

**14. ADOPTING DETAILED DESIGN GUIDE NOTES ON ALTERATIONS AND EXTENSIONS AND SHOPFRONTS (A.453/BJT/IF)**

**Purpose of the report**

1. To recommend that the Authority adopt two detailed design guidance notes for Alterations and Extensions, and Shop Fronts as supplementary planning documents (SPDs).

**Recommendations**

**That:**

1. **The Committee adopts the detailed design guide notes as set out in Appendix 1 and 2; and**
2. **The Committee agrees that a ‘stand-alone’ glossary of design terms be produced to sit alongside supplementary design documents; and**
3. **The Director of Planning in consultation with the Chair and Vice Chair of Planning Committee be granted delegated authority to agree minor grammatical and formatting changes to the SPD to improve the final document both for immediate use and to create a professionally designed version of the document for public release and promotional purposes; and**
4. **The Director of Planning in consultation with the Chair and Vice Chair of Planning Committee be granted delegated authority to agree minor revisions to the SPD to enable it to remain up to date and relevant into the future; and**
5. **The full table of consultation responses, along with the response of the Authority, be made available on the Authority website alongside the documents for adoption; and**
6. **Members agree that colour hard copies be sent to organisations that responded to the consultation, and that the existence of the documents is communicated to local agents and Parish Councils. Documents will be made available on the website alongside other supplementary planning documents.**

**How does this contribute to our policies and legal obligations?**

2. The design guides will contribute to Corporate Objective 3 to “Provide a high quality planning service to the community of the National Park that achieves national park purposes and that is responsive to and contributes to the debate on planning reform nationally and locally.”
3. Paragraph 153 of the National Planning Policy Framework (NPPF) states that supplementary planning documents should be produced where they can help applicants make successful applications.
4. Adopted plans and policies place strong emphasis on high quality design. (Core Strategy GSP3: Development Management Principles, Local Plan LC4: Design Layout and Landscaping, LH4: Extensions and alterations to dwellings). These notes will help applicants to bring forward high quality applications that lead to improvements to the built environment of the National Park.
5. The Authority’s adopted Statement of Community Involvement (SCI) commits the Authority to consult widely when preparing planning documents. These detailed design guide notes

have been consulted on in accordance with the SCI process as described on page 16 of the Authority's adopted SCI dated May 2012. This has helped shape the final document both in terms of the text and the images shown.

## 6. **Background**

The Authority adopted a new Design Guide in 2007. This document explains that in order to comprehensively update the Authority's design guidance a series of detailed design guidance notes would be brought forward in order to expand on the following topics:

- New Housing
- Space between buildings
- Alterations and extensions
- Conversions
- Shop fronts
- Details
- Materials
- External works

7. Progress was initially made on two supplements, namely Alterations and Extensions and Shop Fronts. A large number of applications focus on domestic alterations and extensions, so bringing this supplement forward as a priority is logical. Shop fronts are less of an issue generally, but there is of particular relevance to Bakewell, where recent studies on public realm and street scene have highlighted the need for greater guidance. These matters are currently being considered by the Bakewell Partnership and the National Park Authority with the aim of consolidating the position in the emerging Neighbourhood Plan.

8. These documents were postponed until after the Core Strategy was completed and more latterly until the Supplementary Planning Document for Climate Change and Sustainable Building had been completed and adopted in March 2013. Since that time the Authority's Historic Buildings Architect has completed the drafting process and documents were subsequently brought to the Planning Committee for approval in December 2013.

10. The consultation period on the two design guide supplements ran for 8 weeks up to 28 April, but later representations were accepted. 16 responses were received from a wide range of organisations from statutory consultees such as Natural England and the Environment Agency to two architects, three local heritage societies and two Parish Councils.

11. In addition to these documents, officers have also begun to draw up detailed design guidance for conversions. This will support new policies relating to the conversion of heritage assets such as traditional buildings currently being prepared for the Development Management Policies document. There may also be scope to supplement this with character statements relating to historic Peakland farmsteads following partnership work currently on-going with English Heritage.

## 12. **Issues raised in consultation**

The overwhelming response from the consultation was that both documents are well prepared, useful and informative. Where suggestions for change were made they were predominantly to strengthen or clarify messages rather than to change messages.

## 13. **Alterations and Extensions**

This document received most of the responses. Issues ranged from detailed opinions on specific design points to more general points about structure, layout, tone of document and the extent to which illustrations and photographs should be used alongside text. In some

cases consultees offered examples which have been integrated into the documents. In other cases, suggestions to include many more illustrations have been rejected in order to retain a consistency of style with other currently adopted design documents. This has not prevented the inclusion of illustrations to demonstrate particular issues e.g. in relation to properties overlooking each other and minimum separation distances. In some cases the text has been amended to give potential for creative 'architect-led' schemes, but the document retains text and messages that for the vast majority of applicants and agents are worthy of re-enforcement. It was suggested that a glossary be included, but it is proposed to include a glossary alongside rather than integral to the documents. This retains the consistency with our other design guides (which do not offer a glossary), but will offer useful information to the 'lay reader'. It was also suggested that list of further reading be included, and this has now been done.

#### 14. **Shop Fronts**

The Shop Fronts document brought little response. Nevertheless there were some changes made to recognise the need for consistency of tone with text in a leaflet prepared with Bakewell Town Council on public realm issues (in particular the proliferation of 'A' boards on pavements). Other changes include a better annotated illustration of a shop front including the various architectural terms used in the document.

15. A full list of officer responses to each point made by consultees will be published online alongside the adopted SPDs in accordance with the Statement of Community Involvement.

#### 16. **Are there any corporate implications members should be concerned about?**

None

#### **Financial**

17. Guides will be published on the Authority's website. Costs would be incurred if it was decided they ought to be distributed in paper format to particular stakeholders and/or interested parties, beyond courtesy copies sent to those who responded to the consultation. For example, a decision to send colour paper copies to every Parish Council would involve significant expense even if it was simple photocopy version rather than more substantial quality.

#### **Risk Management**

18. None identified

#### **Sustainability**

19. No sustainability issues raised by publication of these design notes

#### **Consultees:**

20. The Authority consulted organisations in accordance with the Authority's adopted Statement of Community Involvement. The Authority's Historic Buildings Architect was the main author and has helped to revise the document following the consultation stage. Development Management planners have been consulted in the refining stage.

#### **Background papers (not previously published)**

21. Detailed response tables.

**Report Author, Job Title and Publication Date**

Brian Taylor, Policy Planning Manager, 3 July 2014

**Appendices**

Appendix 1 – Detailed design guidance for Alterations and Extensions

Appendix 2 – Detailed design guidance for Shop Fronts