

APPENDIX H

WAVERLEY BOROUGH COUNCIL

EXECUTIVE - 1 DECEMBER 2009

Title:

RESIDENTIAL EXTENSIONS SUPPLEMENTARY PLANNING DOCUMENT

**[Portfolio Holder: Cllr Richard Gates]
[Wards Affected: All wards within Waverley]**

Summary and purpose:

The purpose of this report is to gain authorisation to undertake a formal public consultation on the draft Residential Extensions Supplementary Planning Document (SPD). The long term objective is to adopt the SPD as a material consideration in the determination of planning applications and to amplify the requirements of saved policy D4 of the Waverley Local Plan 2002.

How this report relates to the Council's Corporate Priorities:

The Residential Extensions SPD supports the environmental priorities of the Council. The document encourages good quality design in new residential extensions that require planning permission.

Equality and Diversity Implications:

There are no equality and diversity implications. The document will be used in determining relevant planning applications across the whole of the borough.

Resource/Value for Money implications:

Officer time will be required to co-ordinate the consultation process and future work to enable adoption of the document as a SPD. This can be accommodated within existing staff resources.

Legal Implications:

The document will be a material consideration to be used by the Borough Council when assessing planning applications.

Background

Residential Extensions SPD

1. The Supplementary Planning Guidance Advice Note - Residential Extensions: Design Guidelines was adopted in December 2002 to support the policies contained within the Waverley Borough Local Plan 2002 and amplify the principles set out in Surrey Design (2002).
2. Whilst the document has proved to be useful when advising applicants on the expectations of the Planning Authority, the lack of a comprehensive consultation process prior to its adoption has meant that the document is often afforded limited weight when relied upon at appeal.
3. It is therefore considered timely to undertake a review of the document, update it to reflect current design thinking, and subject it to a robust consultation procedure that will support the long term objective to have it adopted as a Supplementary Planning Document.
4. Given the recent amendments to the Town and Country Planning Act (Local Development) (England) Regulations 2004, there is no longer a need for a SPD to be included within the Local Development Scheme (LDS) or be subject to a Sustainability Appraisal (SA). As a result, the time and resources required to produce a SPD have been significantly reduced, giving greater opportunity to produce the Residential Extensions SPD.
5. The intention of this document is to set out clear guidelines for new residential extensions, build on evolved best practice, clarify existing design thinking, improve its use at appeal and plug any identified gaps in relevant advice. It is not the intention of the document to stifle innovative or unusual design, but to provide a clear framework for consideration by all applicants when developing new residential extensions that require planning permission.
6. Please note, that the draft SPD does not currently include any diagrams. These will be incorporated and the document appropriately designed and formatted, prior to any consultation being undertaken.

The Consultation Process

7. In order to undertake a robust consultation, the process must align to the Statement of Community Involvement (SCI), adopted in 2006 to support the development of the Local Development Framework (LDF). It must also conform to the Town and Country Planning Regulations 2004 (amended in 2008 and 2009).
8. For SPD's, the expectation is to engage with local organisations, the local community, Waverley Councillors and Town and Parish Councils at the consultation stage. It has been identified that the local organisations will include the list of accredited planning agents, planning agents and developers involved with the Planning Forum, planning agents who have submitted a householder planning application in the last twelve months, the local amenity societies and residents associations. These groups along with the Waverley Councillors and Town and Parish Councils will be informed of the consultation and invited to participate by way of a direct letter. The local community will be

notified of the consultation through the Waverley website and the local press. Whilst the notification is very focused, this does not and should not preclude any other interested parties from getting involved with the consultation.

9. The consultation period will run for a period of six weeks and commence as soon as practically possible after Executives resolution. It is likely that this timeframe will align with the Housing Options consultation to try to reduce any potential consultation fatigue.
10. The responses received to the consultation will be considered in detail, and where appropriate inform amendments to the document. These will be included within a comprehensive schedule of changes which will form part of the required consultation statement.
11. Following the consultation and any necessary amendments, the document will then follow the formal adoption procedure through the committee process, with the objective of obtaining support at Full Council for the document to be adopted as a SPD.

Conclusion

12. In order to ensure that the guidance given to applicants is up to date, reflective of current design thinking and robust enough support decisions at planning appeal, it is considered appropriate and timely to update the Residential Extension Guide. In order to achieve SPD status the document must follow a comprehensive consultation process to support its long term adoption.

Due to the large size of the document, individual copies of the document have not been widely distributed. Copies are however available for inspection in the Members Room, and individual copies are available upon request using the contact details at the end of this report and on the Waverley website.

Recommendation

It is recommended that the Executive approve the Residential Extensions draft SPD for the purposes of public consultation.

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

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