

Classification: Public

Key Decision: No

Gravesham Borough Council

Report to: Cabinet

Date: 4 January 2021

Reporting officer: Planning Manager (Policy)

Subject: Householder Extensions /Alterations Design Guidance
Supplementary Planning Document (SPD) Adoption

Purpose and summary of report:

To present Cabinet with the draft Householder Extensions /Alterations Design Guidance Supplementary Planning Document (SPD) for approval and adoption as a material consideration in decision-making of planning applications.

Recommendations:

1. That Cabinet adopt the Householder Extensions/Alterations Design Guidance as a Supplementary Planning Document and give delegated authority for final amendments (including updated graphics) to be made by the Assistant Director (Planning), in consultation with the Cabinet Member for Strategic Environment.
2. Note the responses received on the draft Householder Extensions/Alterations Design Guidance SPD consultation.

1. Introduction

- 1.1 Local Planning Authorities such as Gravesham Borough Council are required to prepare a Local Plan. A key component of the Local Plan is to consider the development needs of both present and future communities, whilst balancing this against the need to protect the local built and natural environments and the quality of life of both present and future communities.
- 1.2 A supplementary planning document (SPDs) is targeted towards providing additional detailed advice or guidance on policies in an adopted local plan. A SPD itself does not form part of the development plan, however an adopted SPD is a material consideration in decision-making.
- 1.3 The Borough's current Local Plan Core Strategy was adopted in 2014 and includes Policy CS19: Development and Design Principles. The overriding principle of this policy is to ensure, "New development will be visually attractive, fit for purpose and locally distinctive. It will conserve and enhance the character of the local built, historic and natural environment, integrate well with the surrounding local area and meet anti-crime standards. The design and construction of new development will incorporate sustainable construction standards and techniques,

be adaptable to reflect changing lifestyles, and be resilient to the effects of climate change.”

1.4 The SPD (Appendix 3) has been prepared to provide additional advice and guidance in relation to the adopted Local Plan and in particular Policy CS19, with the aim of:

- Expanding on planning policies set out in the Local Plan and the National Planning Policy Framework
- Raising awareness of the value of good design and how it can benefit a home that is being extended or altered
- Protecting the residential amenity of neighbours and enhance the local built environment
- Improving the quality of Householder Planning Applications submitted to the Council

1.5 It should be noted that failure to obtain planning permission or failure to comply with the details of a planning permission, known as a ‘planning breach’ can result in the Council taking enforcement action. As such, the Council has and continues to develop a number of documents, to assist local residents and businesses, these include:

- Local List of Validation Requirements
- Conservation Area Maintenance/Replacement Windows and Doors Guidance SPD
- Draft Householder Extensions/Alterations Design Guidance SPD
- Bite size guidance

2. Draft Householder Extensions/Alterations Design Guidance

2.1 Whilst the Local Plan Core Strategy (September 2014) includes Policy CS19: Development and Design Principles, bearing in mind Members’ desire for the Council to be supportive by providing helpful information, officers are of the view that there is a need to raise awareness of the value of good design and how it can benefit a home that is being extended or altered. This will contribute towards protecting the residential amenity of neighbours and enhancing the local built, historic and natural environment whilst giving further clarity to the public and businesses about proposals which are likely to be policy compliant.

2.2 To that end, Cabinet in June 2020 resolved to consult upon the draft Householder Extensions/Alterations Design Guidance SPD in line with the Council’s adopted Statement of Community Involvement, whilst taking into account the Government’s guidance in relation to Covid-19 at the time.

2.3 A four week consultation was undertaken between 31 August – 29 September 2020 on the draft SPD. The Consultation was primarily promoted through the Council’s Your Borough Magazine, social media accounts and the Council’s consultation portal and website.

- 2.4 A total of nine responses were received with three respondents (Southern Water, TfL and the PLA) advising they wished to make no comments. The remaining respondents were Meopham Parish Council, Shorne Parish Council, Natural England, the Ebbsfleet Development Corporation, Historic England and a resident of the Borough. To view the responses and how these have been taken into account, please see Appendix 2.
- 2.5 In general both Shorne Parish Council and the Ebbsfleet Development Corporation sought clarification or additional wording and improved illustrations. Natural England and Historic England provided advice in relation to their areas of concern but did not request changes to the document. Meopham Parish Council welcomed the document but wondered if it should include advice on addressing the needs of disabled people and those with special needs. This is not addressed via this SPD as it is a matter for Building Regulations and addressed through Approved Document M, Access to and Use of Buildings. Finally, the resident of the Borough who responded to the consultation advised that the document was not an easy read due to the use of hyperlinks and references to other document, an approach utilised to keep the length of this document to a minimum.
- 2.6 Based on the comments received officers have made a number of alterations to the draft SPD. Whilst the level of responses is low, but not surprising as the document had been based on best practice, no objections have been made to the contents of the draft guidance, as such Cabinet is asked to adopt the guidance document as a Supplementary Planning Document, so that it can be a material consideration when determining a planning application.

3. BACKGROUND PAPERS

3.1 N/A

Anyone wishing to inspect background papers should, in the first place, be directed to Committee & Electoral Services who will make the necessary arrangements.

| IMPLICATIONS | APPENDIX 1 |
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| Legal | <p>The SPD has to be progressed and adopted in accordance with the requirements as set out in the:</p> <p>TCPA 1990 Town and Country Planning Act 1990</p> <p>PCPA 2004 Planning and Compulsory Purchase Act 2004</p> <p>LP Regs 2012 Town and Country Planning (Local Planning) (England) Regulations 2012</p> |
| Finance and Value for Money | <p>Expenditure will come from within existing budgets or the case for additional budget through usual budgetary processes.</p> |
| Risk Assessment | <p>The risks associated with progressing this SPD pertain to ensuring that the correct procedures have been followed as set out in legislation and the Council's Statement of Community Involvement.</p> |
| Data Protection Impact Assessment | <p><i>A data protection impact assessment (DPIA) should be carried out at the start of any major project involving the use of personal data or if you are making a significant change to an existing process.</i></p> <p>a. Does the project/change being recommended through this paper involve the processing of personal data or special category data or criminal offence data? A definition of each type of data can be found on the Information Commissioner's Office website via the above links.</p> <p>b. If yes to question a, have you completed and attached a DPIA including Data Protection Officer advice? Yes – this is covered by the existing Data Protection and Privacy Notices used for Local Plan consultations, see https://localplan.gravesham.gov.uk/gf2.ti/f/912418/36375685.1/PDF/-/Privacy_Notice_April_2018.pdf</p> <p>c. If no to question b, please seek advice from your nominated DPIA assessor or the Information Governance Team at gdpr@medway.gov.uk.</p> |
| Equality Impact Assessment | <p>a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community? If yes, please explain answer. No</p> <p>b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality? If yes, please explain answer. No</p> <p><i>In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above</i></p> |
| Corporate Plan | <p>Objectives - People: Protected Environment (carbon neutral borough, improve the local environment) and Quality Living (deliver an ambitious and diverse programme of building, a sound car parking offer). Place: Vibrant economy (enhance the vibrancy of the Gravesham economy, improve economic conditions, positively promote sustainable development) and Connected community (improve resident</p> |

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| | well-being, enhance the borough's cultural offer, promote Gravesham's arts and heritage). |
| Climate Change | Climate Change Policy is addressed via the Council's strategic planning policy documents such as the adopted Local Plan Core Strategy and the Emerging Local Plan Partial Review, Site Allocations and Development Management Policies (Regulation 18 - Stage 2) Consultation. In due course there may be a need to provide further guidance on the Council's adopted policy i.e. Policy CS18: Climate Change through the introduction of additional Supplementary Planning Documents. |
| Crime and Disorder | There are no specific crime and disorder implications resulting from this report |
| Digital and website implications | Subject to approval, the Council's website will be updated with the approved SPD. |
| Safeguarding children and vulnerable adults | There are no "safeguarding children and vulnerable adults" implications pertaining to this report. |