



Design Protocol



Our Approach to achieving
High Quality Design in Developments

December 2013



Contents

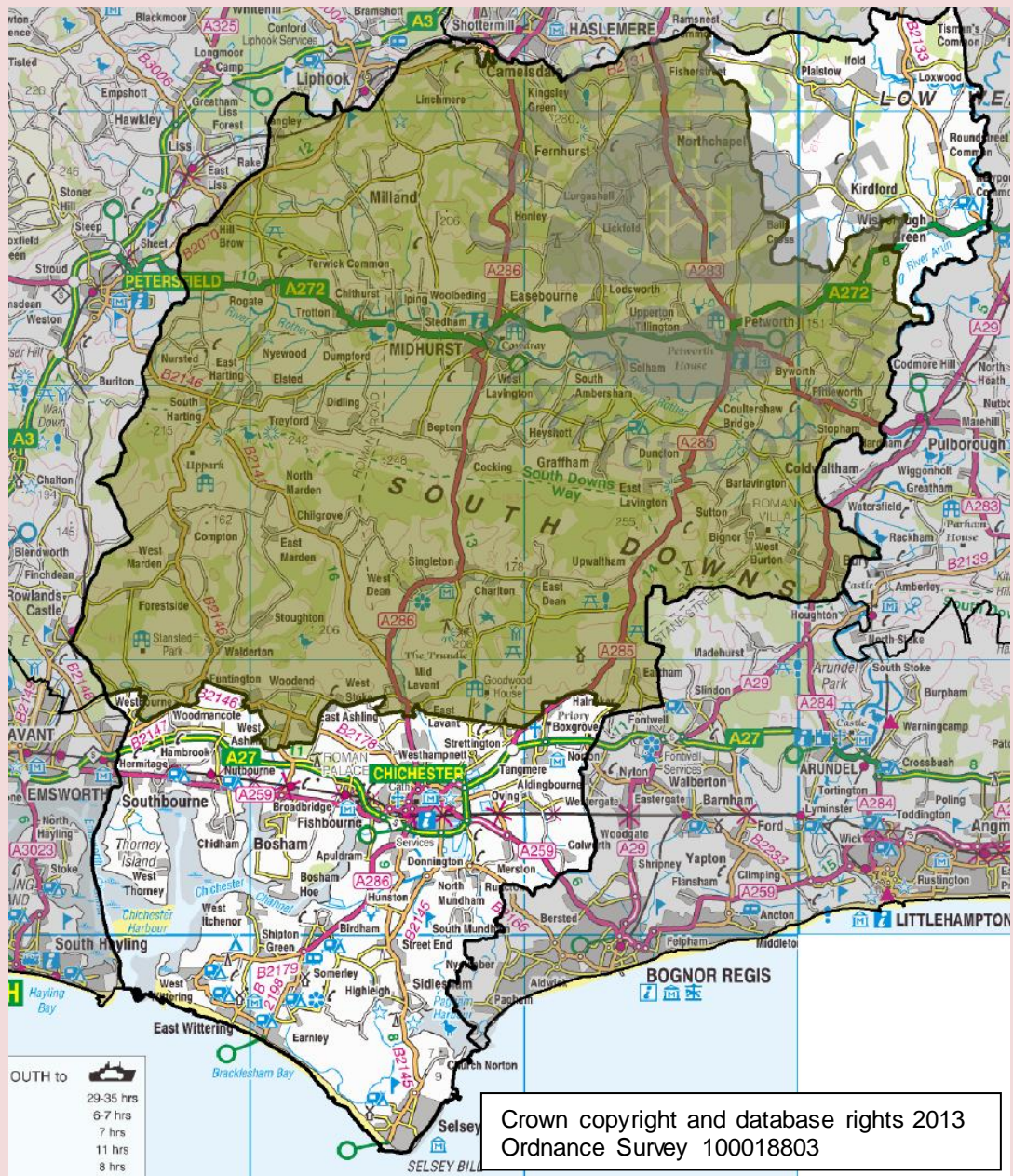
1. Executive Summary	3
2. Introduction and Objectives.....	4
2.1 Background	4
2.2 Purpose of the Protocol	4
2.3 The Case for Good Design	5
3. Context.....	6
3.1 Key Characteristics of Chichester District	6
3.2 The Issues	8
4. Chichester Design Principles	9
5. Delivering High Quality Design – Available Tools.....	11
5.1 Masterplanning	11
5.2 Site Development Briefs.....	13
5.3 Planning Concept Statements.....	15
5.4 Design Codes	16
5.5 Detailed Design Guidance	17
5.6 Links to other guidance notes	19
6. Design in the Planning Process	20
6.1 A Clearly defined approach	20
6.2 The design process.....	20
6.3 Specialist Design Advice on Specific Development Proposals	21
6.4 Independent Design Review.....	22
6.5 Building for Life	23
6.6 Celebrating Successful Design	24
7. Contacts.....	24
8. Glossary	25



Design Protocol

1. Executive Summary

- 1.1 The Chichester Design Protocol sets out the Council's approach to making our District more successful through quality design. It underpins our commitment to achieving sustainable development. This protocol sets out how we will ensure that the design of buildings, places, spaces and the networks that make up our towns and city and rural areas, work for all of us, both now and in the future.



Chichester District

KEY

Chichester District – Local Plan Area



South Downs National Park Area





- 1.2 In particular, the Protocol sets out the processes and tools available for securing the highest design standards for new development to ensure Chichester's distinctive historic and natural environment is conserved and enhanced. The Protocol also sets out the Council's approach to the use of these processes and tools to secure locally distinctive, high quality, sustainable, safe and attractive developments.

2. Introduction and Objectives

2.1 Background

- 2.1.1 This protocol has been produced by the Design and Implementation Team as part of Chichester's commitment to the highest design standards. It sets out our approach to achieving these aims to inform our policies and target our resources.
- 2.1.2 The production of this protocol is intended to enable a clear understanding of District Council's approach to assessing the quality of future development and design of public spaces in Chichester District. It is seen as key to delivering a locally specific spatial vision for a quality environment that meets the needs of our current and future communities.
- 2.1.3 In Neighbourhood Plan areas, Parish or Town Councils will take a lead role in securing good design in developments affecting their areas. The District Council will provide support and advice to help communities achieve this objective.

2.2 Purpose of the Protocol

- 2.2.1 The Government attaches great importance to the design of the built environment. Within the National Planning Policy Framework (NPPF), good design is identified as a key aspect of sustainable development, and indivisible from good planning, and should contribute positively to making places better for people. The NPPF stresses the importance of planning positively for the achievement of high quality and inclusive design for all development, including individual buildings, public and private spaces and wider area development schemes.
- 2.2.2 The design of places is not just concerned with the design of individual buildings or sites but encompasses the physical pattern of the urban and rural fabric of our District, the two and three-dimensional geometry of built form, landscape and its circulation routes, the shape of public spaces and routes that connect them. It is also about the relationship of buildings, spaces and infrastructure to the activities that places support and seek to encourage.
- 2.2.3 The Chichester Design Protocol sets out the Council's approach to achieving this objective, to help positively shape all aspects of place-making in rural and urban areas. The protocol sets out how Chichester will deliver the intended outcomes of our planning and design policies to ensure we achieve a high quality urban and rural environment while also meeting current demands.



Design Protocol

- 2.2.4 This is a shared commitment to define and understand the special character of the local area and how it contributes to sustainable development and functions to promote an interest in the quality of the built environment by all sectors of society including architects, developers, amenity groups and members of the public.
- 2.2.5 The Protocol does not seek to restrict design creativity but provides designers with a clear understanding of our approach to securing appropriate forms, scale, layouts and patterns of development in relation to the characteristics of the District. The Protocol, therefore, defines the processes that should be adopted for identifying and understanding the key characteristics of the built environment, be it within the City Centre or our remoter villages and hamlets and its relationship to the wider countryside. This analysis and understanding provides the essential basis for designing development that is appropriate to its wider urban, suburban, village or rural context and ensures the range of factors regarding the quality of the built and natural environment are fully considered.

2.3 The Case for Good Design

- 2.3.1 Design in the built environment has never had a higher profile and with the passing of the Planning Act 2008 we are required to have regard to the desirability of achieving good design. Good design is key aspect of the National Planning Policy Framework which sets out the Government's commitment to well-designed sustainable development. This is essential to ensure that we provide an attractive and functional place for people to live, work and visit to deliver prosperity and help attract inward investment.
- 2.3.2 Research has indicated that good design adds value by increasing the economic viability of development and by delivering social and environmental benefits. Good buildings and attractive places improve investment returns and build confidence in development opportunities, contributing to regeneration and promoting a place. Good design also improves the quality of life for all, by creating inclusive, accessible and well-connected places. It also contributes to enhancing the environment by delivering development sensitive to its context and that is energy efficient and less polluting. It can help create a sense of pride in the places within which we undertake our daily activities thus contributing to the development of safer, stronger and sustainable communities that also help to adapt to the challenges of a changing climate.
- 2.3.3 Chichester District Council is committed to taking the lead in improving the quality of design of developments in our area. We hope to develop good working relationships with local communities and developers to deliver the priorities set out in the emerging Local Plan to secure well-designed sustainable development. Key sites will be more readily identified and delivered by working closely with the landholders concerned.



3. Context

3.1 Key Characteristics of Chichester District

- 3.1.1 Chichester District has a unique blend of city, coast and countryside and is an area of immense variety and beauty. It ranges from the wooded Low Weald in the north-east, to the north of the South Downs National Park, to the coastal plain and harbour areas with its variety of wetlands, in the south.
- 3.1.2 The built and natural environment of the District is recognised as being of a very high quality. The district contains a considerable number of scheduled monuments, listed buildings, conservation areas and registered parks and gardens and the Chichester Harbour Area of Outstanding Natural Beauty. These combine to define the character and quality of the District as a whole and provide a rich and varied environment providing a highly desirable place in which to live, work and study and also to visit. 70% of the District falls within the South Downs National Park for which the South Downs National Park Authority is the planning authority and is not covered by this Protocol.
- 3.1.3 Apart from the urban areas of the City of Chichester and the larger towns most of the District is defined by a hierarchy of smaller settlements ranging from villages, hamlets and more dispersed settlements and isolated farmsteads set into a wider rural landscape.
- 3.1.4 The local distinctiveness in the built environment of the District is largely derived from the historic use of locally sourced materials, reflecting the changing geology and landscape across the district and the vernacular craft traditions employed. This distinctiveness is further defined by the characteristic ways in which people have occupied the landscape over millennia. Understanding the influences of topography, historic movement routes, responses to natural resources, the characteristic qualities of historic streets and spaces, building types and materials and settlement growth patterns should inform how and where development occurs in the future. Understanding these characteristics and influences can help to shape our modern communities, giving them a sense of history and distinct local identity whilst supporting sustainable development.
- 3.1.5 To assist in understanding this diverse character the District can be broadly divided into five primary character areas, based on the West Sussex Landscape Character Assessment, comprising:-
1. The predominantly agricultural and woodland areas of the Low Weald to the north-east of the District. The area is characterised by small and medium sized villages, hamlets and farmsteads linked by a network of narrow roads and lanes.
 2. The A27 Corridor forming part of the inland coastal plain with open fields often separated by rows of poplars and other trees with the backdrop of the South Downs to the north. Predominantly agricultural/horticultural with some pockets of commercial development close to the A27 and a mix of isolated farms, areas of glasshouses, small villages and the sprawling and expanding, commuter



Design Protocol

settlements of Tangmere, Fishbourne, Southbourne and Westbourne with less well defined centres.

3. Chichester City - an historic city of significant character with the Cathedral spire dominating the skyline, the cross and linked side streets and alleyways (twittens), peppered with historic houses, landmark ecclesiastical buildings and the areas association with early industry and commerce around the canal basin. The City is encircled by areas of large scale out of town retail close to the A27, expanding suburbs, healthcare developments, the Festival Theatre and more open areas in institutional ownership mainly to the north of the city and the University campus to the north-east.
4. Chichester Harbour, an Area of Outstanding Natural Beauty (AONB), a nationally protected landscape and an internationally important site for wildfowl with picturesque settlements hugging the rim of the tidal harbour and characterised by salt marshes and mudflats, framed by the profile of the South Downs to the north.
5. The Coastal plain of the Manhood Peninsular, flat landscape areas criss-crossed with drainage ditches (rifes), watercourses and tidal inlets, mainly agricultural with expanding, mainly commuter villages and larger coastal settlements of Selsey and the Witterings.

3.1.6 These primary character areas can be further broken down into smaller areas defined by the character of individual settlements or groups of settlements, their relationship to the surrounding landscape, the historic pattern of development, settlement forms and structures and the varieties and types of buildings. Characterisation of the District is seen as an ongoing exercise with finer grain analysis in more sensitive areas taken forward through studies and plans prepared to help inform future development of specific areas and sites.

3.1.7 Views and vistas are also an important feature of the area's character, which are worthy of acknowledgement in the design of new development. These include:-

- Priority views towards Chichester Cathedral spire: a list of priority views identified in the Landscape and Visual Amenity Assessment study is attached at Appendix 1.
- other more localised views of the Cathedral
- towards the St Roche's Hill Iron Age hill fort (The Trundle)
- across the coastal plain from the South Downs
- Views to and from Chichester Harbour and out to sea
- across the Rother Valley
- across the Low Weald from the Upper Greensand Escarpment
- towards the South Downs from the Coastal Plain
- towards Greensand Escarpment, including Blackdown Hill from the South Downs.

There are also important local views for example of key buildings within a locality such as a local parish church or other prominent building or structure, panoramic views across open land, viewing corridors down a valley or along a road or lane, or through gaps between buildings or trees and landscape features. Many views are dynamic, constantly changing as a one moves through or towards a place.



3.1.8 It is the relationship of the built environment with this wider landscape that has shaped the area's character in terms of the structure and layout of settlements, the type, form and style of buildings, the range of materials used for the construction of buildings. Understanding these characteristics and influences can help to shape our modern communities, giving them a sense of history and distinct local identity that many places lack today.

3.2 The Issues

3.2.1 The main challenges facing us relate to finding ways to enhance and improve the places in which people live their lives through sustainable economic development that delivers the homes, business and industrial units, infrastructure and thriving local places that we need whilst conserving and enhancing the special qualities of the environment. The issues that these challenges raise include:-

- How to accommodate growth whilst ensuring the value and character of the existing built environment is not put at risk. In the past, heritage issues have often been seen as an obstacle stifling development. However, heritage and local distinctiveness are key components of sustainable development. If proposals are sensitively conceived and implemented, change and growth can help to enhance the existing environment; and
- How we can secure the highest quality design that respects and relates to the diverse range of spatial characteristics across Chichester District rather than 'off the peg' developments that do nothing for the quality of place we aspire to and have little respect for the local vernacular. A sound locally defined design policy framework within the emerging Local Plan will provide the tools to help us accommodate anticipated growth in the District whilst maintaining and enhancing those characteristics that we value.

3.2.2 How to communicate to a wider public particularly those involved in policy development and drafting of supporting guidance, parishes developing neighbourhood plans, landowners and developers the importance of design in relation to development proposals. Successful design requires a full understanding of the conditions under which decisions are made and development is delivered. Many factors determine or influence the outcome of the design process and the sort of places we make. The key design issues informing this Protocol include:-

Understanding

- How the importance of design and how to evaluate the design of development proposals can be communicated to a wider public
- How we can involve and empower communities to effectively engage with Design issues in their areas at an early stage and ensuring that they are incorporated into Village Design Statements and Neighbourhood Plans.
- What we can we learn from reviewing completed developments



Design Protocol

Context

- The need to have design that is appropriate for its location
- A tendency in some developments to follow stylistic architectural fashions irrespective of the prevailing character of the location (curved roofs/balconies/cedar cladding)
- Defining levels of restraint appropriate to areas of different character and use

Design Quality

- The lack of ambition in the design of some of Chichester District's housing and other developments. Particularly use of generic architecture by major house builders which will potentially dilute design standards and filter through to smaller developments.
- Poor detailing and construction quality
- Watering down quality design following permission being granted such as changing materials and poor detailing.

Responding to Climate Change Issues

- How we achieve reduced carbon emissions without compromising design and character of areas.
- Ensuring Design contributes to changing peoples behaviour for the benefit of the environment
- How we manage our resources including water

Policy

- The impact of other control mechanisms such as use class restrictions, highway regulations, building regulations and Construction Design and Management (CDM) Regulations. While these may not be categorised as design control, they have a significant impact on the form and detail of buildings and places.
- Appropriate policies for the nature of development proposed ranging from generic policy applicable to any new development in the District (e.g. that all new build should achieve the required Code for Sustainable Homes Level or BREEAM rating) to far more detailed information relating to specific buildings, building groups or areas, for example, in a Conservation Area.
- Encouraging the application of Building for Life criteria as a tool for assessing the design and layout of housing developments throughout the design process.

4. Chichester Design Principles

4.1 All new development should be sustainable, respond to distinctive local character and contribute to creating places of a high architectural and urban or rural design quality that are well used and valued. Proposals will be expected to demonstrate how their design will meet all of the following criteria:

- i) **Understanding the place:** To be based on an analysis to identify the qualities which contribute to local character, and how these can contribute to the quality and sustainability of the development. This may include development patterns,



Design Protocol

growth phases, history, geology, transportation links, natural-landscape, views, edges, landmarks and street and space character types.

- ii) **Sensitive to existing landscape and topography:** To be responsive to topography and minimise environmental impacts. Within urban areas the grain of development should relate to the scale and morphology of the historic urban rhythm and grain including spaces between buildings, both public and private. Small-scale plot division within towns maintains a fine urban grain and provides potential for mixed use.
- iii) **Appropriate use and mix of uses:** The range of types of activities, and accommodation should be maximised within a mixed-use environment.
- iv) **Enhance Biodiversity:** Opportunities for habitat protection and enhancement should be maximised through integration of green infrastructure into development and transportation network.
- v) **Quality of architectural design:** Provide exemplary standards of design and architecture that respects the District's unique characteristics, and respects and enhances the character of the site and its setting in terms of its proportion, form, massing, siting, layout, density, height, size, scale and detailed design features;
- vi) **Innovative use of materials and approach to design:** Make appropriate use of local materials and building techniques in ways that enhance the longevity of the structure, as well as good innovative and imaginative design;
- vii) **Legible and Inclusive Public Realm:** Create legible, socially inclusive and accessible places that are easy to find your way around and brings people together to provide opportunities for interaction, physical activity and recreation, through the variety and character of spaces and buildings;
- viii) **Clearly Defined Places and Spaces:** That creates a clear distinction between urban and rural places and public and private spaces;
- ix) **Safe and Accessible:** That are accessible to all, and designed to minimise crime and anti-social behaviour without diminishing the high quality of the overall appearance;
- x) **Integrated and Connected:** Are well integrated into the existing settlement form contributing to a permeable and interconnected street network, that contributes to the quality of settlement form encourages use of alternatives to car travel, by providing well connected cycle and pedestrian routes. Parking should be located such that it does not detract from the pedestrian environment. Highways design should conserve and enhance the quality and character of the built and natural environment including our rural settlements;
- xi) **Flexible and Adaptable:** Are adaptable to change to provide variety and choice to promote balanced socially mixed communities. Spaces and buildings should be flexible to adapt to evolving demands of its users, the economy and the environment maximising their value throughout their life;
- xii) **Provision of Public Art:** Where appropriate, incorporate public art and involving artists in the design of development.
- xiii) **Effective surface water management:** They maximise opportunities for sustainable surface water management such as incorporation of Sustainable Urban Drainage Systems (SUDS) including permeable surfaces, green roofs,



Design Protocol

ponds, trees and wetland areas to minimise impact on water quality from severe weather events, and mitigate the impact of draught and water stress.

- xiv) **Efficient use of resources:** Building and site design should minimise energy consumption and material use both in its construction and eventual use. This involves maximising opportunities for natural passive ventilation, orientating buildings to maximise passive solar gain and minimising waste. This includes the use of high levels of insulation, materials that reduce embodied energy, locally sourced materials, efficient use of materials, integrating structure and services, rainwater harvesting and grey water recycling, and incorporating energy efficient heating and renewable energy technologies. The focus should be on the whole life cost and energy usage of buildings including eventual demolition and disposal.
- xv) **Pioneering in terms of construction methods:** Involve efficient use of materials and components in an innovative way and that minimises waste including timber pre-fabrication/framing, innovative recycling of materials. Focus on the whole life cost, energy usage of buildings including eventual demolition and disposal.

5. Delivering High Quality Design – Available Tools

There are a range of spatial planning tools available to provide high quality design solutions ranging from the strategic to the detailed.

These are explained below and can be used individually or together to suit the circumstances of the site or locality or the scale of development proposed. A range of more detailed guidance, which sets requirements, provides information, and offers solutions for critical details is proposed to underpin the Protocol.

5.1 Masterplanning for Delivering Strategic Growth and Regeneration

5.1.1 **Masterplanning** provides a means to shape a site, area or whole town centre often within a specific time frame. It is an opportunity to bring a range of projects and sites together as a co-ordinated framework to deliver regeneration and economic growth. Development of a Masterplan brings together the full range of stakeholders including developers, infrastructure providers, local authorities and local communities to work together to deliver a shared vision for the area or site.



Graylingwell Masterplan – John Thompson and Partners



Design Protocol

5.1.2 Masterplans could be developed or funded by site owners and developers or jointly with the Council through development partnerships. Where developers are undertaking the preparation of the masterplan they will need to accord with the Planning Concept statements prepared by the Council and be agreed and adopted by the Council (see Planning Concept Statements below).

5.1.3 The proposals contained in a successful master plan should:

- Show how streets, squares and open spaces of a neighbourhood are to be connected
- Define the height, bulk and massing of buildings
- Set out suggested relationships between buildings and public spaces
- Determine the activities and uses which will take place in the area
- Identify the movement patterns for people on foot, or by bicycle, car or public transport, as well as looking at the needs of service and refuse vehicles
- Set out the basis for the provision of utilities and other infrastructural elements

5.1.4 This provides a pro-active way of formulating proposals and a framework to bring development forward. Options for this approach could include:-

- **Series of Individual Masterplans for each site:**

Advantages	Disadvantages
<ul style="list-style-type: none"> a) Complex land issues can be minimised or managed facilitating easier delivery. b) Some flexibility in terms of bringing sites forward c) Can use a site to set a particular standard in terms of approach/process that can be rolled out to other sites d) Opportunity to review and fine tune process in light of experience to inform future approach e) Manageable in terms of resources 	<ul style="list-style-type: none"> a) Lack of relationship to a bigger picture b) Sites may end up being considered in isolation c) Potential for an inconsistent approach

- **More Strategic Masterplanning covering a whole settlement, town centre, neighbourhood or village clusters to develop sustainable quarters in consultation with local communities.**

Advantages	Disadvantages
<ul style="list-style-type: none"> a) Identify and guide development opportunities, b) Define, transform and/or reinforce a place's distinct identity c) improve access to services and facilities, d) improve quality of existing housing e) develop ideas for left over spaces f) improve housing offer which could include replacing some homes with better quality homes g) enhance street environment 	<ul style="list-style-type: none"> a) Level of investment required b) May be complex land ownership issues c) Long-term approach d) Requires specific skills e) Could develop radical and potentially controversial solutions



Design Protocol

Advantages	Disadvantages
<ul style="list-style-type: none"> h) Identify opportunities to create flexible, affordable workshop and office spaces i) encourage activity on main routes j) improve access and circulation through a movement strategy k) shared vision for the future shape of neighbourhood/settlements concerned l) Developed in conjunction with Parishes these could feed into the neighbourhood planning process 	

Our approach to the use of Masterplanning within Chichester

The Council's emerging Local Plan identifies several strategic development locations and states that these identified strategic sites should be planned in a coordinated way through a comprehensive masterplanning process. In areas where there are separate sites in different ownerships the more strategic approach will be adopted to secure co-ordinated and connected development, for example in Tangmere.

Preparation of masterplans would be undertaken by specialist consultants commissioned by, and working to, a Development Team/Steering Group involving the landowners/developers/District, Parish and County Councils/other stakeholders such as English Heritage, Environment Agency, Chichester Harbour Conservancy and local amenity groups. The masterplans will be informed by Planning Concept Statements (see below) setting out the Council's objectives for the development of the site. The development of the masterplans will involve extensive proactive public consultation with the local community involving workshops/Enquiry by Design/ Charrettes facilitated by the specialist consultants.

Masterplans will be approved and adopted by the Council and will provide the framework for considering proposals for development of the sites as applications come forward.

5.2 Site Development Briefs for sites likely to come forward for development

5.2.1 Development Briefs are Planning documents that set out the broad principles and requirements for the redevelopment of a particular site. Briefs can set out the relevant policies and their application to the site.

5.2.2 Site Development Briefs have two purposes; firstly to inform prospective developers and other interested parties on the planning issues related to a site,



Design Protocol

and secondly to communicate the District Council's fundamental planning and design requirements to which they will have regard when processing any planning application. They can be useful to raise interest in sites the Council would like to bring forward for development.

- 5.2.3 Site Development Briefs are a potentially useful tool for improving the quality and the consistency of advice provided to developers, the efficiency of the planning process and the quality of the built environment.
- 5.2.4 A site-specific brief forms a stepping-stone between the provisions of the Local Plan and the requirements of a planning application. The process of preparing and implementing a planning brief provides a framework for collecting information about a site, and investigating and evaluating different interests in it.
- 5.2.5 Every site is unique in some way and every site-specific brief will be similarly unique. Site development briefs vary according to factors such as: the nature of the site; the location; the ownership of the site; the interests and concerns of the local community and the political context.
- 5.2.6 Development Briefs provide a means of clarifying policy and its application in relation to more complex sites. It can set out the authority's expectations for a site and resolve competing policy conflicts and ensure consistent advice is provided.
- 5.2.7 Briefs can also be used to help promote development by stimulating developer interest by providing a degree of certainty as to the form and level of development likely to be acceptable. They can also identify constraints to development and set out means to overcoming them to help developers to determine a site's value.
- 5.2.8 A brief would include an analysis of the site's location and identify key characteristics of both its immediate surroundings and the wider context as together these factors will shape the aims of the scheme. The brief also describes the objectives of the Masterplan for the development form and explains the site strategies that will create a distinctive and sustainable development in line with Local and National Planning Guidance. The brief would seek to deliver a set of agreed priorities and include detailed design guidance to inform the approach to new development. Community involvement in developing key priorities for a site can be achieved through a range of community planning events.



Our approach to the use of Development Briefs within Chichester

Development Briefs will be prepared to raise the profile and attract interest in sites the Council wishes to bring forward for development. This could include District Council owned sites when disposal is being considered.

These will be prepared in-house or by consultants and guided/led by the Council's Planning Policy, Development Management's Major Applications Team and the Design and Implementation Team in consultation with the local community

Development Briefs will be approved by the Council as a material consideration in any planning applications that are submitted.

5.3 Planning Concept Statements, short statements to inform the Masterplanning process

- 5.3.1 For larger sites, Planning Concept statements can be provided for each site for which a masterplan is required. The statement will include an assessment of the site and local characteristics as well as addressing design and physical and social infrastructure requirements. Through the masterplan, prospective developers will be expected to set out in detail how these requirements will be met. Masterplans will need to be prepared in consultation with stakeholders (such as the local community, service providers, public transport operators and parish councils) and agreed with the District Council and must accord with the concept statement for the site.
- 5.3.2 Concept Statements would be produced in-house for development sites, identified in the emerging Local Plan. The Concept Statements show how development might take place and the quality and sustainability standards the Council expects. They would explain the key characteristics and constraints of each site and the principles that should guide its development to ensure its character is preserved and local needs are met.
- 5.3.3 For smaller sites shorter concept statements will be provided to assist developers on their approach to the design of development. These should be brief documents setting out the guiding principles for development and can include the preparation of massing studies.



Our approach to the use of Planning Concept Statements within Chichester District

Planning Concept Statements will be prepared to set out the Council's requirements for Strategic sites where Masterplans are to be prepared. They will set out the objectives in terms of quantum of development, where appropriate, the distribution of development within the site, constraints and opportunities, anticipated mix of uses and infrastructure requirements.

Planning Concept Statements will be prepared in house by the Design and Implementation Team, jointly with the Council's Planning Policy and Development Management Services in consultation with other stakeholders both internal and external.

Planning Concept Statements will be approved by the Council to inform the development of Masterplans including the commissioning briefs.

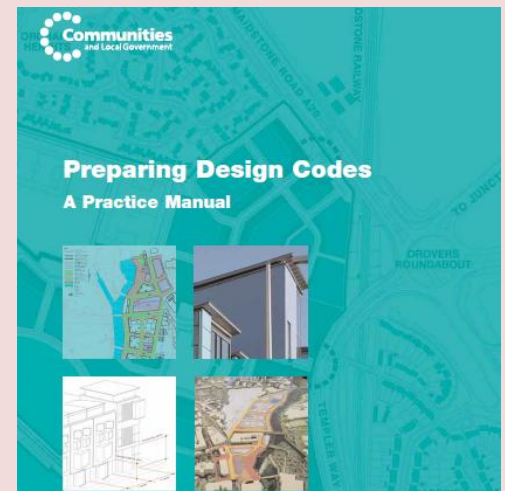
5.4 Design Codes

5.4.1 A Design Code is a set of illustrated design rules and requirements, which instruct and may advise on the physical development of a site, area or for particular types of development. The graphic and written components of the code are detailed and precise, and build upon a design vision such as a masterplan or other design framework for a site or area.

5.4.2 The purpose of Design Codes is to raise the design standard of new developments and maintain that of places of recognised design quality. They achieve this by defining the parameters of what is and is not acceptable in design terms. This is achieved through written statements, pictures and diagrams.

5.4.3 Codes are often regarded as controversial as they can be seen as limiting the creativity of architects, reducing opportunities for new solutions and resulting in bland monotony. A converse view is that objective policies or codes give the designer clear parameters within which to work and, given proper clarity, remove much of the uncertainty and risk associated with the planning system. Planners and developers can benefit from a clear understanding of exactly what is and is not allowable, reducing the need for lengthy negotiations and their associated costs.

5.4.4 The issues relate to the level of constraint that is appropriate to achieve a planning objective. The appropriate extent of coded restraint is directly related to the detail





Design Protocol

required to bring about the relevant planning objective. Options for the approach include:-

- **Codes linked to the different character areas:** with design codes or a suite of codes taking account of areas of different character and use.
- **District-wide codes:** that relate to any new development in the District (e.g. that all new housing development should achieve a minimum Code for Sustainable Homes Level).
- **Targeted codes:** relating to just one row of houses in a Conservation Area (e.g. that all houses should maintain their wrought iron fencing, which should be painted black). However this may more appropriately be dealt with via the conservation area appraisal/Management Plan process.
- **Explicit and detailed suite of codes:** if, for example, the aim is to ensure that a particular type of development is achieved while avoiding the design process itself, then very detailed coding of form, materials and details can achieve that end. This sort of Code is used by the Duchy of Cornwall in Poundbury and may be particularly relevant to sensitive locations such as the Pallants in Chichester City or for larger new developments.
- **More limited Codes.** If there are very simple planning objectives, design codes could be limited to a few straightforward matters such as plot ratio or a range of materials.

Our approach to the use of Design Codes within Chichester District

The need for any Design Codes will be identified as part of the masterplanning process for larger sites, the development of Area Action Plans and through the conservation area character appraisal process for other areas. Implementation can be secured through S106 Agreements or linked to use of Article 4 Directions in conservation areas.

They will be approved in conjunction with Masterplans, Area Action Plans and conservation area appraisals by the Council and they will be material considerations in the determination of planning applications.

5.5 Detailed Design Guidance

- 5.5.1 This provides more detailed guidance usually linked to different aspects of design, for example preparing Village Design Statements, addressing design in Neighbourhood Plans designing for accessibility, shopfronts and advertising, guidance on residential extensions, safety and security measures and detailed advice on changes to listed buildings. These are usually illustrated with diagrams and examples of good and bad practice.
- 5.5.2 Detailed design guidance provides basic advice to potential applicants on routine design issues. The aim is to help speed up the planning process by providing advice to help ensure proposals are acceptable in design terms before



Design Protocol

applications are submitted. Guidance can also be useful tools for planners in assessing development proposals.

5.5.3 This guidance would be hosted on the Council's website. The options for the provision of design guidance include:-

- A single comprehensive Design Guidance Document supported by a series of short guidance Notes/Leaflets
- A suite of Design Guides covering specific design issues: These would include our existing guidance notes, which will be updated/reviewed and provided with co-ordinated covers. Topics to be covered would include:-
 - a. Urban/Rural Design
 - b. Designing out Crime
 - c. Architectural Design
 - d. Local materials and building craft traditions
 - e. Shop Fronts and Advertising
 - f. Development in sensitive locations
 - g. Conversion and alteration of historic buildings
 - h. Conversion and alteration of agricultural buildings
 - i. Residential Extensions
 - j. Preparation of Design Statements
 - k. Housing Layouts
 - l. Access and circulation
 - m. Development for Healthy Lifestyles
 - n. Public Art and Street Art
- A smaller range of themed documents covering
 - a. Residential Alterations and Conversions
 - b. New Residential Development
 - c. Development in Historically Sensitive Locations
 - d. Alterations to agricultural buildings
 - e. Works to historic buildings
 - f. Public Realm (Joint with WSCC)
 - g. Commercial Development



Our approach to Detailed Design Guidance

The Council already has a suite of guidance documents covering various topics including residential extensions, conversion and alteration of agricultural buildings and shop fronts and advertising. These will be audited and reviewed and a comprehensive list of existing guidance provided. The need for additional guidance is to be assessed and a prioritised program for developing and reviewing guidance to ensure it remains up-to-date and relevant prepared.

Design Guidance will be mainly prepared and reviewed in house by the District Council, but may be commissioned from specialist consultants where opportunities arise, for example through grant funding linked to specific projects.

Design Guidance will be approved by the Council as material considerations in determining planning applications.

5.6 Links to other guidance notes

5.6.1 The Council also supports and works with parish councils and other groups, agencies and organisations in preparation of design documents and we endorse them for use in our planning decisions. Examples of these documents include:-

- Village Design Statements
- Neighbourhood Plans
- Conservation Area Character Appraisals
- Chichester Harbour AONB Guidelines
- West Sussex Design Principles
- Guidance prepared by partner Registered Providers of Social Housing
- Design Council CABE
- English Heritage: Building in Context and Toolkit
- Governments National Planning Practice Guidance (NPPG)

Our approach to supporting other organisations preparing Guidance documents within Chichester

The Council will provide advice and assistance to parishes preparing Village Design Statements; including help with character analysis, mapping and provision of information and advice on the historic environment.

Village Design statements and other guidance will be reported to the Council's planning committee with a recommendation for adoption. Documents adopted will become material considerations in planning decisions.



6. Design in the Planning Process

6.1 A Clearly defined approach

- 6.1.1 The Council aims to secure high quality development which conserves and enhances the natural and built environment, creating interesting and attractive buildings and places, through contemporary design. There is no formula for the achievement of high quality design and contextually appropriate development. All interventions should be founded on a thorough analysis and understanding of context, addressing the built, natural and historic environment as well as issues of environmental sustainability and the needs of the community.
- 6.1.2 The Council will support appropriate new development, including smaller scale proposals for extensions and alterations, where the design has evolved from a clear analysis and understanding of the site, the impact on its surroundings, and its role within the wider neighbourhood; and that it is based on high quality sustainable design which improves the area in which it is located. The design of the spaces between buildings, both private and public, is important in contributing to the quality of the environment as a whole and the experience of those who use it.

6.2 The design process

- 6.2.1 A robust design process is fundamental to the delivery of high quality development. Findings and thoughts from every stage in the design process should be set out in the design and access statement, to be submitted with the planning application. The design and access statement will also need to include clear evidence of the understanding of the site and its context.
- 6.2.2 Further guidance on preparing design and access statements is contained within the CABE, now Design Council CABE, guidance 'Design and Access Statements - how to write, read and use them' and a local guidance note is also available
- 6.2.3 Regard will need to be paid to available guidance documents. For larger sites a masterplan may be required to show how the Council's objectives for the site, as set out in planning concept statement, will be realised.
- 6.2.4 For schemes not subject to a more detailed masterplanning process the design process should comprise the following key stages undertaken in consultation with the Council:
- Site **identification** and start of the design and access statement;
 - Site and surrounding area **analysis** identifying local character, context, linkages, settlement form, constraints and opportunities;
 - **Policy** appraisal setting out National, Regional and Local policy for the design and layout of the scheme, including the consideration of any development briefs, site concept statements, design codes, this and other design guidance;



Design Protocol

- Preparation of **concept design options** showing how various options for the proposal site incorporate our Design Principles;
- Pre-application **community involvement** for large, strategic or controversial development proposals to ensure that possible options reflect the needs of the community.
- **Pre-application discussions** with Council Officers to cover the design concept, possible options, policy considerations, local matters and any further requirements to be taken forward as the preferred option;
- Preparation of the **preferred option** and finalising the design and access statement which began at the start of the design process, setting out how the appraisal, concept options, community involvement and pre-application discussions have influenced this preferred option; and
- **Submission** of the planning application to Chichester District Council.

Furthermore, the Council promotes research, good practice and design guides prepared by other organisations, such as English Heritage and Design Council CABE.

6.3 Specialist Design Advice on Specific Development Proposals

6.3.1 Chichester District Council currently provides a design service that provides advice at various stages of the design process, including within the South Downs National Park under the terms of an agency agreement. It is important that where proposals are likely to have a significant impact on the character and appearance of the surrounding area specialist design advice is sought. Often sensitive sites require careful consideration and a level of architectural expertise to secure the best designs for the site. General guidance on the range of applications that the Design Team advise on routinely is set out in the criteria below:-

Design Advice Criteria			
1	Size	Proposals that are significant because of their size and scale	Site: Development of 0.5 hectares or greater in area
			Size: Large buildings or groups of buildings such as Schools, large religious buildings, museums or art galleries, hospitals, shopping and leisure complexes, and office or commercial buildings
			Amount: Development involving 10 or more residential units
2	Setting	Development in, or likely to impact significantly on, an historically or environmentally sensitive location. This can include relatively modest proposals, if situated at a significant location.	City and Town Centres: Development significantly affecting Chichester City or the Town Centres of Selsey, Midhurst and Petworth.
			Historic Environment: including listed buildings conservation areas, historic parks and open spaces, archaeological sites, whether scheduled or not, and significant buildings, whether listed or not.
			Significant Landscapes: Including Chichester Harbour AONB, South Downs National Park, or likely to affect important views



Design Protocol

Design Advice Criteria			
3	Design	Development with special architectural or environmental qualities	Innovative: In terms of construction techniques, building forms, materials and technologies used. Showing innovative responses to specific planning issues and which have potential to set precedents for future design approaches.
			Influential: Likely to establish the planning, form or architectural quality for future large scale development or re-development;
			Out of the Ordinary - In terms of context or setting because of their scale, form or materials
4	Use	Proposals that are significant because of the uses they contain.	Building Types: Schools, large religious buildings, museums or art galleries, hospitals, shopping and leisure complexes, and office or commercial buildings
			Greenfield Sites: Housing Exceptions sites, village/town extensions, new houses in the rural area pursuant to NPPF Paragraph 55.
			Use: Uses likely to give rise to significant effects on their locality.

Figure 5.1 Criteria for Referral of Applications/Pre-Application Consultations to the Design Team

6.3.2 Generally advice is provided based on the assessment of the proposals presented to specialist Officers. Poorly Designed developments will be challenged. To obtain the best results it is important to engage with the Design team at an early stage in the process. Guidance is provided to assist designers in understanding the context to help inform an appropriate form of development. Advice can be provided in the form of short development briefs setting out constraints, appropriate form of relationship with surrounding buildings and streets and appropriate massing.

6.4 Independent Design Review

6.4.1 Design review panels comprise small multidisciplinary groups of leading professionals offering detailed design advice who provide an independent, expert assessment of significant architectural proposals. Design review is a tried and tested method of promoting good design and is a cost-effective and efficient way to improve quality. Panels operate across England at national, regional and local level and help Councillors, planners, clients and designers to improve design quality and better meet the needs of their communities and customers. The National Planning Policy Framework states that: “Local planning authorities should have local design review arrangements in place to provide assessment and support to ensure high standards of design.”

6.4.2 The process of design review delivers both public and economic benefits by improving the quality of architecture and design, including the design of





Design Protocol

landscapes, streets and public spaces, making them more desirable places to live in and work and visit and attractive to inward investment. The intention is that the Design Review panel would draw on a wider range of expertise to complement the Council's internal processes.

- 6.4.3 Chichester District falls within the scope of the South-East Regional Design Review Panel and in response to the NPPF requirement has in partnership with Arun, Adur and Worthing Councils commissioned the setting up of a more localised Coastal West Sussex Design Review Panel. It is anticipated that larger development or development likely to have a significant impact on its locality or environment should be referred to the panel for independent Design Review. The Design Review Panel is also able to consider other planning documents such as Masterplans and Development Briefs.

6.5 Building for Life

- 6.5.1 Building for Life is the national standard for well-designed homes and neighbourhoods. It is led by the Design Council CABE and Home Builders Federation (HBF) and backed by the Homes and Communities Agency (HCA) and Design for Homes. Good quality housing design can improve social wellbeing and quality of life by reducing crime, improving public health, easing transport problems and increasing property values. Building for Life promotes design excellence and celebrates best practice in the house building industry. Building for Life has been updated and reviewed and was re-launched in 2012



- 6.5.2 Building for Life (BfL12) assessments score the design quality of planned or completed housing developments against the 12 Building for Life criteria using a traffic light system, green if criteria is met, amber if partially met, and red if not met. Anyone can undertake assessments but they are best discussed in partnership with scheme developers.
- 6.5.3 Chichester District Council will encourage developers to use Building for Life criteria in developing their designs for all new major housing schemes of 10 or more dwellings prior to submission of a planning application. It may also be appropriate on smaller schemes as a means of identifying specific design shortcomings such as connectivity with surrounding streets, defining public and private open space. The Design and Access Statements will be expected to explain how the scheme addresses each of the 12 criteria. This can be undertaken jointly with the Council's Design Officer. All major development will be encouraged to achieve at least 8 green scores and no reds.



6.5.4 Chichester District Council will conduct BfL12 assessments on significant residential developments as part of the process of assessing development proposals.

6.6 Celebrating Successful Design

6.6.1 The District Council is keen to recognise and celebrate the best designs in our District. This can include a review of completed schemes, a Design Award Scheme, possibly run in conjunction with the South Coast Design Review Panel, and identification of successful schemes to act as case studies/good practice guides for future developments.

7. Contacts

7.1 For further information and advice please contact:

The **Design and Implementation Team** at Chichester District Council:

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8. Glossary

Shortened extracts from *By Design* (ODPM/CABE, 2000), *The Dictionary of Urbanism* (Streetwise Press, 2003) and the *National Planning Policy Framework* (CLG March 2012)

accessibility The ease with which a building, place or facility can be reached by people and/or goods and services. Accessibility can be shown on a plan or described in terms of pedestrian and vehicle movements, walking distance from public transport, travel time or population distribution.

active frontage Provided by a building or other feature whose use is directly accessible from the street or space which it faces; the opposite effect to a blank wall.

adaptability The capacity of a building or space to respond to changing social, technological, economic and market conditions.

amenity Something that contributes to an area's environmental, social, economic or cultural needs. The term's meaning is a matter for the exercise of planners' discretion, rather than being defined in law. appearance combination of the aspects of a place or building that determine the visual impression it makes.

area appraisal An assessment of an area's land uses, built and natural environment, and social and physical characteristics.

authenticity The quality of a place where things are what they seem: where buildings that look old are old, and where the social and cultural values that the place seems to reflect did actually shape it.

background building A building that is not a distinctive landmark.

backland development The development of sites at the back of existing development, such as back gardens.

barrier An obstacle to movement.

block The area bounded by a set of streets and undivided by any other significant streets.

brief This guide refers to site-specific briefs as development briefs. Site-specific briefs are also called a variety of other names, including design briefs, planning briefs and development frameworks.

brownfield 'Previously Developed Land' that is, or was, occupied by a permanent structure (excluding agricultural or forestry buildings) and associated fixed-surface infrastructure.

building element A feature (such as a door, window or cornice) that contributes to the overall design of a building.

building envelope guidelines Diagram(s) with dimensions showing the possible site and massing of a building.

building line The line formed by the frontages of buildings along a street. The building line can be shown on a plan or section.

bulk The combined effect of the arrangement, volume and shape of a building or group of buildings. Also called massing.

character appraisal Techniques (particularly as developed by English Heritage) for assessing the qualities of conservation areas.

character area An area with a distinct character, identified as such so that it can be protected or enhanced by planning policy. The degree of protection is less strong than in a conservation area.

character assessment An area appraisal emphasising historical and cultural associations.

charrette See design workshop

climate change adaptation: Adjustments to natural or human systems in response to actual or expected climatic factors or their effects, including from changes in rainfall



Design Protocol

and rising temperatures, which moderate harm or exploit beneficial opportunity

climate change mitigation: Action to reduce the impact of human activity on the climate system, primarily through reducing greenhouse gas emissions.

Code for Sustainable Homes A measure for the sustainability of a new home against categories of sustainable design, rating the 'whole home' as a complete package.

collaboration Any arrangement of people working together, such as between departments, between councillors and officials, within partnerships, between local authorities, between local authorities and developers, and with the public.

conservation/conserve The process of maintaining and managing change to the historic environment in a way that sustains and, where appropriate, enhances its significance.

conservation area character appraisal A published document defining the special architectural or historic interest that warranted the area being designated.

conservation area One designated by a local authority under the Town and Country Planning (Listed Buildings and Conservation Areas) Act 1990 as possessing special architectural or historical interest. The council will seek to preserve or enhance the character and appearance of such areas.

context (or site and area) appraisal A detailed analysis of the features of a site or area (including land uses, built and natural environment, and social and physical characteristics) which serves as the basis for an urban design framework, development brief, design guide, or other policy or guidance.

context The setting of a site or area.

countryside design summary A descriptive analysis explaining the essential design relationship between the landscape, settlement patterns and buildings. From this analysis the document draws principles that can be applied to development in the area

and sets out the implications of the choices open to designers. As supplementary planning guidance prepared by a local authority, the summary can encourage a more regionally and locally based approach to design and planning. It can also provide the context for individual communities to prepare village design statements.

defensible space Public and semi-public space that is 'defensible' in the sense that it is surveyed, demarcated or maintained by somebody. Derived from Oscar Newman's 1973 study of the same name, and an important concept in securing public safety in urban areas, defensible space is also dependent upon the existence of escape routes and the level of anonymity which can be anticipated by the users of space.

density The mass or floorspace of a building or buildings in relation to an area of land. Density can be expressed in terms of plot ratio (for commercial development); homes or habitable rooms per hectare (for residential development); site coverage plus the number of floors or a maximum building height; space standards; or a combination of these.

design review panel A group of people (often architects) with specialist knowledge, which meets regularly or occasionally to advise a local authority on the design merits of planning applications or other design issues.

design and build An arrangement whereby a single contractor designs and builds a development, rather than a contractor building it to the design of an independent architect. Design and build generally produces buildings that are relatively cheap and easy to build, using the methods with which the builder is most familiar. Standards of design are often low.

design audit An independent assessment of a design, carried out for a local authority by consultants, another local authority or some other agency.

design champion A person responsible for ensuring that a particular organisation – a local authority, regional development



Design Protocol

agency, health authority or government department, for example – promotes high standards of design throughout its work.

design code A document (usually with detailed drawings or diagrams) setting out with some precision the design and planning principles that will apply to development in a particular place.

design coordinator One who manages the design process in a development project, particularly liaising between the developer and the local authority.

design guidance A generic term for documents providing guidance on how development can be carried out in accordance with the planning and design policies of a local authority or other organisation.

design guide Design guidance on a specific topic such as shopfronts or house extensions, or relating to all kinds of development in a specific area.

design policy Relates to the form and appearance of development, rather than the land use.

design principle An expression of one of the basic design ideas at the heart of an urban design framework, design guide, development brief or design code. Each such planning tool should have its own set of design principles.

design standards Produced by districts and unitary authorities, usually to quantify measures of health and safety in residential areas.

design statement A developer can make a pre-application design statement to explain the design principles on which a development proposal in progress is based. It enables the local authority to give an initial response to the main issues raised by the proposal. An applicant for planning permission can submit a planning application design statement with the application, setting out the design principles adopted in relation to the site and its wider context. Government advice (Planning Policy Guidance Note 1) encourages an applicant for planning

permission to submit such a written statement to the local authority.

design workshop A participative event, ranging in length from a couple of hours to several days, which brings together a range of people (often local people and professional advisors) to discuss design issues. A workshop may or may not use techniques of collaborative design. Also known as a charrette.

design-led development (or regeneration) Development whose form is largely shaped by strong design ideas.

desire line An imaginary line linking facilities or places which people would find it convenient to travel between easily.

development appraisal A structured assessment of the characteristics of a site and an explanation of how they have been taken into account in drawing up development principles.

development brief A document providing guidance on how a specific site of significant size or sensitivity should be developed in line with the relevant planning and design policies. It will usually contain some indicative, but flexible, vision of future development form. A development brief usually covers a site most of which is likely to be developed in the near future. The terms 'planning brief' and 'design brief' are also sometimes used. These came into use at a time when government policy was that planning and design should be kept separate in design guidance. The term 'development brief' avoids that unworkable distinction.

development control The process through which a local authority determines whether (and with what conditions) a proposal for development should be granted planning permission.

development form See form.

Development management Any process by which a local authority works with planning applicants to improve the quality of development proposals as early as possible in period before a planning application is submitted.



Design Protocol

development plan Prepared by a local authority to describe the intended use of land in an area and provide a basis for considering planning applications. Every area is covered either by a unitary development plan or by a development plan comprising more than one document (a structure plan and a local plan, and sometimes also other plans relating to minerals and waste). The development plan sets out the policies and proposals against which planning applications will be assessed. Its context is set by national and regional planning policy guidance.

development Statutorily defined under the Town and Country Planning Act 1990 as 'the carrying out of building, engineering, mining or other operation in, on, over or under land, or the making of any material change in the use of any building or other land'. Most forms of development require planning permission.

development team (i) The people working together to bring about a particular development. (ii) Local authority officers working collaboratively in dealing with development proposals rather than each carrying out their own section's responsibilities individually.

elevation (i) An external face of a building. (ii) A diagrammatic drawing of this. (iii) The height of a site above sea level.

enabling development (i) Commercial development whose profitability makes possible a related development or restoration of social, historic or environmental value. (ii) Development (such as building an access road) that is necessary for carrying out another development.

enclosure The use of buildings to create a sense of defined space.

energy efficiency The result of minimising the use of energy through the way in which buildings are constructed and arranged on site.

enquiry by design A form of urban design and planning charrette or workshop in which

stakeholders in a proposed development, including local authorities, residents, developers, landowners, voluntary groups, employers and retailers, collaborate in producing a masterplan through a workshop that can last up to a week.

eyes on the street People whose presence in adjacent buildings or on the street make it feel safer.

facade The principal face of a building.

feasibility The appropriateness of development in relation to economic and market conditions.

fenestration The arrangement of windows on a facade.

figure/ground (or figure and ground diagram) A plan showing the relationship between built form and publicly accessible space (including streets and the interiors of public buildings such as churches) by presenting the former in black and the latter as a white background, or the other way round.

fine grain The quality of an area's layout of building blocks and plots having small and frequent subdivisions.

flagship project One intended to have the highest profile of all the elements of a regeneration scheme.

floorplate The area of a single floor of a building.

form The layout (structure and urban grain), density, scale (height and massing), appearance (materials and details) and landscape of development.

grain See urban grain.

green infrastructure A network of multi-functional green space, urban and rural, which is capable of delivering a wide range of environmental and quality of life benefits for local communities including recreational and sports facilities, parks, pathways and routes, natural and historic sites and water spaces, as well as accessible countryside.



Design Protocol

greenfield Greenfield land (or a defined site) usually farmland, that has not previously been developed.

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.

Home Zone Residential streets in which the road space is shared between drivers of motor vehicles and other road users, with the wider needs of residents (including people who walk and cycle, and children) in mind.

Inclusive design: Designing the built environment, including buildings and their surrounding spaces, to ensure that they can be accessed and used by everyone.

in-curtilage parking Parking within a building's site boundary, rather than on a public street or space.

indicative sketch A drawing of building forms and spaces which is intended to guide whomever will later prepare the actual design.

landmark A building or structure that stands out from the background buildings.

landscape The appearance of land, including its shape, form, colours and elements, the way these (including those of streets) components combine in a way that is distinctive to particular localities, the way they are perceived, and an area's cultural and historical associations.

layout The way buildings, routes and open spaces are placed in relation to each other.

legibility The degree to which a place can be easily understood by its users and the clarity of the image it presents to the wider world.

lifetime homes With an emphasis on accessibility, Lifetime Homes have a number of design features which make the home flexible enough to cope with whatever comes along in life. Part M of the Building

Regulations require all new homes to include Lifetime Home features.

local distinctiveness The positive features of a place and its communities which contribute to its special character and sense of place.

massing The combined effect of the arrangement, volume and shape of a building or group of buildings. This is also called bulk.

mixed uses A mix of complementary uses within a building, on a site or within a particular area. 'Horizontal' mixed uses are side by side, usually in different buildings. 'Vertical' mixed uses are on different floors of the same building.

mobility The ability of people to move round an area, including carers of young children, older people, people with mobility or sensory impairments, or those encumbered with luggage or shopping.

movement People and vehicles going to and passing through buildings, places and spaces.

natural surveillance (or supervision) The discouragement to wrong-doing by the presence of passers-by or the ability of people to see out of windows. Also known as passive surveillance (or supervision).

neighbourhood plans: A plan prepared by a Parish Council or Neighbourhood Forum for a particular neighbourhood area (made under the Planning and Compulsory Purchase Act 2004).

node A place where activity and routes are concentrated.

performance criterion/criteria A means of assessing the extent to which a development achieves a particular functional requirement (such as maintaining privacy). This compares with a standard, which specifies more precisely how a development is to be designed (by setting out minimum distances between buildings, for example).

permeability The degree to which a place has a variety of pleasant, convenient and safe routes through it.



Design Protocol

permitted development Small scale, often domestic, development which does not require formal planning permission provided it complies with criteria set out in Government legislation.

perspective A drawing showing the view from a particular point as it would be seen by the human eye.

placecheck A type of urban design audit advocated by the Urban Design Alliance. A local collaborative alliance or partnership uses checklists to investigate how a place can be improved.

planning for real A participation technique (pioneered by the Neighbourhood Initiatives Foundation) that involves residents and other stakeholders making a model of their area and using it to help them determine priorities for the future.

planning inspectorate Government agency which administers the Planning Appeals system.

plot ratio A measurement of density expressed as gross floor area divided by the net site area.

public realm The parts of a village, town or city (whether publicly or privately owned) that are available, without charge, for everyone to use or see, including streets, squares and parks. Also called public domain.

Renewable and low carbon energy: Includes energy for heating and cooling as well as generating electricity. Renewable energy covers those energy flows that occur naturally and repeatedly in the environment – from the wind, the fall of water, the movement of the oceans, from the sun and also from biomass and deep geothermal heat. Low carbon technologies are those that can help reduce emissions (compared to conventional use of fossil fuels).

rural edge The edge of a settlement extension which will sit adjacent to open countryside.

rural exception sites: Small sites used for affordable housing in perpetuity where sites

would not normally be used for housing. Rural exception sites seek to address the needs of the local community by accommodating households who are either current residents or have an existing family or employment connection. Small numbers of market homes may be allowed at the local authority's discretion, for example where essential to enable the delivery of affordable units without grant funding.

scale The size of a building in relation to its surroundings, or the size of parts of a building or its details, particularly in relation to the size of a person.

section A drawing showing a slice through a building or site.

setting of a heritage asset: The surroundings in which a heritage asset is experienced. Its extent is not fixed and may change as the asset and its surroundings evolve. Elements of a setting may make a positive or negative contribution to the significance of an asset, may affect the ability to appreciate that significance or may be neutral.

settlement pattern The distinctive way that the roads, paths and buildings are laid out in a particular place.

sight line The direct line from a viewer to an object.

Significance (in relation to historic environment): The value of a heritage asset to this and future generations because of its heritage interest. That interest may be archaeological, architectural, artistic or historic. Significance derives not only from a heritage asset's physical presence, but also from its setting.

strategic view The line of sight from a particular point to an important landmark or skyline.

street furniture Structures in and adjacent to the highway which contribute to the street scene, such as bus shelters, litter bins, seating, lighting and signs.

SUDS (Sustainable Urban Drainage) Surface water drainage methods that deal



Design Protocol

with runoff close to where the rain falls, manage potential pollution at its source now and in the future and protect water resources from point pollution (such as accidental spills).

supplementary planning documents:

Documents which add further detail to the policies in the Local Plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design.

sustainable development/sustainability

“Development that meets the needs of the present without compromising the ability of future generations to meet their own needs” (Brundtland Commission Report, 1987.)

topography A description or representation of artificial or natural features on or of the ground.

town centre: Area (city centres, town centres, district centres and local centres) defined on the local authority’s proposal map, including the primary shopping area and areas predominantly occupied by main town centre uses within or adjacent to the primary shopping area.

urban design The art of making places. Urban design involves the design of buildings, groups of buildings, spaces and landscapes, in villages, towns and cities, and the establishment of frameworks and processes that facilitate successful development.

urban design framework A document setting out how development plan policies should be implemented in a particular area where there is a need to control, guide and promote change. Such areas include

transport interchanges and corridors, regeneration areas, town centres, urban edges, housing estates, conservation areas, villages, new settlements, urban areas of special landscape value, and suburban areas identified as being suitable for more intense development.

urban edge The edge of an Urban Extension which will sit adjacent to the current settlement boundary

urban grain The pattern of the arrangement and size of buildings and their plots in a settlement; and the degree to which an area’s pattern of street-blocks and street junctions is respectively small and frequent, or large and infrequent.

urban structure The framework of routes and spaces that connect locally and more widely, and the way developments, routes and open spaces relate to one another.

vernacular The way in which ordinary buildings were built in a particular place before local styles, techniques and materials were superseded by imports.

village appraisal A study identifying a local community’s needs and priorities.

village design statement An advisory document, usually produced by a village community, showing how development can be carried out in harmony with the village and its setting.

visual clutter The uncoordinated arrangement of street furniture, signs and other features.

wildlife corridor: Areas of habitat connecting wildlife populations.