should discuss with Housing Associations as to the applicable space standards.

3.2 Privacy and Overlooking

- 3.2.1 Whilst acknowledging the need to maximise density, the Council is anxious to ensure that all new dwellings have attractive open outlooks wherever possible. There remains a particular need to ensure adequate privacy is created through the prevention of unnecessary overlooking between windows of habitable rooms of neighbouring properties. All new dwellings should be designed with this in mind. It is equally important that when an extension to a dwelling is planned, the same criteria are adopted between habitable windows in the extension and those on adjoining properties. In order to ensure reasonable privacy in dwellings it will be expected that:-

Privacy Guidelines

1. In the case of the internal estate environment of new housing the window-to-window minimum distance where it occurs should be 25 metres.
2. In the case of new development adjoining existing development:-
 - a) For 2-storey dwellings a distance of 25 metres
 - b) For 3 or more storey development a distance of 30 metres
3. In order to ensure a reasonable outlook from the main windows of a habitable room where a window faces a blank wall of an adjoining property the minimum distance will be 12 metres.

- 3.2.2 Where no major privacy infringement would occur, such as through innovative design, suitable methods of intervening screening or where fenestration has been planned sufficiently to prevent direct overlooking, a lesser distance than set out in 1. and 2. above may be acceptable.

- 3.2.3 When new housing or flats of more than 2 storeys are planned adjacent to existing housing, a higher standard of separation distance is required to preserve the amenity of the existing occupiers where there has hitherto been an expectation of privacy and outlook which will become more limited through the proposed development.
- 3.2.4 The Council will not apply a minimum to the distance between the street fronting windows of new development. This is the public side of properties where the issue of privacy is generally considered less important and other aspects of development will determine separation distances. The visual interest and design of the “public” side of housing and flats are more important than strict adherence to set window-to-window distances.
- 3.2.5 In respect of infill development on an established road frontage, the general building line will be expected to be followed unless it can be demonstrated that the character of the area demands some alternative.

3.3 Private Amenity Space

- 3.3.1 The Council is keen to ensure that all new residential development is provided with suitable outside amenity space (normally a rear garden). In the case of houses where private amenity space is to be provided, it is expected that each will be out of view of the general public in the street, if the premises are to be occupied as family accommodation. Such private amenity space should be preferably with direct access to the street to obviate the need to go through the house at all times. Each garden must be usable and of practical shape and sufficiently large to have space available for composting and storage for recyclable material for collection or removal. As the size of a household increases, so the demand for garden space can also be expected to increase. Furthermore, with lower density housing, garden size in relation to house size is an important factor in establishing a balance between openness and the built form. The following guidance on garden size will be applied:-

Minimum Garden Sizes
1-bedroomed houses – 35 sq metres
2 or 3-bedroomed houses – 40 sq metres
4 or more bedroomed houses – 70 sq metres

- 3.3.2 In the case of 1-bedroomed houses, lesser private amenity space may be acceptable provided sensible composting, waste and recycling and bicycle storage facilities are provided together with amenity space on a communal basis.
- 3.3.3 Although the Council expects private amenity space to be provided for each new house, occasions arise when it may be appropriate to provide such space on a communal basis. Should this be the case, the aggregate areas should equate to the guidance on garden size for individual properties.

- 3.3.4 The provision of private amenity space for flat development is considered less important than the provision of general landscape amenity areas (both hard and soft) to create a pleasant living environment. It will be expected that the overlooking distances set out earlier in this Section of this SPG will serve to ensure the provision of space for general amenity purposes and landscaping.
- 3.3.5 Nevertheless, if flats of more than two bedrooms are to be included, these must be considered family accommodation, be located on the ground floor where possible and provided with private amenity space in general accord with the criteria for houses of a similar size.

3.4 Internal Space Criteria for Dwellings

- 3.4.1 As density increases, so the pressure on the size of dwellings also increases. Whilst the Council has no intention of becoming prescriptive in respect of the size of dwellings, some management is necessary to ensure that internal arrangements are adequate. Furthermore, guidance on room sizes assists in the estimates of levels of anticipated occupation and assists the application of other amenity criteria within this document.
- 3.4.2 The application of these general criteria is designed to prevent the creation of unacceptably cramped accommodation which, whilst expedient now in achieving the aims of full use of land for housing, may become so tightly constructed as to create poor conditions, unattractive to occupiers in years to come. Family accommodation, in particular, needs to be properly planned and of sufficient size but greater flexibility of internal space standards may be applied to small one-bedroomed flats and to studio apartments (i.e. those consisting of one habitable room, kitchen and bathroom). Bedroom sizes are a good indication of potential occupancy levels.

<p>Minimum Bedroom sizes</p> <p>Main bedroom – 11 sq metres</p> <p>Other double bedroom – 10 sq metres</p> <p>Single bedroom – 6.5 sq metres</p>

- 3.4.3 In respect of minimum space criteria, there is a need to assess all new development against minimum dwelling size, whether in house or flat form. This is to ensure sufficient overall internal space, based on gross internal measurements, to cater for the normal needs of the occupiers now and in the future. The assessment will be made against the following:-

Minimum Dwelling sizes (see para 3.1)

Bed-sits and studio flats –	32 sq metres
1 and 2 person flats and houses –	35 sq metres
3 person flats and houses –	42 sq metres
4 person flats and houses –	48 sq metres
5 person flats and houses –	60 sq metres
6 person flats and houses –	67 sq metres

- 3.4.4 All space criteria will be considered on a flexible basis and account will be taken of the shape of a room and its practical use (e.g. bedrooms should be no less than 2 metres wide and living rooms should be capable of accommodating a reasonable layout of furniture). All main habitable rooms must be provided with a window with reasonable outlook. Orientation is important and dwellings with windows to habitable rooms facing only north or 30 degrees on either side should be avoided. Other than bathrooms and kitchen areas combined with living rooms, no room should be without a window. Internal bathrooms and kitchen areas should be provided with mechanical ventilation.

3.5 Waste Disposal/Recycling

All new dwellings should be provided with an area for waste collection prior to disposal or recycling. Where possible each dwelling should be provided with its own facility. Where communal facilities are provided, as may be the case for flat development, an area should be provided which is accessible to all occupiers and located where it is not in prominent public view.

4. CONVERSION TO RESIDENTIAL ACCOMMODATION

- 4.1 Policy H11 allows in appropriate circumstances the conversion of larger residential properties (over 120 sq metres gross internal floor space) and Policy H10, the conversion of non-residential buildings to residential use. The policies set out the general criteria to be applied but additional information is necessary to give guidance on how to achieve the criteria.
- 4.2 The general expectation will be that dwellings created through the conversion of existing dwellings or other buildings will be self-contained and, wherever possible, comply with the overall dwelling and room size criteria set out in Section 3. However, it is recognised that, with the constraints of existing room sizes and layout, it will not always be possible to achieve all the requirements of the section. As a general rule, failure on one count should not lead to refusal, provided it is reasonably minimal, but failure on more than one count will need specific justification if planning permission is to be given. In respect of conversions to residential accommodation, particularly of non-residential buildings, the Council will expect general compliance with the overall dwelling sizes specified in Section 3.

- 4.3 Wherever possible the placing of the living room of one dwelling adjacent to the bedroom of another, whether vertically or horizontally, should be avoided. Where the Council is satisfied that this is unavoidable and the scheme for conversion is otherwise acceptable, it will be necessary to demonstrate that adequate soundproofing either already exists or can be installed to a standard which ensures that no noise transfer is having a material adverse effect upon the amenity of the occupiers of adjoining dwellings.
- 4.4 When the conversion of larger properties to flats is contemplated, there will (most likely) already be some form of private amenity space. This can either be divided, if practical, for the individual use of occupants of the flats or provided and maintained on a communal basis for the benefit of all. If family accommodation (i.e. dwellings for four or more persons) are to be included, then they should be at ground floor level with direct access to the private amenity space. In this case, it may be reasonable to reserve the majority of the space for the occupiers of the family accommodation but with sufficient space reserved for bin and recyclable material storage and cycle facilities for the occupiers of the remaining flats.
- 4.5 Conversions which rely upon some form of extension or loft adaptation will be considered in the light of the impact the development will have upon the immediate area. In terms of extensions, these will be considered on the basis of the overlooking distances set out at Section 3 and the suitability of such an extension will be considered in the light of the proximity of other dwellings, whether converted to flats or not, in the immediate vicinity. The need for the provision of windows to habitable rooms within the proposed extension and where they are located will also be a consideration. In addition, the general criteria applied to extensions to houses as set out in Section 3 will be applied.
- 4.6 Loft and basement conversion will be considered in like manner but, as Policy H11 points out, not where such conversions result in the creation of a separate dwelling. In other words, where the loft or basement, as converted and/or extended, enables an additional self-contained dwelling to be provided without relying upon other existing accommodation within the building, permission is likely to be refused. Such development may increase occupation of the building well above prevailing rates in the area, creating too intensive development. In addition, "floor area" in any loft room with headroom of less than 1.5 m. will be discounted and calculation of room size will be based upon the assumption that no more than 25% of any habitable room will have a ceiling height of less than 2.3 m.
- 4.7 In terms of general appearance, the conversion of existing dwellings should be in a manner in keeping with the established character and appearance of the area. Accordingly, in most circumstances, the front door should be retained, with entrance to individual flats and upper floor accommodation provided behind the main entrance. In some circumstances, there may be an opportunity for street access elsewhere away from the front of the building for some of the flats without damaging the overall appearance or impact upon its surroundings. In addition, the front garden area must be retained wherever possible with hard surfacing for car parking, etc kept to a minimum. Off-street parking provision is considered in Section 11.

4.8 The conversion of non-residential buildings to residential use will be considered in the light of the same criteria as conversion to residential properties, with some modification where new entrances, etc may be required to achieve proper access to flats.

4.9 In all cases, the resultant development should not create an intensity of occupation grossly in excess of the general prevailing character of the area, or a level of activity which would not normally be anticipated from the general type of property in the area.

5. EXTENSIONS AND ALTERATIONS TO HOUSES (NOT IN GREEN BELT)

5.1 Residential extensions and alterations form the bulk of the planning applications received by the Council. As such, it is these which generate the most interest at local level and, cumulatively, can have a considerable impact upon the street scene. Whilst their overall design will be considered in relation to Policy HD5 the criteria set out below will need to be considered.

5.2 Not all extensions to houses or buildings or structures in their back gardens require planning permission. Those that do not, as a rule, require planning permission are explained in the Town & Country Planning (General Permitted Development) Order 1995. The relevant extracts from the Order are set out in Appendix 1.

5.3 However, restrictions to “permitted development rights” are applied to some properties. These can be as follows:-

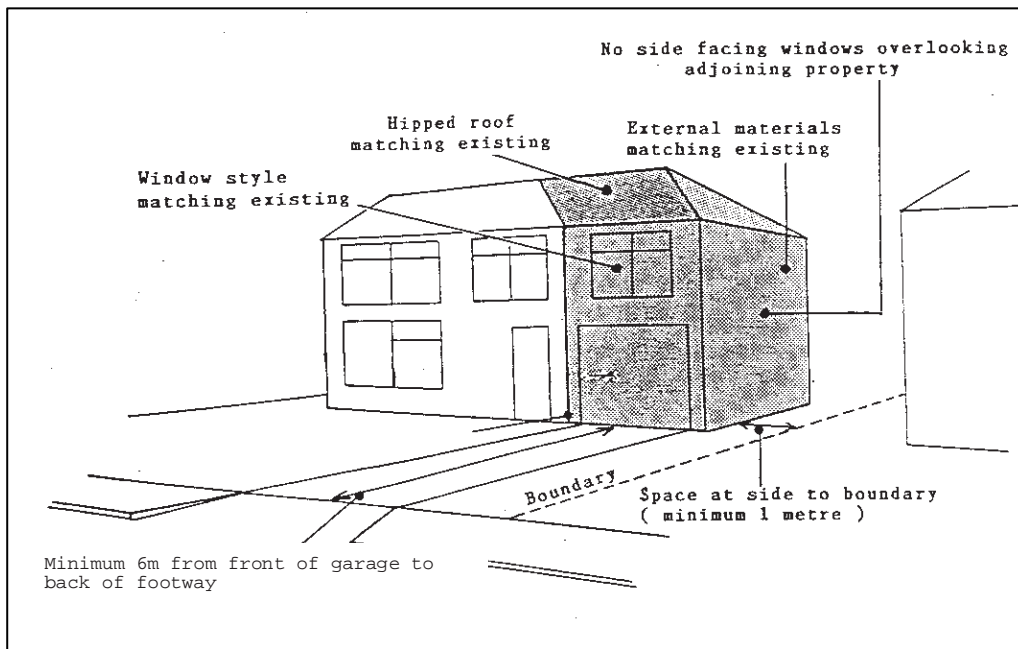
- Listed buildings.
- Dwellings in Conservation Areas
- Where rights have been removed through a condition on the planning permission for the original house or subsequent permission.
- Dwellings covered by “Article IV Directions”. This is where the Council has issued a Direction under Article IV of the General Permitted Development Order restricting all or some “permitted development rights” for the particular purpose specified in the Direction.

In view of the above, those wishing to extend or alter their properties are advised to make enquiries as to which, if any, apply prior to commencing any development not already granted planning permission. Owners of properties should also make themselves aware of the presence of any public rights of way which might be affected by a proposed extension.

General Considerations

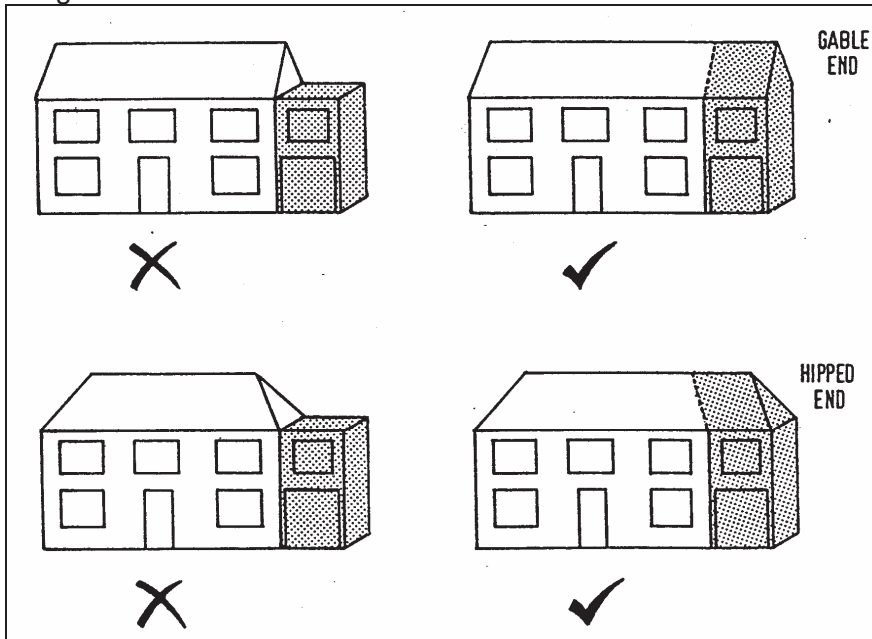
5.4 The following points should be considered in relation to the acceptability of an extension to a dwelling (as illustrated in Figure 1):

- i. Extensions should be designed to complement the parent building and be visually integrated with it.
- ii. Windows should be sympathetic in scale, style and proportion to those in the parent building.
- iii. Windows and doors should be avoided where this would cause conflict with the Council's criteria concerning overlooking, whether on the flank or on the rear wall where the development would be brought too close to a wall on an adjoining side or rear property wall with habitable window(s).
- iv. Extensions should be within the height of the existing building (this includes dormer windows).
- v. Where appropriate, the external materials should match that of the parent building.
- vi. The projection of extensions out from the parent building must not unduly enclose or seriously affect the daylight to, or have an overbearing impact on, an adjoining property.



In relation to (i) above, in most instances this will be achieved by incorporating a hip or pitched roof, particularly in the case of 2-storey and first floor extensions and where the extension is visible from the street or other public area. Changes in roof design, say from a hip to a gable, will normally be discouraged, particularly where this would interrupt the continuity of appearance of similarly designed properties in a street. See figure 2 below.

Figure 2

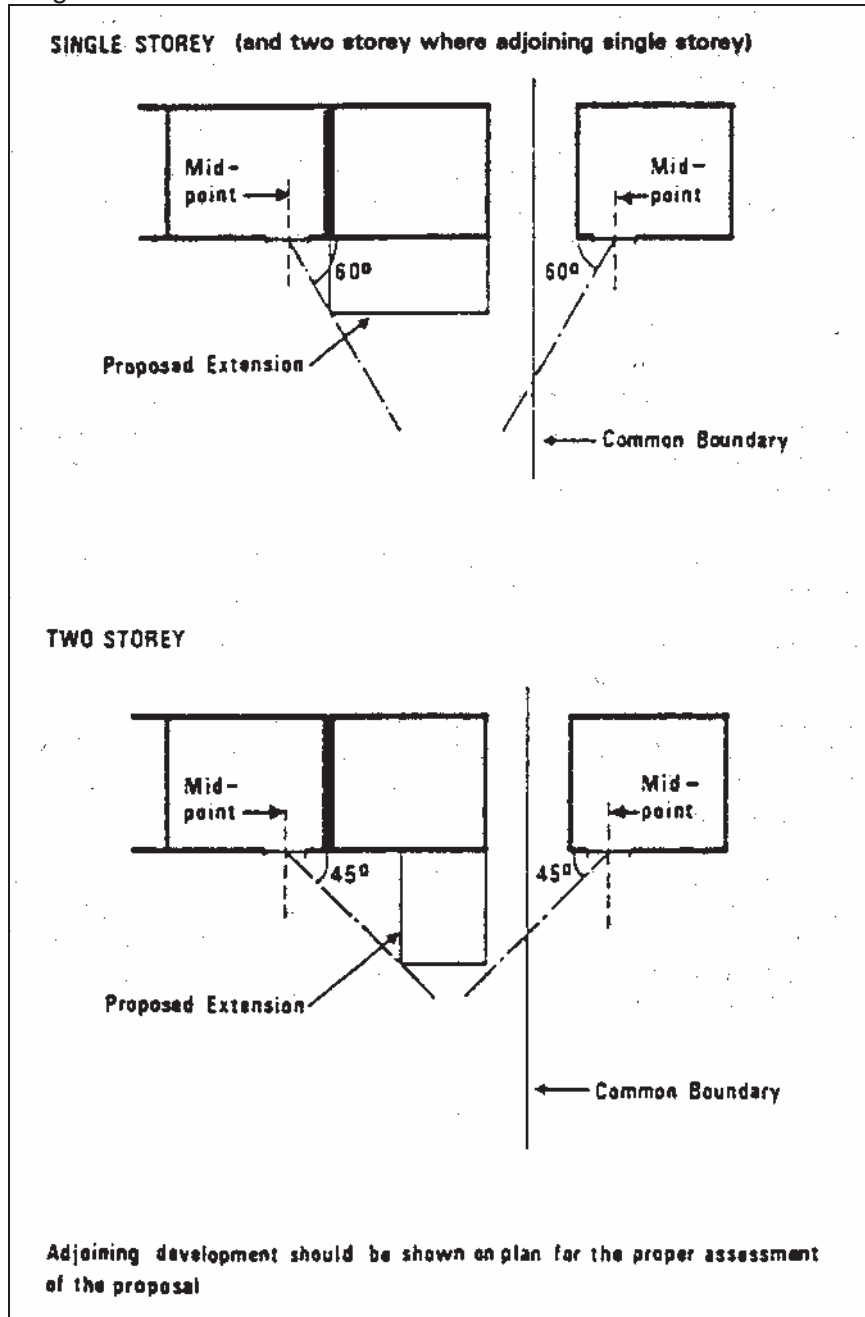


With regard to (ii) above, windows to habitable rooms should always be avoided on flank walls where these look direct towards an adjoining property. Windows to non-habitable rooms (e.g. kitchen, bathroom) will need to be glazed with obscured glass and, if necessary, fixed to prevent opening at eye level and below.

In determining the acceptability of extensions in terms of the impact on adjoining properties, as outlined above in (vi), regard will normally be paid to the following guidelines (which are illustrated in Figure 3).

- i. A line at 60 degrees (for single-storey extension) or 45 degrees (for first floor and 2-storey extensions) from the mid-point of the nearest ground floor main window of a habitable room of an adjoining property. Where both adjacent properties are affected, the determining line will be from the worst affected, and projecting windows will be taken into account. In the case of first floor and 2-storey extensions adjoining a property with an existing single-storey extension, the appropriate line will be 60 degrees from the mid-point of the nearest first floor window of a habitable room of the adjacent property.
- ii. The Council will not accept angled walls or cut-off corners in order to comply with these angle criteria.
- iii. The outward projection of extensions from properties where the angle code is not a limiting factor will be determined by consideration of the visual effect of the extension on the parent building and on the surrounding area, and the retention of private amenity space.
- iv. In all cases the Council will also take into account special site considerations such as differences in ground level, the orientation of the property and the height of the extension of any adjoining buildings. Accordingly, compliance with the angle criteria referred to above will not be the sole means of determining the acceptability or otherwise of house extensions.

Figure 3



5.5 The Council is also concerned that extensions to properties do not adversely impact upon traffic in the vicinity. Consequently:

- Development will not normally be approved where it would cause an obstruction to sight lines at a junction or in a bend in the road:
- New garages or car ports which give access to a public highway must have a 6 metre drive within the property in order that a vehicle may be parked clear of the highway with sufficient space retained to open a garage door. This distance may be reduced to 5 metres if the garage door when open, does not infringe the forecourt. (See Figure 1.)

5.6 The above criteria give general advice in respect of all forms of extensions and alterations to dwellings but some further specific advice is considered necessary in respect of particular types of extensions.

Rear Extensions

5.7 The first consideration is the application of the angle criteria set out above. In most instances this will limit the depth of the extension. However, on a number of occasions it will be found that a deeper extension can be permitted without any infringement. In these cases the Council will consider carefully the visual impact of the proposed extension upon the parent building and the area generally and also the impact upon the outlook of adjoining properties. As a general rule, the Council's experience shows that extensions meeting the angle code and up to 4 metres in length are unlikely to impact materially upon adjoining properties. Beyond this length, impact can increase dramatically and clear justification will have to be advanced in support of a planning application.

Side Extensions

5.8 With the exception of corner plots, all first floor side extensions on detached, semi-detached and end of terrace properties should normally be set 1 metre in from the boundary for its entire length to give continued visual separation from adjacent dwellings and prevent a "terracing" effect.

5.9 The siting of side extensions to dwellings located on corner plots must have regard to the general spacing of properties from boundaries within the vicinity of the site, with particular consideration given to the building line of the properties fronting the road on the return frontage. Proposals which would create a cramped form of development and would lead to an undue level of enclosure will be resisted, as will those which will result in an unduly prominent extension out of scale and appearance with the properties to which it relates.

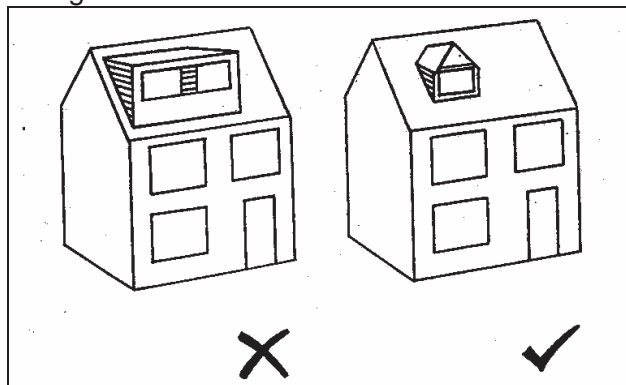
Front Extensions

- 5.10 In general, 2-storey or first floor front extensions can have a dramatic impact upon the street scene and should be avoided. Such extensions can have an adverse impact upon the design of the parent building and can adversely affect the open aspect and other amenities of adjoining properties. However, exceptions can occur where a street has a varied building line or where properties are set in extensive grounds and there is no strong visual relationship between the property to be extended and its immediate neighbours. Single-storey front extensions will be considered using the same criteria but occasions where such extensions may be permitted will probably be greater than for 2-storey extensions.

Dormers

- 5.11 Some dormers can be constructed as permitted development, though not on the front elevation. However, restrictions on the size and position of dormers not requiring planning permission are such that many which create only the minimum of usable floor space within the roof will require permission. Dormer windows should be restricted to the rear elevation and should be contained within the roof space and designed so as to be in harmony with the existing building.
- 5.12 In order to ensure a dormer window is in proportion it should not exceed half the height of the roof (measured from the eaves to the ridge) and not be more than half the width of the roof on which it will be constructed. (See Figure 4.)

Figure 4



- 5.13 The Council would prefer that dormer windows should be below the existing ridge line and on no occasion extend above it. Wherever possible they should be aligned with existing windows in the wall below the dormer and have a reasonable relationship in terms of size and style.
- 5.14 These criteria will be applied consistently in those housing areas of the Borough where existing dormer windows do not already impact materially upon the appearance of properties. However, there are other locations where the high number of roof conversions, to a variety of designs, already has a material impact upon the character of properties.

In these locations, the Council may relax the criteria for dormers specified above where such a dormer would not be out of place when compared to others on adjoining properties or where the character of the area is such that the provision of a dormer larger than the criteria specified would not have a material impact upon visual amenity.

6. EXTENSIONS AND ALTERATIONS TO HOUSES IN THE GREEN BELT

- 6.1 Permitted development rights in respect of extensions to houses and outbuildings (i.e. the ability to carry out development without the need for planning permission) are equally applicable to dwellings in the Green Belt as to houses in other areas. Accordingly, the comments set out in this section will only apply in those instances where planning permission is required.
- 6.2 In terms of the impact of an extension or alteration to a house in the Green Belt upon its neighbours, the same considerations apply as to any dwelling as set out in the previous section. However, in addition, stricter criteria will apply in respect of the size and effect of an extension upon the character of a house and its impact upon the area generally.
- 6.3 Government advice (as contained in PPG2) indicates that extensions to houses in the Green Belt may not be inappropriate development provided they are reasonably small and do not result in a dwelling having a greater impact upon its surroundings than before the extension was constructed. In assessing any application for an extension to a dwelling in the Green Belt, the Council is required to take into consideration any earlier extensions and the cumulative impact they have upon the character of the house and upon its visual impact.
- 6.4 In addition, where outbuildings (e.g. garages, sheds, etc) planned for houses in the Green Belt require planning permission, the same cumulative impact criterion will apply as to extensions.

7. DESIGNING OUT CRIME

- 7.1 Local authorities are required, through the Crime and Disorder Act 1998, to take account of community safety. In addition, Government advice in DoE Circular 5/94 states that properly planned housing areas can be designed to discourage anti-social and criminal behaviour and be attractive to residents. Measures in respect of commercial properties can also reduce crime related activities. The local Police Crime Prevention Officer is notified by the Council of planning applications received and comments on them where appropriate. However, rather than preparing and submitting a scheme for planning permission and awaiting comments on community safety, those considering development are advised to consult with the Police Crime Prevention Officer at an early stage. To assist an understanding of the measures that can be taken at the early planning stage of development, the following points should be taken into consideration.

General Matters related to all Developments

7.2 Community safety is about people being able to go about their business safely and without fear. Incorporation of a number of logical and relevant points in the scheme for new development can help enormously, not just directly but psychologically as well. A well planned, pleasant and safe environment encourages a sense of security and well being and, to a degree, a good community spirit. The main elements of good design in this respect are:-

- New development should look on to the street or public front of buildings rather than away and be inward looking.
- Uses on the ground floor should, wherever possible, provide opportunities for casual surveillance out into public areas.
- Walls, fences and landscaping should not be planned in a way which prevents casual surveillance.
- Routes, particularly pedestrian and cycle routes, should be direct and go to places people want to go, in a direction most suited to their purpose.
- Roads, cycleways and footpaths should be safe, convenient, well lit and well signposted.
- Pedestrian and cycle routes should, wherever possible, follow existing or new roads and pass the front of buildings where there is a strong perception of continuous casual surveillance and, therefore, safety.
- Blind corners and narrow alleys should be avoided.
- Landscaping should be designed so as not to create hiding places or climbing aids over boundary walls, etc, obscure street lighting or create an impression of restricted width along a path by planting high growing bushes too close.
- Street and other external lighting should be planned for vulnerable areas without causing shadows or light pollution into adjoining buildings.
- Boundaries, walls, fences, etc, should provide clear demarcation between public and private areas, but not so as to prevent unobstructed views between the public area and private entrances.
- Open spaces should be located and designed in a manner which deter unauthorised occupation.

Residential Development

7.3 Points specifically relevant to residential development are:

- Wherever possible new development should be for mixed occupation encouraging occupation at all times of the day by different sectors of the community.
- Front doors should be clearly visible from the public realm with all development fronting on to public areas.
- Windows and doors located to overlook public areas (street and public spaces) should be planned to prevent the public easy view into the properties.
- Front boundary treatment should clearly delineate private and public areas but not to the extent that full view of the front of properties is obscured.
- Rear boundaries should not adjoin public open spaces.
- The rear of properties should be planned in a way to encourage a sense of privacy and security where access by intruders is difficult.
- Car parking should generally be at the front of dwellings where they are convenient for use, visible from the property they serve and those in the street generally.
- Where communal parking is unavoidable, this should be in small groups, close to the dwellings they serve, wherever possible clearly designated to particular residents and in general view from the fronts of those residents' houses.
- Community open spaces and play areas should be in clear view of nearby dwellings but not intrusive to the occupants and located away from parking areas.

8. OPEN SPACE PROVISION



General Considerations

- 8.1 Standards produced by the National Playing Fields Association recommend a minimum of 2.4 hectares (6 acres) of recreational open space per 1,000 population. This recommendation does not include other forms of open space within urban areas such as allotments, school playing fields and amenity open space. The National Playing Fields Association breaks the figure down further in terms of outdoor sport (up to 1.8 ha per 1,000 population) and children's play space (up to 0.8 ha per 1,000 population). Broxbourne Borough is reasonably well provided with recreational open space but additional provision, whether by expansion of existing facilities or provision of new, will be required as new housing takes place, creating additional demand. The situation is not so healthy in respect of the provision of children's play spaces and all new developments of 15 houses or more will be expected to either contribute to the provision of a play space within the immediate area or include children's play areas within the new development.
- 8.2 In addition to the provision of recreational open space, all new housing development must also include adequate amenity landscape areas to ensure a good environment in accord with the principles set out in DETR document "By Design".
- 8.3 It is anticipated that the major housing schemes in the Borough will be subject to development briefs which will set out, inter alia, the detailed requirements in respect of formal and informal open/recreational space and the requirement for children's play areas. In all other relevant developments the formula set out below will be applied for the provision of space on site or elsewhere. The detailed arrangements in all cases will be the subject of an Agreement under Section 106 of the Town & Country Planning Act 1990 and other relevant legislation to cover the following matters:-

- Area of land necessary
- Provision of land on site
- Identification of land elsewhere (if not available on site)
- Commuted sum payment in respect of a planned scheme by the Borough Council for the improvement or extension of an existing recreational area or a new facility in the vicinity of the proposed development.
- Provision of equipment/facilities
- Cost of provision
- Cost of future maintenance

Recreational Open Space

8.4 This comprises playing fields and other open areas for formal and informal sporting or leisure activities. In order to provide a fair assessment of the demand likely to be generated from a new housing scheme for use of recreational open space the Council will have regard to the National Playing Fields Association Standard and calculate the need therefrom, using the following formula.

$\frac{\text{Number of dwellings proposed} \times \text{anticipated occupancy rate}}{1,000} \times \text{NPFA Standard}$
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8.5 The requirement will be upon all developments likely to generate a demand but will exclude elderly persons' accommodation and may exclude other specialist needs housing.

8.6 Separate calculations will need to be carried out for recreational open space and children's play areas. Recreational open space is unlikely to be provided directly in association with most new housing development and a commuted sum payment calculated on the total cost of land cost, site preparation, purchase and installation of equipment and future maintenance costs will be the subject of the legal agreement. The Council will maintain a schedule of recreational land expansion and facility improvement. The development proposed will then be expected to make a contribution to the appropriate facility.

8.7 Development of 15 dwellings or more on one site will be expected to either provide children's play space(s) commensurate with the NPFA Standard or make a contribution to provision off-site based on the same formula as for recreational land. The amount payable will be the sum of land cost, site preparation, purchase and installation of equipment and future maintenance.

Amenity Open Space

- 8.8 Landscaped amenity areas within new housing developments are essential to the creation of a pleasant living environment but take time to mature and require continuing maintenance. The Council will insist that a landscaping scheme on a scale appropriate to each new development will be provided. Conditions will be imposed on all planning permissions requiring the submission and approval of a landscaping scheme prior to the commencement of development. The conditions will require the implementation of the landscaping scheme prior to or in the planting season following the occupation of any of the dwellings included in a scheme of up to 14 dwellings. For larger developments, a planned programme of implementation may be acceptable subject to the inclusion of details of the provision and future maintenance of landscaping in a legal agreement to be completed before the issue of the planning permission.
- 8.9 The transfer to the Council of landscape amenity areas within any new housing development will also be the subject of a legal agreement specifying a lump sum payment in lieu of an annual maintenance cost. The timing of the transfer of amenity areas to Council maintenance will vary from site to site and will be included in the relevant legal agreement. The aim will be to ensure that at the time of practical completion and/or occupation of the development, the programme for completion and initial maintenance of landscaping by the developer will be set, along with the anticipated date for the commencement of the Council's management of the landscaping.

Financial contributions to provision of community facilities from new residential development

- 8.10 The Council, through the Community Plan, has an on-going programme for the provision and improvement of community facilities throughout the borough to ensure comprehensive provision for all residents. New housing development, however large or small, impacts upon the demand for such facilities. Accordingly, the Council will seek financial contributions towards the provision or improvement of such facilities from all new residential development. Contributions will be assessed in accordance with the identified needs of the community in which the proposed development is to take place and will be commensurate with the additional demand likely to be placed upon a local facility or facilities, either existing or to be provided.
- 8.11 The level of contribution from each residential scheme will be calculated by reference to the number of bed spaces provided in total. Bed spaces will be assessed in accordance with the schedule of minimum room sizes set out following Paragraph 3.4.2 of this Supplementary Planning Guidance. The level of financial contribution per bed space will be assessed by reference to the needs of the area, as identified by the Community Plan, and on an equitable basis in respect of borough-wide provision. Such arrangements will be subject to a Legal Agreement, with the sum paid immediately prior to occupation of development.

- 8.12 For schemes of 1-14 dwellings, payment will be expected immediately prior to the occupation of the first dwelling. For schemes of 15 or more dwellings, the Agreement will contain phased payments as the development progresses or, if the scheme itself is of sufficient size to provide a particular facility, that facility will be provided at a time during the development process as may be agreed and as set out in the Legal Agreement.

9. INDUSTRIAL AND COMMERCIAL DEVELOPMENT



General Considerations

- 9.1 Commercial developments within the two Key Employment Areas will be subject to development briefs. For other industrial/commercial development outside the two key areas, the Council considers that the following matters should be taken into consideration in respect of all new development:-

- Compatibility with existing commercial uses on the estate, particularly those immediately adjoining the proposed development.
- Location of uses giving due consideration to nearby noise/activity sensitive uses (e.g. near to housing, schools, hospitals).
- Measures to mitigate the impact of noise such as noise attenuation bunds, containment of noise within buildings, use of layout to provide screening by buildings.
- Provision of adequate car parking (where appropriate, allied to a Green Travel Plan) as set out in Section 11 of this SPG.
- Provision of adequate servicing facilities.
- Design and construction of internal estate roads to adoptable standards.
- Good standards of peripheral and interior estate landscaping.
- Attractive building design.

- 9.2 In terms of points 1), 2) and 3) above, where appropriate, the Council may impose conditions restricting hours of overall operation or of certain activities, or preventing certain uses or activities, if it cannot be demonstrated that otherwise the development would not impact adversely upon nearby noise sensitive uses.

Guidance on Green Travel Plans

- 9.3 For certain types of non-residential schemes the developer will be required to submit for approval to the Council a Green Transport Plan. These types of development are listed in Section 11 of this SPG. For schemes involving less floor space than set out therein, the developer may offer a Green Travel Plan if it is intended that car parking facilities are to be provided at less than the appropriate level set out in Section 11 of the SPG. The level of reduction will be commensurate with the provisions within the Green Travel Plan and the proximity of the development to public transport facilities.
- 9.4 The Hertfordshire Technical Chief Officers Association has produced “Developing a Green Travel Plan A Guidance Note” which deals comprehensively with the content and preparation of Green Travel Plans. Applicants are advised to consider this guidance when preparing such Plans. The following is a list of measures, etc to be included in Green Travel Plans. The measures required for individual developments will depend upon the scale of the development, its location and ease of access for public transport.

General Approach

- To reduce reliance upon private motoring for journeys to and from work and for work purposes.
- To monitor through effective indicators, the travel methods of employees between home and work and those on Company business.
- To monitor and make available to employees travel information, e.g. bus and train timetables.
- To encourage safe alternative means of transport other than the motor car.

Car Usage

- To provide on-site only essential car parking calculated in accordance with the Council's standard as set out in Section 12 of this SPG and balanced against proximity of premises to residential development, public transport, safe cycle and pedestrian routes.
- To monitor car usage and travel to work routes (and associated availability of public transport) of employees and limit reserved spaces for essential staff and those with no reasonable alternative means of transport.
- Maintain data on location of employees' homes and encourage car-sharing by allocating a parking space to those using their cars to assist others in their journey to and from work on an agreed regular basis.
- Provide a scheme for company car pooling for those staff needing a car for work but not for travel to and from home.

Cycle Usage

- Provide safe access to the premises for cyclists.
- Provide secure undercover cycle storage facilities accordance with the standards set out in Section 12 of the SPG.
- Provide changing facilities, showers, drying area for wet clothes, clothes lockers and hair dryers.
- Encourage use of cycles by prominent display of safe cycle routes to and from the premises to most regular destinations (e.g. town centre, railway station, residential area).
- Display prominently advice on safe cycling.
- Consider a scheme for cycle loans.

Passenger Transport

- Encourage use of passenger transport at all times for employees' inclusive travel needs.
- For major schemes, contribute to the establishment of a public service (e.g. contribution to the cost of provision of new or improved bus service to the premises).
- For major developments, provide safe and priority access for buses, including dedicated bus lanes.
- Provide safe and well lit bus shelters.
- Display and maintain up-to-date bus and train timetables.
- Provide information on costs and, where appropriate, give assistance for purchase of season tickets through interest free loans/discount travel passes, etc.
- Where groups of employees live in the same area, give assistance to establish a minibus/taxi hire scheme, with individual employees pooling costs, with the company negotiating, where possible, special rates on behalf of employees. Details of such arrangements must be displayed.

Walking

- Walking to work will be encouraged where practical, with information displayed prominently on safe, well lit routes to and from the premises to bus stops, railway stations, residential areas, etc. with an indication of walking times.
- An employees' log will be maintained for individuals to report difficulties (poor lighting, bad surfaces) which may be encountered on pedestrian routes, for onward transmission to the Council for any remedial work which may be necessary.

Telecommuting/Home Working and Flexible Working Hours

- Encourage and make provision for home working for staff.
- Provide appropriate technology – computers/e-mail, fax, etc.
- Identify and monitor suitable jobs and categories of work suitable for home working.
- Introduce flexible working hours for individual employees through longer office opening hours, reducing pressure during morning and evening peak travel times.

Travel Plan Coordinator

- The company/ies occupying the development will be recommended to appoint a Travel Plan Coordinator (whether full or part-time or linked with other duties) to maintain accurate data base of all the company's and employees' travel needs and maintain information required to be displayed as set out above.
- The Travel Plan Coordinator should be responsible for coordinating effective use of transport facilities, minimising car usage and ensuring continuing staff awareness through up-to-date notice board displays, newsletters and other publicity campaigns.
- To monitor and present information to employees, etc on tax concessions and other Government initiatives on "Green" methods of transport.
- The Travel Plan Coordinator will liaise with and attend forums, etc arranged by Hertfordshire Business Travelwise to ensure accurate and up-to-date information can be supplied to all staff and new initiatives for reducing car-borne transport are brought to the attention of all those who might benefit.

Targets for the Green Travel Plan

- Clear targets for modal transport splits for journeys to and from the site will be set out.
- The targets will need to reflect the Green Travel Plan proposals and overall policy objectives for reducing car use.
- Interim targets will be set to cover progression towards end state targets.
- In setting targets, a balance will need to be struck between local circumstances and achievability. In this respect such targets must be flexible but the overall Plan must be subject to adequate monitoring to ensure targets can be met and maintained.

9.5 In terms of enforceability and consistency across the County the Local Highway Authority requires Green Travel plans to be secured through Section 106 agreements under the Town and Country Planning Act.

10. CLASS A3 AND SIMILAR USES



- 10.1 Class A3 uses include public houses, wine bars, restaurants and hot food takeaways, all of which can be anticipated as being open late into the evening. These, unless properly regulated, can have an impact upon other noise sensitive uses, particularly residential properties in the vicinity. Similarly, night clubs, private members' clubs, bowling alleys and cinemas are open late and activity, not just inside but outside as well can impinge upon amenity.
- 10.2 Policy RTC9(3) sets out the minimum information the Council will expect in considering A3 applications.
- 10.3 The checklist below indicates what detailed technical information which should be provided where relevant to the application.
1. Details of the proposed use (e.g. public house, bar, restaurant, takeaway)
 2. Details of the public floor space, layout and maximum occupancy anticipated
 3. The market aimed at and the related anticipated catchment area
 4. A noise impact study in respect of internally generated sound demonstrating compliance with noise indicators set out in PPG24
 5. In the light of (4) above, measures for soundproofing sufficient to demonstrate that outside the premises levels of sound do not exceed 5 dBA above the measured background level as set out in BS4142: 1990, will be provided. (See below.)

Details of soundproofing measures

- a. additional cladding to ceilings and internal walls in accordance with the scheme agreed as appropriate to the premises
- b. Fixed double glazed windows
- c. Self closing external double doors with internal lobby
- d. Where appropriate a noise limiting device shall be installed on amplified sound equipment
- e. Air conditioning with external units suitably located and soundproofed to prevent nuisance to nearby noise sensitive uses
- f. Cellar cooling equipment suitably located and soundproofed to prevent nuisance to nearby noise sensitive uses

6. Full details of kitchen fume and ventilation extraction systems. These must:-

- a. if externally sited, not be unduly prominent in the locality, particularly in a Conservation Area.
- b. not be located adjacent to or restrict the outlook from upper floor residential accommodation
- c. be constructed to prevent noise or vibration from being heard or felt by residents in nearby residential accommodation.
- d. be so constructed as to vent well clear of any windows or other opening of a residential property.
- e. include adequate filtration systems to prevent nuisance from smells, and be of sufficient capacity so as to ensure there are no emissions from the property at ground floor level. The submission must include adequate measures to ensure installation and future maintenance in accordance with manufacturers' instructions, including the regular cleaning/changing of filters.

7. The provision of or financial contribution to local centre amenity and security measures. Such measures may include:-

- a. Provision of waste bins
- b. Improved lighting.
- c. Improved street works and landscaping.
- d. Provision of new or expansion of existing CCTV operations.

The level of provision under (7) above will depend upon the type of use proposed, the size of the premises and the anticipated hours of operation.

10.4 **Planning Conditions**

In assessing all applications the Council will need to consider the imposition of conditions to:-

- Control the hours of operation. These will be normal licensing hours unless it can be demonstrated that extended hours would not add materially to any impact the proposed use of the premises, or the accumulation of similar uses in the immediate vicinity would have upon noise sensitive sectors of the community. In rare instances the Council may consider that hours of opening more limited than normal licensing hours would be applicable.
- A restriction on use of the premises where a particular use would impact more upon amenity or traffic considerations than other uses within the Class (e.g. a takeaway near to traffic lights at a road junction may not be acceptable but a restaurant might).
- Adequate ongoing maintenance and ventilation and flue extraction equipment.

10.4 Where possible, provision of social and security measures within the locality will be dealt with by condition, but some measures may need to be covered by a legal agreement under Section 106 of the Town & Country Planning Act 1990 and other related legislation, particularly where a financial contribution to a facility is proposed.

11 MAKING DEVELOPMENT MORE SUSTAINABLE

Introduction

- 11.1 Policy SUS2 *Sustainable Development Principles* is an key policy in the Local Plan with the objective of ensuring that the location, design, construction and future use of development within Broxbourne is as sustainable as possible.
- 11.2 To help to achieve this, applicants are expect to fully consider sustainable development principles in all aspects of development. For major developments, applicants will be required to submit a statement of intent on sustainability. Applicants in preparing their statements should use the sustainability checklist contained in section 1.16 of the Local Plan Second Deposit . Please contact the Council if you are in any doubt as to whether a statement is required, the range of issues it should cover and in what detail. The following text is based on advice issued nationally by the Local Government Association and the Local Government Management Board (now the Improvement and Development Agency for local government) contained in “Sustainability in Development Control – a research report”. It has been modified to reflect priorities locally. All local authorities in Hertfordshire, under the auspices of the Hertfordshire Technical Chief Officers Association (HTCOA) are collaborating to develop advice and guidance to applicants to support the checklist. For the avoidance of doubt, should there be any conflict between the text below and the policies of the Local Plan, the latter will prevail for the purposes of the Council determining applications.

What is Sustainability?

- 11.3 Sustainable development is defined and described in the introduction to the Sustainability Chapter. It can be viewed as encompassing the following:

PROTECT AND ENHANCE THE ENVIRONMENT

- Use energy, water, and other natural resources efficiently and with care.
- Minimise waste, then re-use or recover it through recycling, composting or energy recovery, and finally dispose of what is left in as sustainable way as possible.
- Limit pollution to levels which do not damage natural systems
- Value and protect and where possible enhance the diversity of nature and quality of landscapes for wildlife.

MEET SOCIAL NEEDS

- Create or enhance places, spaces and buildings that work well, wear well and look well;
- Value and protect local character and distinctiveness and strengthen local community and cultural identity.
- Protect human health and amenity through safe, clean, pleasant environments
- As well as health care place a greater emphasis on a preventative approach to ill health.
- Create public confidence and satisfaction in communities which are safer and more secure.

- Ensure access to good food, water, housing, and fuel at reasonable cost
- Meets needs locally wherever possible
- Maximise everyone's access to the skills and knowledge needed to play a full part in society,
- Empower all sections of the community to participate in decision making and consider the social and community impacts of decisions.

PROMOTE ECONOMIC SUCCESS

- Create a vibrant local economy that gives access to satisfying and rewarding work without damaging the local, national, or global environment
- Value unpaid work in the form of carers and voluntary workers
- Encouraged necessary access to facilities, services, goods and other people in ways which make less use of the car and minimise impacts on the environment
- Make opportunities for culture, leisure and recreation readily available to all
- Promote a green economy through the use of green purchasing/supply change practice

How does sustainability affect how development is planned?

- 11.4 The planning system plays a major part in making our living environment and our lifestyles more sustainable. For instance, placing developments which generate many jobs near public transport allows car travel to be reduced. Ensuring that development are located so that they make optimal use of sunshine and so that they are sheltered from wind reduces energy consumption. Often, sustainable practices help to save money, for instance from utility bills. They can also make developments more attractive to future users, thus raising their value.
- 11.5 When planning development, applicants will need to take account of:
- The policies in the Hertfordshire Structure Plan, the Borough of Broxbourne Local Plan and the Hertfordshire Minerals and Waste Local Plans (where appropriate) and any Supplementary Planning Guidance;
 - Building Regulations;
 - The requirements of the Environment Agency, the environmental health and engineering services, and possibly other organisations. These deal with many sustainability issues like nature conservation, land use, and energy efficiency.
- 11.6 Applicants should discuss proposed development with the Council who can give advice on what is expected from developments in the area. The Council is responsible for setting planning conditions for developments: these are conditions that must be fulfilled.

Planning obligations may also be sought with applicants which restrict what can be undertaken with land/development or which involves paying for certain amenities. Examples of sustainability orientated planning obligations including carrying out archaeological investigations on a site if there may be important archaeological material there, or paying for traffic management near the site of the development if it is likely to generate considerable extra traffic. Development can be refused on sustainability-related grounds, particularly on ground of unacceptable traffic increase and incompatible land use. As such, it is important to discuss these issues with the Council at an early stage.

How can a proposed development be made more sustainable?

11.7 The checklist gives an idea of many of the issues that should be considered when planning development. It also gives some ideas for how development might be adapted to make it more sustainable. It should not be treated as a complete list of sustainability issues and appropriate additions to the list by applicants will be welcomed. Developments will, however, be encouraged to maximise opportunities in all areas where possible.

11.8 **A Statement of Intent on sustainability is required for large scale developments – development that is for more than 10 houses or more than 500 sq. metres floorspace.** Most sustainability questions are relevant to all types of development, however, some are more relevant to commercial developments only (those marked C). In this way applicants need only consider that list of questions appropriate to their planning application. It is envisaged that these lists will be available as separate leaflets as well as part of this Supplementary Planning Guidance.

11.9 **THE SUSTAINABILITY CHECKLIST**

A Statement of Intent on sustainability is required for large scale developments – development that is for more than 10 houses or more than 500 sq. metres floorspace. Most sustainability questions are relevant to all types of development, however, some are more relevant to commercial developments only (those marked C). In this way applicants need only consider that list of questions appropriate to their planning application. It is envisaged that these lists will be available as separate leaflets as well as part of this Supplementary Planning Guidance.

Sustainability Checklist

These questions are intended to act as a guide. Applicants for planning permission are not expected to respond to all the questions but should focus on those most relevant to their application.

LANDUSE

1. Will my proposal provide local facilities?
2. Will my proposal favour the central town over green field sites?
3. Will my proposal avoid loss of open land or urban open space?
4. Will my proposal use derelict/under-used/vacant land or buildings? (including upper storeys)
5. Will my proposal encourage use of passenger transport? e.g. a financial contribution to passenger transport service provision and/or passenger transport infrastructure.
6. Will my proposal avoid areas of high quality agricultural land?
7. Will my proposal be in character with the area?

LEISURE, CULTURAL, AND SOCIAL ACTIVITIES

1. Will my proposal make positive provisions for open space? (e.g provide easily maintainable open space, parks and commuted sums for future maintenance)
2. Will my proposal improve and maintain public access to open space?
3. Will my proposal improve leisure and recreational facilities? (e.g. recreation grounds, children's play areas, playing fields)
4. Will my proposal improve community, cultural and social facilities? (eg community centres, creches)
5. Will my proposal protect and improve the settings and features of archaeological and historical significance? (e.g. conservation areas, listed buildings, features of archaeological significance, or historic parks and gardens)

ACCESS

1. Is my proposal located within a reasonable distance of main employment centres, retail centres, recreation and community facilities and schools?
2. Will my proposal encourage walking? (e.g provision of controlled crossings, provision of or proximity to pedestrian priority zones, adequate lighting, traffic calming)
3. Will my proposal ensure access to buildings for all? (wheelchair users, people with young children/prams, blind and disabled people)
4. Will my proposal improve facilities and conditions for cycling, particularly safety aspects? (eg. secure undercover cycle storage, cycle paths and/or cycleways, toucan crossings, traffic signals with a joint pedestrian/cyclist phase)
5. Will my proposal assist in making public transport more attractive or a more viable alternative? (e.g more frequent buses, bus preference measures, increased population density in transport corridors)
6. (C) Will my proposal assist in reducing vehicle usage? (e.g car sharing, teleworking, pooled bicycles or cars, load splitting, home delivery)
7. Will my proposal provide facilities for those without a car? (e.g. local shopping, kerbside recycling, neighbourhood service delivery)
8. Will my proposal make appropriate provisions for parking? (appropriate levels/standards of parking, car-free neighbourhoods, park and ride facilities, parking enforcement)
9. Will my proposal contribute to road construction/maintenance where appropriate?

SATISFYING WORK

1. (C) Will my proposal increase employment opportunities for local people?
2. (C) Will my proposal help the local economy? (e.g. by using local labour and suppliers)
3. (C) Will my proposal improve educational facilities in the local area including training and adult education?

WASTE

1. Will my proposal provide storage and facilities to assist recycling and waste sorting?
2. Will my proposal make use of recycled, recyclable and durable products? (e.g. building materials, salvage material for reuse/recycling, use of demolition materials for hardcore and aggregate)
3. Will my proposal reduce litter and dog mess? (e.g. dog bins in parks, fencing to reduce windblown litter)

ENERGY

1. Will my proposal reduce the need to use a vehicle? (e.g. more attract public transport, development layouts favouring non-motorised transport)
2. Will my proposal avoid overshadowing other buildings?
3. Will my proposal consider the full energy costs of extraction, manufacture, transport, use, and disposal both in construction and operation? (e.g. minimise changes made to site levels during construction, avoid the use of aluminium, renew/repair/refurbish)
4. Will my proposal maximise energy efficiency in buildings?

AIR WATER NOISE, LIGHT

1. Will my proposal reduce air pollution and dust both in construction and operation? (e.g. low NOx boilers, reduction in traffic volumes, damping and wheel cleaning to avoid dust)
2. Will my proposal minimise greenhouse gas emissions? (e.g. condensing boilers, combined heat and power systems, compensatory landscaping)
3. Will my proposal protect groundwater from contamination? (e.g. sewer renewal, waterway maintenance, dredging, reedbeds for wastewater treatment)
4. Will my proposal encourage water conservation? (e.g. water meters, storage and use of grey water)
5. (C) Will my proposal protect the balance of water resources at the site and surrounding area and thus prevent potential flooding? (e.g. permeable surfaces for car parks/spaces/driveways, minimise road length, avoid water runoff into watercourses, avoid building on floodplains)
6. Will my proposal incorporate features in the design to reduce noise levels? (e.g. meeting noise standards, noise insulation, use of quieter technology, hours of operation)
7. Will my proposal minimise levels of pollutants which are not necessarily statutorily controlled and are to the detriment of the wider environment.
8. Will my proposal include a proper site investigation to identify areas of land contamination where necessary, and take correct measures for decontamination?

NATURE

1. Will the proposal protect environmental features of importance? (e.g. important trees, hedgerows, and open spaces.)
2. Will my proposal conserve and make positive provision for nature conservation? (e.g. nature reserves, plantings to encourage wildlife and biodiversity, gardens and allotments, use native Hertfordshire or British species, soft boundary treatment such as hedges and shrubs)
3. Will my proposal avoid the use of tropical hardwoods?

AESTHETICS

1. Will my proposal include good standards of screening and landscaping? (e.g. soft boundary treatment such as hedges and shrubs, use of native species, landscape management plans)

SAFETY

1. Will my proposal contribute to community safety, reduce crime and increase the public's perception of safety? (e.g. designing out crime measures)

12 CAR PARKING STANDARDS



- 12.1 As set out in Policy T1 of the Local Plan, the Council will require parking and servicing (where appropriate) for new development. The level of provision will be based upon a maximum requirement within the overall aim of reducing private car use in favour of alternative modes of transport as encouraged in PPG3 and as indicated in the draft (October 1999) revised PPG13. The standards set out below are based upon the recent review carried out in conjunction with Hertfordshire County Council on a county-wide basis, with some local revision. Standards are subject to periodic review and those using this SPG are advised to check with the Council that they have the up-to-date version.
- 12.2 Car parking requirements are usually expressed in “spaces” which also include garages and car ports. Where floor space figures are quoted, these refer to gross floor area measured in square metres. Disabled parking bays should be 3.6 metres x 4.8 metres and should be well located to the facilities they serve. In other cases, parking bay sizes should be a minimum 2.4 metres x 4.8 metres. There should be a clear space in front of each parking space of at least 6 metres to allow sufficient room to manoeuvre.
- 12.3 The Council has adopted a zonal approach to the provision of car parking based upon accessibility to public transport and the town centres. The zonal approach will apply to all forms of development (including residential) and parking provision will be assessed as follows:-

Zone 1 (town centres) – 60% of maximum
Zone 2 (accessibility corridor) – 75% of maximum
Remainder of Borough – maximum

The zones are indicated on the map at Appendix 3

The accessibility corridor based on an area within 200m of frequent bus routes and 400m of rail stations.

- 12.4 For commercial development, Green Transport Plans demonstrating a proactive and ongoing commitment to reducing car-borne travel will be required for developments exceeding the following gross floor areas:-

Retail, cinemas, conference facilities, D2 uses – metres	1,000 sq
B1 uses and higher and further education facilities – metres	2,500 sq
B2 uses – metres	5,000 sq
B8 uses – metres	10,000 sq

- 12.5 In respect of development involving lesser floor space, the starting point for the assessment of parking requirements will be the maximum or relevant zonal standard unless an appropriate Green Transport Plan is submitted, approved and implemented, allowing greater flexibility on the provision of car parking without creating adverse on-street traffic and parking conditions.
- 12.6 Car parking associated with applications for changes of use will be assessed upon the difference between the maximum parking standards required for the existing and proposed uses, characteristics of the existing development and the generally prevailing on-street parking pressure in the immediate area.
- 12.7 In town centres and appropriate locations where public car parking facilities are normally expected, an accessibility payment may be required in lieu of direct parking provision. (e.g. for passenger transport, walking and cycling improvements). Such arrangements will be subject to a legal agreement, with the sum paid immediately prior to the commencement of development.
- 12.8 In conjunction with the introduction of maximum car parking standards, the Council requires the provision of cycle parking in association with most new development. The requirements for each type of development are set out in the schedules alongside the maximum car parking requirement.

13 FLOODPLAINS



13.1 Policy SUS17 refers to the Indicative Floodplain map. These maps are defined and updated by the Environment Agency (EA). The extent of the floodplain is shown in appendix 4.

13.2 The floodplain is defined as *all land adjacent to a watercourse over which water flows in the time of flood, or would flow but for the presence of flood defences where they exist. The limits of floodplain are defined by the peak water level of an appropriate return period event on the watercourse*

A return period, as used in the definition of floodplain, is a means of describing the magnitude of a flood. Statistical return periods of floods relate to the long term average time interval between floods of a particular magnitude. For example, a 1 in 100 year return period flood has a 1 per cent chance of occurring in any one year; i.e. the odds of it happening any year are 100:1.

From July 2004, the indicative map will be replaced by Flood Zones . The Environment Agency maps distinguish between three zones

zone 3 – the area of highest risk (1 in 100 year return)
zone 2 – an area of less risk (1 in 1000 year return)
zone 1 – areas of lowest risk

13.3 The Council will use the flood zones and standing advice from the Environment Agency to determine whether EA will be consulted.