Runnymede Design SPD

JULY 2021

Tibbalds
planning and urban design

Runnymede
BOROUGH COUNCIL

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A1.1 FROM THE CHAIR OF PLANNING

I am delighted to see the adoption of this document which is a vital part of the Council's drive to deliver part of the vision contained in the Runnymede 2030 Local Plan; specifically the achievement of a high quality and inclusive built environment through place shaping opportunities across the Borough.

The Runnymede 2030 Local Plan requires a step change in housing delivery in the Borough over its life time. Runnymede's communities who engaged in both the Local Plan process and the development of this guidance have been clear that they expect the quality of new development to be high, with Runnymede's intrinsic characteristics respected and maintained.

The guide seeks to ensure that developments of all scales and types which come forward in Runnymede complement and build upon the character of the area in which they are located, whether a proposal is for an extension to a family home, a major development for hundreds of homes or a new office building. The guide seeks to provide a valuable toolkit for all applicants as they design their proposals, taking them through the four main stages of the design process.

The Design Guide then defines a set of twelve aspirations for the Borough that have emerged through the production of the guide. The aspirations describe the place that we want Runnymede to be in the future. A series of design standards for Runnymede are provided based on these aspirations, which seek to help deliver distinctive and high quality development across the Borough which is locally responsive and sustainable. The Design Guide also includes a detailed character assessment of the borough to help understand more local design characteristics and includes separate guidance specifically for householder extensions and alterations, as well as the design of gypsy and traveller sites.

We are fortunate to have such a varied and attractive Borough which it is everyone's joint duty to protect and, where possible, enhance. We expect developers to utilise the guidance in this document to design their developments from inception to completion. I look forward to this document flying the flag for good design, so strengthening our resolve to enhance the special characteristics of Runnymede and leaving us better able to resist poorly designed schemes.

Prior to its adoption, the Design Guide has been through detailed preparation in the form of internal and external workshops and formal consultation. There were a number of very useful consultation responses which have helped the Council prepare this final document and I wish to thank all interested parties for the time and effort that they put into reading the document and contributing to its production.

Councillor Myles Willingale

Chairman of the Planning Committee

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A1.2 PURPOSE OF THIS GUIDE

This Guide provides design guidance to supplement policies within the Local Plan so that applicants are clear about the Council's expectations for development and high quality design. Good design is a process, and the aspiration for good design should be embedded from the outset.

Runnymede's communities have engaged in both the Local Plan process and the development of this guidance. The key messages from this process are that the quality of development is expected to be high and that Runnymede's intrinsic characteristics and residents' quality of life should be maintained.

Together, the Local Plan and this SPD meet the National Planning Policy Framework's (NPPF) requirement for achieving well designed places and provide Council policy that sets out a clear design vision and expectations for the borough.

This Design Guide was adopted on 15th July 2021. It draws upon, but now supersedes the Council's Urban Area Character Appraisal (2009) and Householder Guide (2003).

The guide gives:

■ officers a design led SPD for assessing the development proposals submitted to them;

■ applicants a greater clarity about design expectations and the process to follow for achieving high quality design;

■ members a means of assessing whether the development they are considering constitutes good design and meets the Council's clear design vision and expectations, and

■ local communities a sense of what to expect from development within their locality.

For everyone involved, it provides more certainty about what is considered good design. It will secure the delivery of distinctive and high quality development across the borough which is locally responsive and sustainable.

The design guide should not be used in isolation to guide the preparation of proposals. Other steps should include:

■ check compliance with relevant design policy in the Local Plan and any other relevant planning policy documents including the NPPF and the National Design Guide.

■ check any specific requirements the local planning authority may have for the site or proposed development;

■ a site visit and appraisal of the site in its context, and

■ a pre-application consultation(s) with planning officers.

This document provides design guidance for applicants making development proposals in the borough of Runnymede. Whilst the information within this document is a material planning consideration in the determination of planning applications and an important tool in raising design standards, it should be remembered that the role of SPD is to provide guidance and advice on policies in the adopted Local Plan, not to introduce new policy into the Development Plan. The purpose of the SPD is to help support improvements in the design of new development and it is not intended to provide a mandatory set of requirements which must be complied with rigidly in all instances. Individual planning applications will be considered on their own merits in relation to the specific circumstances of each site and its context.

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A1.3 HOW TO USE THIS GUIDE

This document provides design guidance for applicants making development proposals in the borough of Runnymede. The Council seeks high quality development that meets the objectives of urban design.

The guidance is split into two sections:

■ Part A gives background to the guide and the context and sets out aspirations for Runnymede. It describes Runnymede's character and policy context as well as the patterns of development that exist. Part A also describes the design process and the influences upon it;

■ Part B sets out the Borough's 25 design standards.

A series of Appendices provide additional advice, including a glossary and:

■ design support that is available;

■ further details of the character types;

■ guidance for sites within the main town centres;

■ householder guidance, and

■ guidance for gypsy and traveller sites.

Related topics are signposted in the bars to the right hand side of the page.
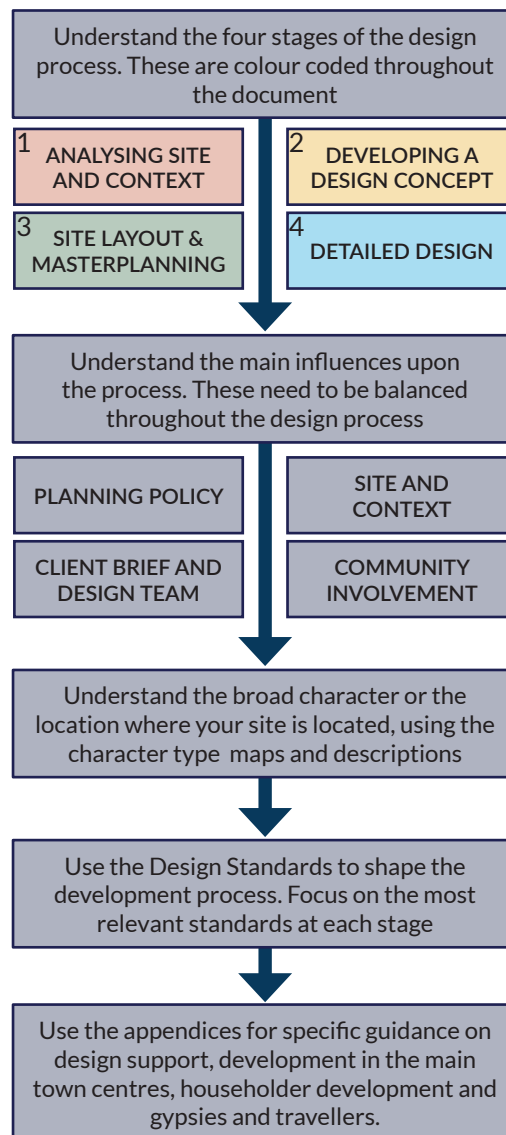
The process for using the guide is set out in the flowchart (right).

Section A3.2 defines the four stages of the design process, from strategic to detailed, and is a good starting point within the guide. Each stage is colour coded through the document, which allows cross referencing between these sections as necessary. It also highlights certain specific cross references, where these occur between different sections.

Section A3.1 outlines the main influences upon the process: the policy context, the community, the client and the site itself. These need to be balanced throughout the design process.

Section A2.2 identifies the different character types (detail maps and descriptions are in Appendix 2). These can help to understand the area in which you have an interest, and help to shape design thinking.

Part B contains the design standards, grouped around the stages of the design process. As proposals for development progress through the design process, focus on the most relevant urban design principles at each stage.

Understand the four stages of the design process. These are colour coded throughout the document

1 ANALYSING SITE AND CONTEXT
2 DEVELOPING A DESIGN CONCEPT
3 SITE LAYOUT & MASTERPLANNING
4 DETAILED DESIGN

Understand the main influences upon the process. These need to be balanced throughout the design process

PLANNING POLICY
SITE AND CONTEXT
CLIENT BRIEF AND DESIGN TEAM
COMMUNITY INVOLVEMENT

Understand the broad character or the location where your site is located, using the character type maps and descriptions

Use the Design Standards to shape the development process. Focus on the most relevant standards at each stage

Use the appendices for specific guidance on design support, development in the main town centres, householder development and gypsies and travellers.

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A2.1 RUNNYMEDE'S PATTERN OF DEVELOPMENT

Runnymede is located in north west Surrey, on the edge of Greater London. It is a small Borough, measuring only eight miles from north to south. The borough is named after the Runnymede Meadows, adjacent to the River Thames, where the Magna Carta was sealed by King John in 1215.

The Borough has three main towns; Egham, Chertsey and Addlestone. Egham also has a long history tied to its riverside location and position on longer routes in and out of the capital, and has a small and compact historic core. Chertsey is an historic town which developed around a Benedictine abbey dating from Saxon times. Addlestone is relatively young, with a small town centre which contains the administrative centre of the Borough, Runnymede Civic Centre.

Housing growth occurred up to the 1970s, around the main towns, utilising their good road and rail connections and developing new suburbs often around existing landmarks and institutions.

The development, planning and building of the M3 and M25 during the 1970s and 1980 through the borough, along with their intersection, had a significant bearing on the later development of the towns, and shapes the way Runnymede is perceived today. These factors have undermined the proximity of the main settlements, yet their closeness could be an opportunity to develop more sustainable forms of

movement within the borough, particularly by bike.

The borough also has a handful of smaller settlements and villages. Virginia Water is characterised by the planned, low density housing of the Wentworth Estate set in a woodland environment around its golf courses. Conceived as an exclusive estate in the early 20th century, it has a focus towards the station and the small retail areas there.

Englefield Green is characterised by a conservation area and a historic core which includes the Grade I listed Royal Holloway University and its campus. The northern part of the settlement rises up and drops towards Runnymede Meadow. Other small settlements include Lyne, Ottershaw, Row Town, Woodham, New Haw and the historic village of Thorpe which has existed in some form since AD672 and which contains many listed buildings and other features of historical interest. A new garden village at Longcross has also been allocated in the Runnymede 2030 Local Plan.

Outside of the built-up areas, the borough is predominantly open, and protected from development, though these open areas are used for mineral working and landfill, public utilities, educational and other institutions, research and development establishments, hotel and conference centres and large scale recreational uses, many of which are long established. Future development

is likely to be focused on the existing settlements and their town centres.
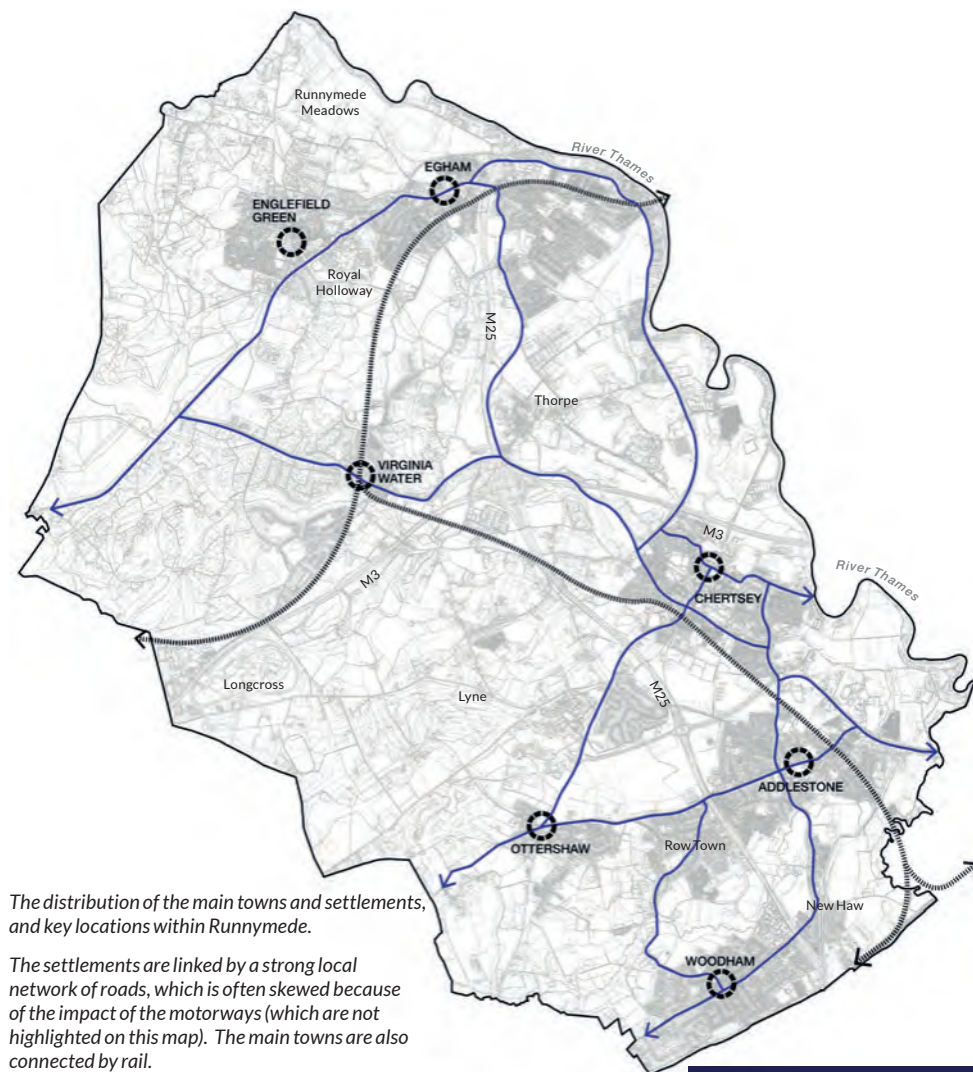
The distribution of the main towns and settlements, and key locations within Runnymede.

The settlements are linked by a strong local network of roads, which is often skewed because of the impact of the motorways (which are not highlighted on this map). The main towns are also connected by rail.

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A2.2 RUNNYMEDE'S CHARACTER AND QUALITIES

The character of Runnymede is influenced by its location on the edge of Greater London. Its urban areas are to the east, in close proximity to the M25, well connected to one another by road and rail. The M3 traverses the borough east-west, intersecting with the M25 north of Chertsey.

The River Thames bounds the borough on the eastern edge, attracting prestigious waterside residential and commercial uses and river uses, whilst the River Bourne has a changing woodland then riparian environment west to east, connecting the Surrey heath with the Thames.

The main towns are well defined by their built forms which often transition quickly into Green Belt. The Green Belt tends not to be rolling and open, but populated with various uses, including office campuses, golf courses, utilities and historic private estates and landholdings (including Windsor Great Park).

Defining character types

The built up areas of the borough share many common patterns of growth and development. As a means of broadly and consistently defining the key features of the built up areas, the guide defines five different character types within the built up areas of Runnymede, and identifies the typical characteristics of each one.

These character types are:

- Urban centre (and Chertsey Revitalisation Area);

- Formal suburban: (a) town; (b) landscape; (c) riverside;

- Dispersed;

- Commercial, and

- Institutions within the Green Belt.

The character types are described in full at Appendix Two. Proposals will generally fall within one of the character types, and this needs to be considered within the initial analysis of the site within its context.

Each settlement also has its own distinctive elements of character that derive from their historic growth, architecture and social histories.

Local character varies at a more detailed level within these categories; no part of an area is uniformly of one identical character. Every applicant should make their own detailed assessment of local character for any potential development site.

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RURAL AREAS AND LANDSCAPE CHARACTER

Outside of the main towns and settlements, Runnymede's assets include ancient woodland, areas of archaeological potential and built heritage and environmental assets important to nature conservation.
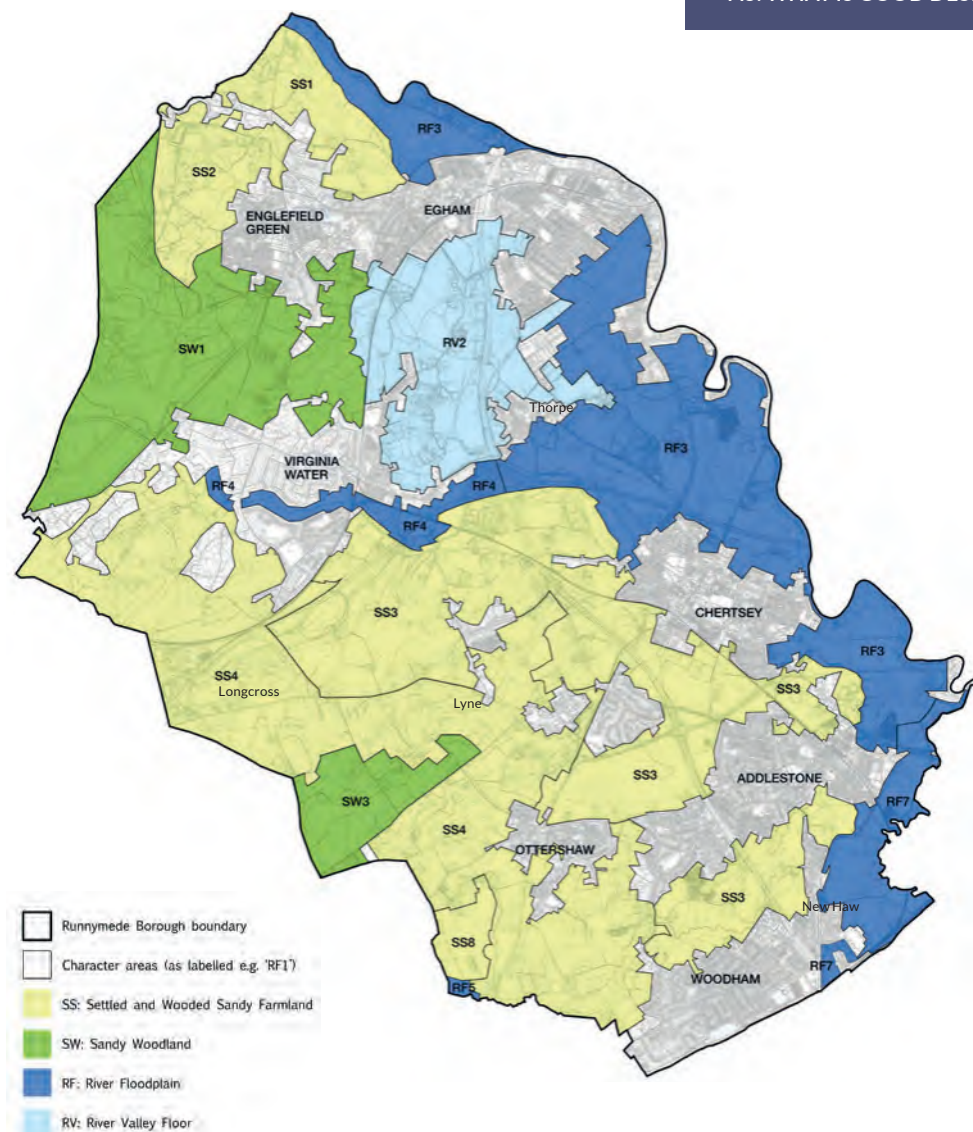
The Surrey Landscape Character Appraisal (SLCA, 2015) places the borough in the Thames Valley region (focused on the River Thames) and the Thames Basin Heaths, south of Virginia Water. The Landscape Appraisal defines the borough within the River Floodplain and River Valley Floor (around the River Thames and Bourne, and between Egham and Virginia Water), Sandy Woodland and Settled and Wooded Sandy Farmland across the southern part of the borough between Virginia Water, New Haw and Woodham.

The SLCA evaluates each character area within Runnymede and provides guidance for built development in each character area at the County-wide scale. This is applicable in non-urban areas of Runnymede. Whilst the whole of the rural area is covered by green belt, development is still possible in these areas subject to compliance with Green Belt policy contained within the NPPF and the Local Plan.

Applicants should:

- gain an understanding of settlement patterns and growth and the relationship with landscape;

- ensure the scale, form and detailing, (including materials) of development is sensitively sited and designed, to conserve historic character and settlement patterns;

- protect landscape character and quality from the negative impacts of transport networks, signs, gantries and lighting and other urbanising features;

- use traditional features (e.g. signage) rather than standard approaches to design and construction;

- maintain rural views, particularly across and through river valleys, across commons and to wider surrounding areas, and

- preserve and enhance the biodiversity within each area, including biodiversity corridors (e.g. along river valleys).

The SLCA sets out broad characteristics of the villages, bringing together the common elements and the differences. The villages do not have distinct character types defined because of their size and their position in the green belt. The Design Standards apply to the villages where appropriate.

Legend:
- Runnymede Borough boundary
- Character areas (as labelled e.g. 'RF1')
- SS: Settled and Wooded Sandy Farmland
- SW: Sandy Woodland
- RF: River Floodplain
- RV: River Valley Floor

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A2.3 POLICY CONTEXT AND KEY PRESSURES FOR DEVELOPMENT

Runnymede is expected to deliver around 500 dwellings per year over the plan period (7,507 dwellings between 2015 and 2030).

There is pressure for housing allocations to make good use of land, minimise the loss of green belt whilst respecting the environmental characteristics of each site, including those that come from the built heritage and the history of the towns. The green belt directs development towards the built-up areas, and the compact nature of the towns means the density, height and scale of major housing development proposals create particular issues, along with the accommodation of parking.

The presence of many uses within the green belt also raises pressures here where redevelopment, expansion or new buildings are planned.

National Policy and Guidance

The National Planning Policy Framework (NPPF, 2019) sets out Government planning policy. Section 12, 'Achieving well designed places', confirms that creating high quality buildings and places is a fundamental requirement of the planning process.

National Planning Practice Guidance supplements the NPPF with the importance of design, the tools available to achieve it (such as Design Guides, like this one, and design review) and considerations for certain types of development, like town centres or housing. It says that well designed or changing places should be functional, support mixed uses and tenures, be adaptable and resilient and encourage ease of movement.

The National Design Guide was originally published by the Government in October 2019 and updated in January 2021. It sets out the characteristics of well-designed places and demonstrates what good design means in practice. It forms part of the Government's collection of planning practice guidance and should be read alongside the separate planning practice guidance on design process and tools.

Local Policy and Guidance

The Runnymede Local Plan 2030 balances the need for future development with protecting the most important elements of Runnymede's character. This Design SPD supports the Local Plan.

Policy EE1, 'Townscape and Landscape Quality' sets out criteria for achieving good urban design within the context of national advice. It contains other policies that deal with design issues, including:

- Policy SD4: Highway Design Considerations;

- Policy SD7: Sustainable Design;

- Policies SL2 to SL18 and Policies IE1 and IE7 - IE12, which relate to land allocations for development and opportunity areas.

The Local Plan also has a strong focus on the need to develop the borough in the most sustainable way it can, at all scales. This ranges from the strategic level, such as the impact upon climate change and vehicle movement, down to the local level, such as the energy and space standards within individual homes and buildings.

A2.4 - RUNNYMEDE'S ASPIRATIONS

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Runnymede is a beautiful and desirable place to live, work and visit, and attracts many people because of the characterful small towns, the depth of the historic and environmental interest, the range of attractions and places of interest and its geographically advantageous position both close to the city of London and the wider opportunities within the Surrey countryside.

These special qualities have placed Runnymede under significant pressures for development into the future.

The guide defines a set of twelve aspirations for Runnymede that have emerged through the production of the guide. These describe the place that we want Runnymede to be in the future, and the standards set out through the guide have been developed with these aspirations fully in mind. In making decisions about new development, and in applying the standards, these aspirations provide a consistent checklist

Runnymede has a high quality and distinctive character. New developments should protect and enhance these special qualities, whilst working towards:

- the creation of healthier and safer communities with greater emphasis on walking and cycling;

- the provision of 'inclusive' people friendly places delivering a wide range of high quality homes and new developments across the borough;

- regeneration of our town centres to provide more robust, vibrant and attractive high quality centres where people will want to live, work and play;

- the need to address sustainability and climate change in all of our thinking;

- an ambition to respect and enhance historic environments;

- strengthening our network of green spaces and infrastructure for our benefit and for local biodiversity

- the importance of gaining and building support amongst our local communities for new developments, and

- the future proofing of development and encouraging more flexible design and use of buildings.
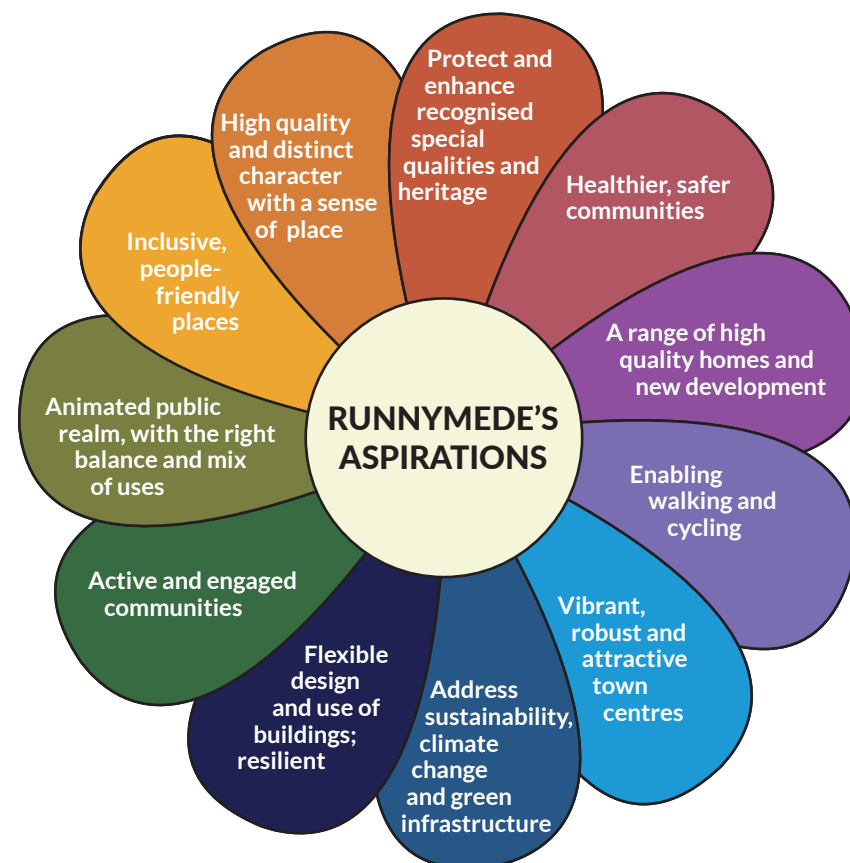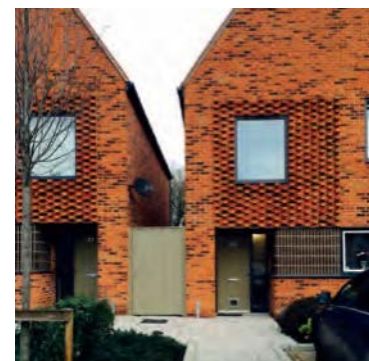

There are vital elements of development that together can create a place where people want to live, work and play. The flower diagram sets out twelve objectives for places that we should aspire to.

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There are many strong precedents for distinctive and characterful development across the country.

L - R, from the top: Harlow, Trumpington (Cambridge), Bath, Farnham, Trowse (Norwich), Addlestone, Englefield Green, Newcastle, Barking Riverside, Cambridge, Harlow, Chatham

A3.1: THE FOUR INFLUENCES ON GOOD DESIGN

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PLANNING POLICY

Policy sets out:

- the nature and appropriate location of development;

- requirements for development at various scales, (including land allocations);

- design expectations, and

- Design Standards and guidance.

Policy directs development to defined locations, through town centre regeneration and other site allocations. This ensures that development will be focused on the main town centres and their suburbs, with a number of extensions to existing settlements through the release of land from the green belt.

Local planning policy balances the need for environmental protection - the maintenance of the general extent of the Green Belt, the protection of conservation areas and listed buildings, and the character of the landscape - with the need to provide new homes and infrastructure.

Within Runnymede, local planning policy is detailed to each particular site and will be tailored to its context, constraints and opportunities. Decision-makers and applicants need to acknowledge this, and the pressures will be different case-by-case.

The policy implications presented by allocations and the policies affecting both them and other parts of the borough - such as the main town centres - will have a significant bearing on the nature of and expectations for development across the borough.

This SPD and the Design Standards provide greater clarity about design expectations for these land allocations within the borough.

SITE AND CONTEXT

The site itself and its context itself will shape and inform the development proposal. The context gives clues about the form and type of development, the layout and access, the constraints and opportunities (such as potential assets or characteristics that could deliver benefits). Knowledge and perceptions of the site will inevitably feed the community's expectation and the client's brief. It may also have influenced policy.

Where heritage assets may be affected, applicants should demonstrate a thorough understanding of their significance. The conservation area appraisals provide a rich source of information regarding the character of these areas and Historic England is a rich source of information and material relating to listed buildings and how to assess and conserve their significance.

The product of the site and context appraisal will be captured in the Design and Access Statement (DAS) which will reflect the suitability of the design approach. It will accompany the planning application in the later stages of the design process. Further guidance on the DAS is contained at Appendix One.
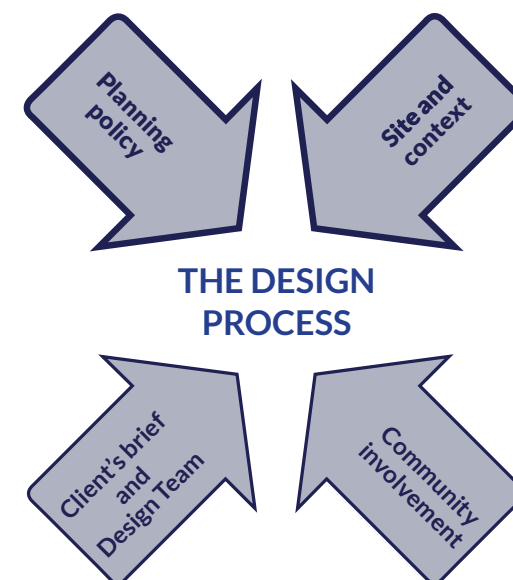
There are four influences upon the design process. This page discusses planning policy and the site and context.

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CLIENT'S BRIEF AND DESIGN TEAM

Design quality is heavily influenced by the aspirations and expectations (including financial) of the client, so it is important to embed aspiration at the start of the process.

The design team is usually responsible for developing and refining the client's initial brief although all the professionals involved in the project need to be aware of it.

The design team should be carefully chosen. It will need to include someone with design expertise and experience. This will usually be an architect, landscape architect or urban designer with appropriate skills and experience, who already has, or will, develop an understanding of the local context as part of the project.

The design team should also include someone with expertise in sustainability, to advise on energy and carbon emission reduction strategies and to carry out pre-application sustainability assessments. For larger projects, the team will need to include a full range of skills, for instance transport or heritage specialists.

The contents of the client brief should include, as a minimum:

■ the site;

■ the purpose and aims of the proposed development;

■ the type of development, size and capacity, use and range of functions it should accommodate;

■ the quality and image of the development, e.g. is it a flagship headquarters building for the client or a back office?

■ targets for environmental performance, such as those set out in national and local planning policy, and

■ budget and timescale.

COMMUNITY INVOLVEMENT

Runnymede's communities are often keen to express what they want for their local area, from early involvement in large sites, right down to the specific details of application proposals.

Most projects will need to engage with interested local people and relevant community organisations to find out what they value, or how the proposals could benefit their area. Consultation should take place after an initial appraisal, once some conclusions have been drawn, so that these can form the basis of discussion.

Local people are likely to express their concerns and fears, but will also provide important information about how a place works. Explaining the design concept can help local people to contribute, understand and comment constructively on the things that concern them most. Their input gives valuable insight, shaping proposals so they are more likely to gain local support.

Runnymede established a Community Planning Panel (CPP) in late 2015 which was made up of residents'/community associations from across the Borough. The group acted as a channel for engagement with the Borough's communities during the preparation of the Runnymede 2030 Local Plan. This group has not met since October 2018 but the Council is looking to re -establish the CPP in the near future.
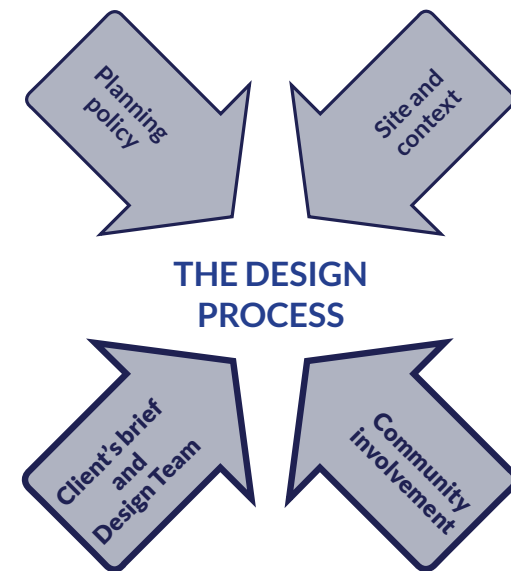
THE DESIGN PROCESS

There are four influences upon the design process. This page discusses client brief and community involvement.

A3.2 FOUR STAGES OF THE DESIGN PROCESS

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The four stages of the design process are essentially similar for projects of all sizes.

Design considerations must be integrated into all four stages from their start. All development proposals must have a clear concept and must be accompanied by a clear explanation showing how the concept responds to the site and its surroundings.

Each of the four influences on design - discussed at A3.1 - run through this process like a golden thread. A 'good practice' design process is unlikely to be linear, but iterative. Proposals may need to adapt in response to feedback.

Analysing site and context

Understanding the place and local circumstances is a vital step towards an appropriate design concept. Applicants should demonstrate, through the Design and Access Statement, the suitability of the design approach relative to the site and its context (see Appendix One). A thorough understanding of the significance of any heritage assets is also required.

For proposals not requiring a Design and Access Statement, the analysis must include, as a minimum: the characteristics of the site itself, its surroundings, opportunities to promote sustainability, and any relevant planning policy.

It is also important to consider whether there are other relevant factors that should influence a particular project, as set out in the diagram at A3.3.

Developing a Design Concept

It is important to have a strong design concept that underpins the proposals. This design concept must be appropriate to the circumstances of the site, the constraints and assets, the policy framework, the local context and the client requirements.

There are always alternative approaches to developing a site and some of these should be considered before proposals are formulated.

The preferred approach can be identified and refined as the design is developed in more detail to form a planning application. It is important to make sure that the planning application reflects what is intended to be built.

Site layout / masterplanning

Well designed places have buildings and spaces that create a successful whole. The site layout / masterplanning stage will consider the preferred approach to the site and begin to finalise the design. It will explore the detailed requirements of policy and test how these will work to create a place in which people will want to live.

It is at this stage that the nature of streets, blocks, open space and the treatment of site edges and frontages are fully explored.

Detailed Design

The information required for a planning application will vary depending upon whether it is proposed to be in outline or in detail. It should be discussed with planning officers well in advance of submitting the application.

For outline planning applications, the Council will require illustrative material to demonstrate that a high quality of design can be achieved in line with the application. As a minimum, this should include an illustrative layout and elevations or street scenes, accurately drawn to scale.
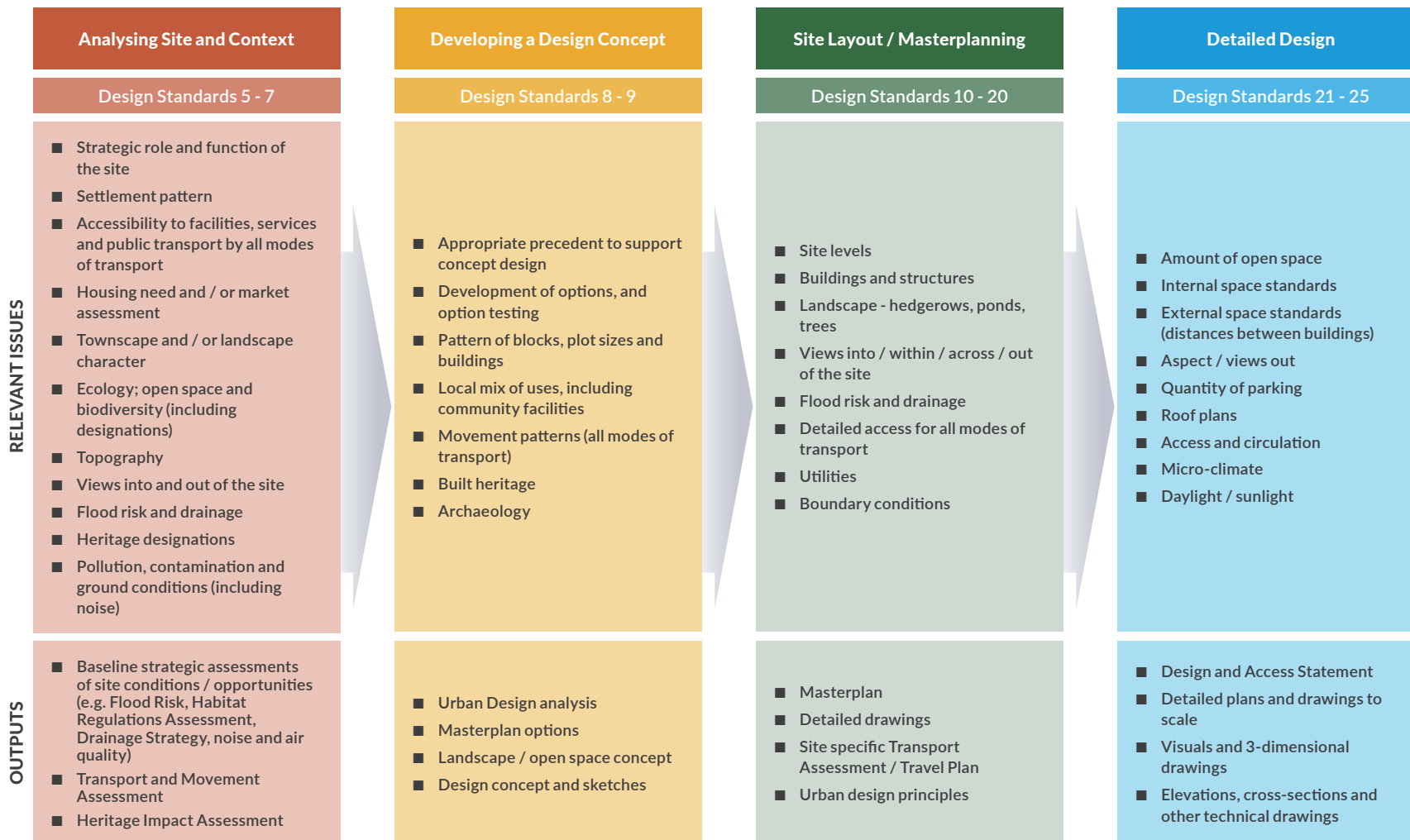
Sufficient information must be provided to allow planning officers, Council Members and the local community to assess the proposals. This should include information on materials and colours.

Planning applications will also need to be supported by evidence that demonstrates how development proposals meet the policy requirements for sustainable development.

Planning conditions may require more detailed information, on materials, colours, details and landscape, to be approved following the grant of planning permission.

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A3.2 FOUR STAGES OF THE DESIGN PROCESS

Overarching Design Standards for Runnymede *(Design Standards 1 - 4)*

Analysing Site and Context	Developing a Design Concept	Site Layout / Masterplanning	Detailed Design
Design Standards 5 - 7	Design Standards 8 - 9	Design Standards 10 - 20	Design Standards 21 - 25

RELEVANT ISSUES

Analysing Site and Context
- Strategic role and function of the site
- Settlement pattern
- Accessibility to facilities, services and public transport by all modes of transport
- Housing need and / or market assessment
- Townscape and / or landscape character
- Ecology; open space and biodiversity (including designations)
- Topography
- Views into and out of the site
- Flood risk and drainage
- Heritage designations
- Pollution, contamination and ground conditions (including noise)

Developing a Design Concept
- Appropriate precedent to support concept design
- Development of options, and option testing
- Pattern of blocks, plot sizes and buildings
- Local mix of uses, including community facilities
- Movement patterns (all modes of transport)
- Built heritage
- Archaeology

Site Layout / Masterplanning
- Site levels
- Buildings and structures
- Landscape - hedgerows, ponds, trees
- Views into / within / across / out of the site
- Flood risk and drainage
- Detailed access for all modes of transport
- Utilities
- Boundary conditions

Detailed Design
- Amount of open space
- Internal space standards
- External space standards (distances between buildings)
- Aspect / views out
- Quantity of parking
- Roof plans
- Access and circulation
- Micro-climate
- Daylight / sunlight

OUTPUTS

Analysing Site and Context
- Baseline strategic assessments of site conditions / opportunities (e.g. Flood Risk, Habitat Regulations Assessment, Drainage Strategy, noise and air quality)
- Transport and Movement Assessment
- Heritage Impact Assessment

Developing a Design Concept
- Urban Design analysis
- Masterplan options
- Landscape / open space concept
- Design concept and sketches

Site Layout / Masterplanning
- Masterplan
- Detailed drawings
- Site specific Transport Assessment / Travel Plan
- Urban design principles

Detailed Design
- Design and Access Statement
- Detailed plans and drawings to scale
- Visuals and 3-dimensional drawings
- Elevations, cross-sections and other technical drawings

You can find more detail in Appendix 6, and a checklist for each stage follows Standard 25.

PART B:
THE DESIGN STANDARDS

B1: Overarching Standards for Runnymede

B2: Analysing Site and Context

B3: Developing Structure and Key Ideas

B4: Site Layout / Masterplanning

B5: Detailed Design

DESIGN STANDARDS FOR RUNNYMEDE

B1 Overarching Standards for Runnymede

DESIGN STANDARD 1:
Strengthening Runnymede's character

DESIGN STANDARD 2:
Making people-friendly places

DESIGN STANDARD 3:
Placemaking and creating character

DESIGN STANDARD 4:
Achieving sustainable design

B2 Analysing Site and Context

DESIGN STANDARD 5:
Respond positively to the site

DESIGN STANDARD 6:
Respond positively to local character

DESIGN STANDARD 7:
Respond positively to local history

B3 Developing a Design Concept

DESIGN STANDARD 8:
Creating a vision

DESIGN STANDARD 9:
Developing a masterplan or site strategy

B4 Site Layout / Masterplanning

DESIGN STANDARD 10:
Making good connections

DESIGN STANDARD 11:
Creating a permeable and legible structure

DESIGN STANDARD 12:
Reflecting plot rhythm

DESIGN STANDARD 13:
Designing the built form and roofscape

DESIGN STANDARD 14:
Using building heights positively

DESIGN STANDARD 15:
Designing good buildings

DESIGN STANDARD 16:
Using landmarks, gateways, focal points and corners to create variety

DESIGN STANDARD 17:
Patterns of activity

DESIGN STANDARD 18:
Reinforcing landscape character and biodiversity

DESIGN STANDARD 19:
Addressing settlement edges

DESIGN STANDARD 20:
Providing and managing recreational open space and landscape

B5 Detailed Design

DESIGN STANDARD 21:
Designing the space between buildings

DESIGN STANDARD 22:
Protecting and enhancing ecology and biodiversity

DESIGN STANDARD 23:
Providing for vehicle and cycle parking

DESIGN STANDARD 24:
Ensuring residential amenity

DESIGN STANDARD 25:
Remembering 'forgotten' elements

DESIGN STANDARD 1: STRENGTHENING RUNNYMEDE'S CHARACTER

All development should respond positively to the distinctive characteristics of Runnymede borough to maintain and enhance its character and beauty.

Runnymede's compact nature, with small and attractive towns set in river meadows, woodlands and heath make it a great place to be. Good design needs to relate to and enhance the particular characteristics and identity of individual villages and towns that together define the overall character of Runnymede.

The design guide provides a rounded picture of Runnymede's character, and it is important that maintaining and improving this character, and preserving a distinctive identity, lies at the heart of accommodating future development needs in the borough. Development of all scales should also respond to any detailed variations in local character in the context of a site. Large scale developments, in particular, should maintain and enhance local character and preserve the distinctive identity of a place.

The design guide provides a broad description of this character, the main characteristics of the constituent parts and an analysis of the character types within the main towns. The guide explains what these characteristics mean for new development within the borough and the strengths and opportunities for each character type (Appendix Two) and the main town centres (Appendix Three).

Runnymede has a distinct overall character and a unique history, which shows itself in its buildings and places.

L -R from top: new housing development at Longcross, suburban terraced housing in Egham, Englefield Green conservation area, and old and new development at Royal Holloway University.

B1: OVERARCHING STANDARDS FOR RUNNYMEDE

B2: ANALYSING SITE AND CONTEXT

B3: DEVELOPING STRUCTURE AND KEY IDEAS

B4: SITE LAYOUT / MASTERPLANNING

B5: DETAILED DESIGN

DESIGN STANDARD 1: STRENGTHENING RUNNYMEDE'S CHARACTER

All development should respond positively to the distinctive characteristics of Runnymede borough to maintain and enhance its character.

POLICIES / REFS

SD1, SD2, EE1

Living with Beauty (2020) (Building Better, Building Beautiful Commission)

DESIGN STANDARD 2: MAKING PEOPLE-FRIENDLY PLACES

All development should help make Runnymede more people friendly, in particular by promoting:

- walking and cycling;

- safety and convenience for pedestrians and people with disabilities;

- activity within and on the edges of the public realm;

- opportunities for social interaction and play (formal and informal); and

- access to a network of high quality spaces to provide opportunities for physical activity and interaction with nature.

Overall, places matter more than individual components of the built environment, such as buildings, roads and parks. The focus must be on the relationship between these different components and how they support life. Designers must stand back and think about what is being created as a whole – people-friendly places that are healthy, lively, social, safe and sustainable.

The term people-friendly was coined to relate to places that have the right mix and balance of uses, that encourage movement at the pedestrian scale and that allow a scale and pace of change that is controlled by people. A people-friendly, people focused approach leads to better places that offer a higher quality of life, for social interaction and social inclusion.

Adopting such an approach allows new development to fit into the character of Runnymede and respond to its particular identity. It will often follow that communities are more accepting of change, if they believe that it can contribute positively to the wider area as well as providing new homes and other facilities. Such an approach will also find greater support within the planning process.

It is important to ensure that design focuses on creating attractive, intricate places at a human scale, which reflect the individuality, uniqueness and difference of the context. Such an approach will help Runnymede to continue to thrive in the future.

Applicants are encouraged to refer to the Active Design (2015), the guidance published by Sport England in partnership with Public Health England which looks at opportunities available to encourage and promote sport and physical activity through the design and layout of the built environment to support a step change towards healthier and more active lifestyles.

New developments need to focus on how people will actually use them and support active and socially interactive places.

PART B
THE DESIGN STANDARDS

B1: OVERARCHING STANDARDS FOR RUNNYMEDE

B2: ANALYSING SITE AND CONTEXT

B3: DEVELOPING STRUCTURE AND KEY IDEAS

B4: SITE LAYOUT / MASTERPLANNING

B5: DETAILED DESIGN

POLICIES / REFS
SD1, SD2, EE1, SL1, EE11, EE12

Active Design (2015)

Building for a Healthy Life 2020

DESIGN STANDARD 3: PLACEMAKING AND CREATING CHARACTER

New development should create a positive sense of place that enhances the existing character of the local area, or creates new character, whilst efficiently using land to meet policy objectives. This may include:

- incorporating existing positive site features into new development to provide continuity and create an instant sense of maturity;

- creating a sense of place that responds positively to the character of the local area in terms of design, architecture, townscape / landscape and the public realm;

- creating new places with a positive character appropriate to their role and function within the wider area, e.g. a new neighbourhood centre or open space/ local park, and

- responding positively and sensitively to areas of historic interest and important views.

On large sites, or where the proposed density is likely to be very different to its context, it may be more appropriate to create a distinctive identity, by establishing a new character and distinctive identity that relates well with, rather than copies, the context.

Runnymede is keen that new development can be accepted and can contribute to the borough's built heritage, rather than detract from it. Alongside the broad characteristics that define the borough, each development opportunity will have some distinct and unique features that help to place it within the borough, and proposals must understand these and take the opportunity to enhance them through the design approach. Beyond the towns, this includes the landscape characteristics in the borough, which ranges from the riverine along the Thames corridor and through the Bourne valley, through to the woodlands and heathlands further west.

In understanding and knowing a place, development can respond positively, creating new character through the approach to development and through the application of design principles from the strategic to the detailed scale.

Character and place expressed through the built form of places in Runnymede and elsewhere. Examples here use a variety of techniques - open space and landscaping, the integration of existing heritage and opportunity, the use of colour and the clear structure of streets and buildings, for instance
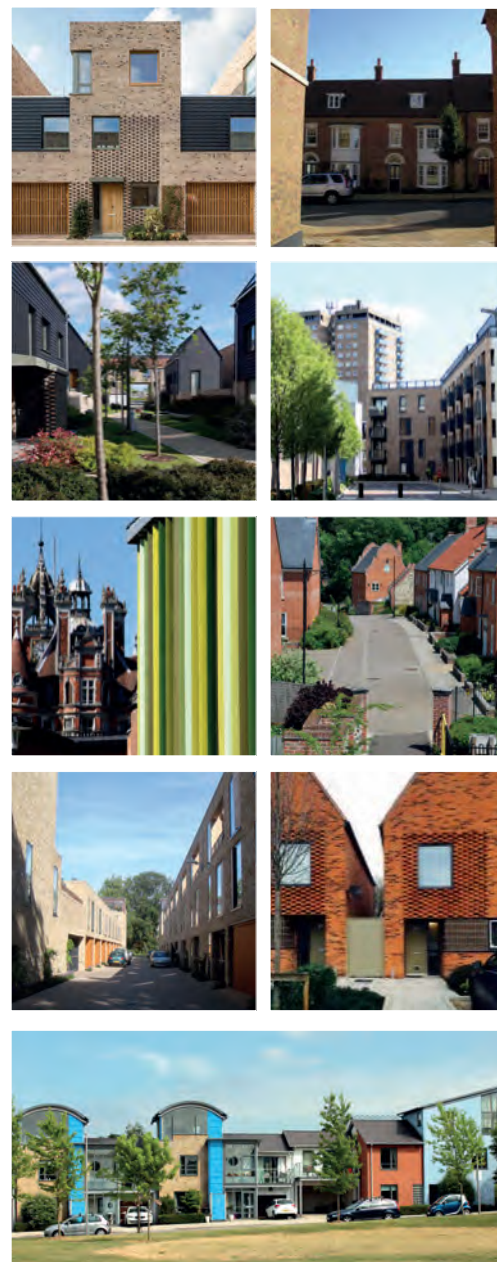
B1: OVERARCHING STANDARDS FOR RUNNYMEDE

B2: ANALYSING SITE AND CONTEXT

B3: DEVELOPING STRUCTURE AND KEY IDEAS

B4: SITE LAYOUT / MASTERPLANNING

B5: DETAILED DESIGN

DESIGN STANDARD 3: PLACEMAKING AND CREATING CHARACTER

New development should create a positive sense of place that enhances the existing character of the local area, or creates new character, whilst efficiently using land to meet policy objectives.

POLICIES / REFS
SD1, SD7, EE1, SL24, EE11, EE12

DESIGN STANDARD 4: ACHIEVING SUSTAINABLE DESIGN

All proposals should deliver sustainable development in terms of their:

- **STRUCTURE**: promoting a compact built form and positive relationship between spaces, routes and buildings;

- **NATURAL ENVIRONMENT**: creating new, and enhancing existing, open spaces and planting, protecting and connecting habitats, designing for flooding, and responding to changing climatic conditions;

- **MOVEMENT**: connecting places to maximise opportunities for walking, cycling and access to public transport;

- **BUILDINGS**: incorporating a mix of uses wherever possible, sustainable construction, renewable technologies, adaptability and resilience over time.

Design is multi-disciplinary and designers are uniquely placed to tackle future climate change. Sustainability can only be achieved by positive design that considers the relationship between the structure of places, the natural environment, the movement of people, the individual buildings and their use over time.

Sustainability is a broad term that covers a wide range of issues within the design process. In Runnymede, this principle runs through the design process, from strategic matters to details. There is therefore an expectation that wider issues – such as transport and movement – are demonstrably addressed in proposals, maximising the opportunity for everyone within the borough to make choices easily in their lives that reduce their consumption of materials and energy.

Emphasis should be placed upon using natural assets to inform development proposals, using biodiversity and topography, for instance, in ensuring that minimal impact is had through development on them.

Trees, and tree planting, can play an important role in addressing some of the negative impacts of environmental change, providing shade and shelter and breaking up the impact of urban heat islands and managing rainfall.

At the more detailed scale, sustainability means looking to minimise waste at the construction stage, using materials and construction methods that are renewable or sustainable and using techniques within developments that can reduce energy use over the long term : (e.g. through orientation, solar gain or renewable energy technologies, rainwater harvesting, greywater recovery and composting).

Sustainability covers many aspects of creating places and delivering buildings, including thinking about movement. Here a car-free environment, with supporting infrastructure, encourages cycling.

Open spaces should take advantage of sunlight, and can incorporate natural ways of managing water through sustainable urban drainage (SUDS).

DESIGN STANDARD 4: ACHIEVING SUSTAINABLE DESIGN

All proposals in Runnymede should deliver sustainable development in terms of their:

- Structure
- Landscape
- Movement
- Buildings

POLICIES / REFS

SD1, SD3, SD7, SD8, EE1, EE2, EE3, EE11, EE12

DESIGN STANDARD 5:
RESPOND POSITIVELY TO THE SITE

All proposals must respond positively to the site in its local context. They should be based on an analysis of the site's existing characteristics such as topography, townscape and built form, views, landscape, use and activity, access and movement and any planning policy designations that apply.

A good understanding of the site should underpin all development proposals. Designers should fully explore the strengths, constraints and opportunities presented by a site, and assess how this influences the development proposals.

It is important to base the site analysis on a site visit. This provides an opportunity for the designers to identify key characteristics of a site that may influence the concept and the technical approach to it. Some technical work may also be required, depending upon the site and Local Plan requirements.

The site analysis should be presented in the form of photographs and/or diagrams supported by concise bullet point text that can form part of a Design and Access Statement.

Generally the scope of site analysis will depend on the size of the site, its environmental sensitivity and the density of the development proposal. It may range from a few simple annotated diagrams to a full range of technical baseline studies.

A topographical survey with any tree canopies accurately plotted is an essential starting point for many sites.

While technical work adds cost, it also reduces the potential risks of coming up with proposals that have to be revised later in the design process. When technical issues are identified early then good designers may well be able to come up with a concept to avoid or address them.

The characteristics of a site and its context contribute towards a sense of local place and identity. Development brings change that may threaten people's sense of identity. Local concerns are more likely to be allayed if some of the key positive features of a site can be incorporated into proposals.

The design process diagram at Part A3.3 provides a checklist of matters that would be expected to be addressed at this stage.
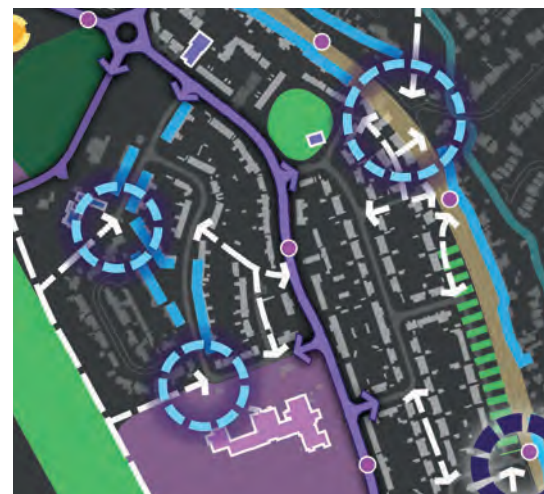
The understanding of a site, following a site visit, can be set out on an analysis diagram. This would typically take the form of a plan highlighting the strengths, constraints and opportunities of a site.

A site analysis diagram may typically show key routes, nodes, opportunities and different land uses, listed and existing buildings, trees, views and urban design features such as gateways and focal points.

DESIGN STANDARD 5: RESPOND POSITIVELY TO THE SITE

All proposals must respond positively to the site in its local context. They should be based on an analysis of the site's existing characteristics such as topography, townscape and built form, views, landscape, use and activity, access and movement and any planning policy designations that apply.

POLICIES / REFS
SD1, SD2, EE1

SL2 to SL18 and IE7 - IE11

DESIGN STANDARD 6:
RESPOND POSITIVELY TO LOCAL CHARACTER

All proposals must respond positively to local character. This should start with the character types already identified, and be supplemented by a more detailed analysis of local character in the vicinity of the site.

Before pre-application meetings, as a minimum applicants should provide an appraisal of character in the context that feeds into the identification of opportunities and constraints.

Part A2.2 of this design guide establishes five character types within Runnymede.

It is important to note that none of the areas are uniformly of one character, and this assessment does not replace the detailed analysis required of applicants. These character types introduce the character of Runnymede Borough; each applicant should make their own assessment of local character at a detailed level for any potential development site.

The character appraisal should be presented in the form of photographs and/or diagrams supported by concise bullet point text that can form part of the Design and Access Statement.
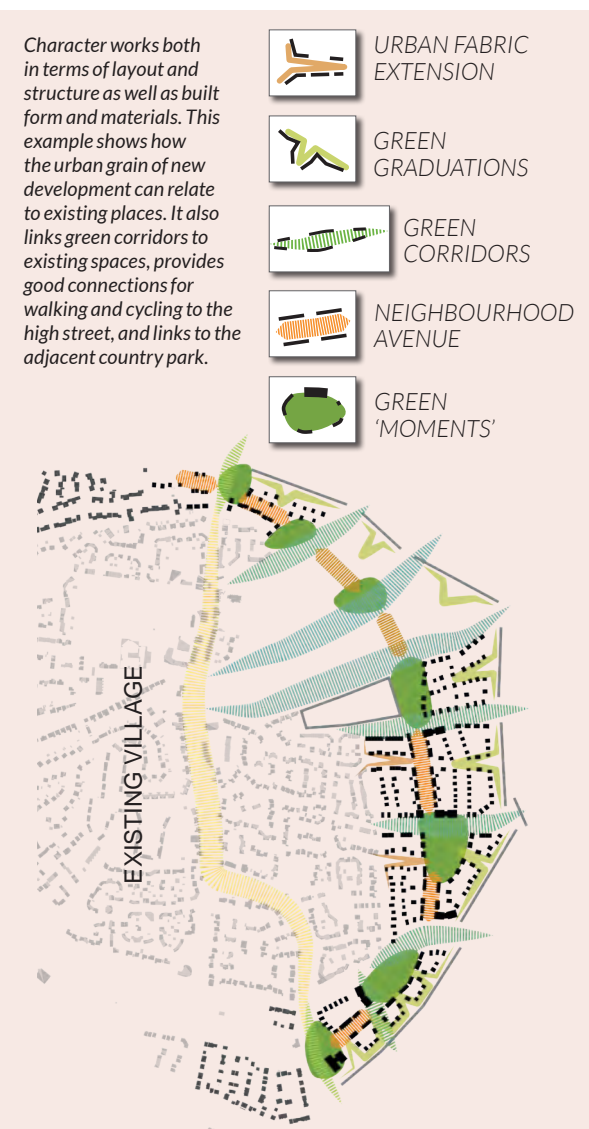
Character is the sum of all elements that make up a place including physical elements of the streets, buildings and landscape as well as softer elements such as views, sense of enclosure, land use and function, smells, sounds and colours. The particular elements that make up the character of a

place depend on the scale that it is looked at. Character describes what makes a place different from the surrounding area. It includes both:

1. The commonalities i.e. the qualities that are typical, for instance the type and pattern of housing, and
2. The special elements, i.e. the one-off distinctive features such as a church in its churchyard, a village green, or a landmark such as Royal Holloway University.

Within the areas of the borough that are not built up, the landscape character is also distinct within different parts of the borough. The Surrey Landscape Character Appraisal provides detailed guidance on how development proposals should respond to this character dependent on its location within the landscape (see Part A2.2).

The identity or character of a place comes from the way that buildings, streets, landscape and infrastructure combine together and how people experience them.

Character works both in terms of layout and structure as well as built form and materials. This example shows how the urban grain of new development can relate to existing places. It also links green corridors to existing spaces, provides good connections for walking and cycling to the high street, and links to the adjacent country park.

URBAN FABRIC EXTENSION

GREEN GRADUATIONS

GREEN CORRIDORS

NEIGHBOURHOOD AVENUE

GREEN 'MOMENTS'

EXISTING VILLAGE

B1: OVERARCHING STANDARDS FOR RUNNYMEDE

B2: ANALYSING SITE AND CONTEXT

B3: DEVELOPING STRUCTURE AND KEY IDEAS

B4: SITE LAYOUT / MASTERPLANNING

B5: DETAILED DESIGN

POLICIES / REFS
SD1, SD2, EE1
SL2 to SL18 and IE7 - IE11

23

DESIGN STANDARD 7: RESPOND POSITIVELY TO LOCAL HISTORY

Runnymede is one of the County's richer prehistoric landscapes which should be celebrated. All proposals should be informed by an understanding of how the site and the place have evolved through history Applicants should identify:

- heritage assets that could directly or indirectly be affected by development proposals;

- changes in the pattern of development, use and activity over time;

- features of local interest that have social or community value.

Where heritage assets may be affected by development, applicants should assess their significance at an early stage and make sure the findings feed into the design concept and design proposals. This could include the incorporation of art installations and/or creative design elements.

Local sense of place is shaped by physical and social characteristics, including the built form, the spaces and the activities that happen in them over time.

The development of a site can be informed by the events that have happened both on and around a site. This is particularly important within town centres, where the role and function of streets and spaces is often defined by past activity or by specific people or activity, where streets and spaces

reflect the nature of past activity and can prompt a locally distinctive response that celebrates that uniqueness.

Important historical features may be identified as heritage assets. Publications will provide a certain level of useful information, such as:

- Surrey Historic Environment Record (HER) and Surrey Historic Landscape Characterisation (HLC) data

- the Local List and Conservation Area Appraisals, available from the Borough; and

- the National Heritage List for England, available from Historic England.

When proposals take up opportunities offered by an understanding of history, then the effect of change on local identity is likely to be less disruptive than may otherwise be the case. Proposals should respond positively to the historical development of the place, and may enhance existing heritage and reveal history that may have become hidden, by

- retaining and re-using existing buildings;

- retaining and incorporating landscape or other features;

- creating a street where one existed in the past, or recreating historic plot patterns and/or urban grain;

- adopting a traditional or vernacular form of building (possibly with contemporary elevations);

- through landscape, public art or interpretation that informs or reminds people of history; or

- using traditional materials or details that are locally distinctive.

Looking at historical maps and photos, like this one of Chertsey, can tell a lot about a place

Renalds Herne/TASIS School, Thorpe-This Grade II listed building was purchased and renovated as part of the wider school development and now forms an important feature within the school site.

B1: OVERARCHING STANDARDS FOR RUNNYMEDE

B2: ANALYSING SITE AND CONTEXT

B3: DEVELOPING STRUCTURE AND KEY IDEAS

B4: SITE LAYOUT / MASTERPLANNING

B5: DETAILED DESIGN

DESIGN STANDARD 7: RESPOND POSITIVELY TO LOCAL HISTORY

All proposals should be informed by an understanding of how the site and the place have evolved through history.

Where heritage assets may be affected by development, applicants should assess their significance at an early stage and make sure the findings feed into the design concept and design proposals.

POLICIES / REFS

EE3 - EE8

Conservation Area Appraisals

Active Design (2015)

DESIGN STANDARD 8: CREATING A VISION

Applicants must establish an appropriate vision for the development and its future based on an analysis of the site and context. The vision must demonstrate a response to policy needs, community expectations, the client's brief and the historic and present nature of the site and its context.

A clear understanding of the site characteristics and the local context creates a better informed design concept. The concept can be expressed through a vision and masterplan, which drives its evolution.

With this understanding, a basic masterplan can be developed taking account of existing features and developing principles to make the most of these, thinking all the time about how people will use the site and how their lives will be lived.

The understanding of the site can begin to inform broad locations for access, buildings and spaces and the structure of the site's development.

Each site is related to the development around it, and influenced by the broad character of those areas. Development should respond to this, though the site also needs to develop its own response. This may be informed by the quantum of development sought; a site may need to deliver a development at a higher density than that around it, and this will need considering in the context of the vision.

Central Government and Local Plan policy seeks to ensure the efficient use of land which may result in development at a higher density, scale and massing. A clear understanding of the local context will better inform the design of the proposals and create a proposal which respects and enhances existing character.

A vision can be thought of as a simple expression of what the scheme is looking to achieve. It will have clarity and purpose, demonstrating the understanding of the site and its place in the wider context / settlement. The vision should come to explain the site design and response to the environment to all who have an interest, including the community.

Lightmoor Village has been driven by a desire to create a high quality place, working with the natural assets, constraints and opportunities to create a new settlement. This vision has been protected as it has been built out over two decades.

B1: OVERARCHING STANDARDS FOR RUNNYMEDE

B2: ANALYSING SITE AND CONTEXT

B3: DEVELOPING STRUCTURE AND KEY IDEAS

B4: SITE LAYOUT / MASTERPLANNING

B5: DETAILED DESIGN

DESIGN STANDARD 8: CREATING A VISION

Applicants must establish an appropriate vision for the development and its future based on an analysis of the site and context. The vision must demonstrate a response to policy needs, community expectations, the client's brief and the historic and present nature of the site and its context.

POLICIES / REFS
SD1, SD2, EE1

SL2 to SL18 and IE7 - IE11

DESIGN STANDARD 9:
DEVELOPING A MASTERPLAN OR SITE STRATEGY

Applicants should bring sites forward comprehensively with a masterplan (larger sites) or site strategy (smaller sites). It should:

- **explain the vision for the site;**

- **explain the relationship with the context in terms of landscape, built form and use;**

- **guide the quality of buildings and space;**

- **define the spatial interaction between buildings, streets and open spaces;**

- **communicate the vision to the community and stakeholders;**

- **describe how the place will be implemented; and**

- **Consider street networks and public transport routes.**

Runnymede is keen to ensure that large sites – including local plan allocations – come forward comprehensively, and not in an ad hoc or unplanned way. This also applies to sites that are closely related to one another.

Ensuring large sites can come forward in the best way is essential, and setting out objectives for it in its entirety – through a masterplan – is a good way to achieve this. A masterplan can set out an ambition for the whole area, and demonstrate how development of the site can provide the

best response for both the existing uses and neighbourhoods and those that will be living in the new neighbourhoods.

A masterplan can be produced following the analysis and context appraisal, within the established vision for the site, and develop in time to demonstrate how best to bring the site forward by applying urban design principles. The masterplan should consider development in two and three-dimensions (i.e. considering height and topography)

The principal danger in failing to provide a design concept for the site is that it comes forward in an ad hoc way. By viewing a site as a series of individual parcels, development can undermine good design by ignoring the surroundings, compromising routes and connections, ignoring key features and characteristics and removing critical mass that might support services such as public transport and non-residential uses. Developing in this way is also likely to undermine the distinction between buildings and spaces, and private and public space, by leaving difficult areas of a site undeveloped or unconsidered.

Whilst the scale of change will be different for a smaller site, the need to comprehensively plan and consider the relationship between a proposal and its context, is still fundamentally important. Smaller sites should be developed with a site strategy.

This design concept is based on connecting two streets to the north and south and integrating with the existing village, establishing a new central green space and series of smaller areas of public realm and pocket parks.

This masterplan reflects the grain of the surrounding village, with areas of varying density within it to define key routes and the central green space to the centre.

DESIGN STANDARD 9: DEVELOPING A MASTERPLAN OR SITE STRATEGY

Applicants should bring sites forward comprehensively with a masterplan or site strategy. It should:

- explain the vision for the site;

- explain the relationship with the context in terms of landscape, built form and use;

- guide the quality of buildings and space;

- define the spatial interaction between buildings, streets and open space;

- communicate the vision to the community and stakeholders;

- describe how the place will be implemented; and

- consider street networks and public transport routes.

POLICIES / REFS
SD1, SD2, EE1

SL2 to SL18 and IE7 - IE11

DESIGN STANDARD 10: MAKING GOOD CONNECTIONS

For major developments, good patterns of movement should be encouraged through:

- creating a connected network of new and existing streets;

- clear and coherent connections within the site, and

- exploiting the proximity of Runnymede's towns to improve walking, cycling and public transport links.

New and existing streets need to be easy to navigate, safe and comfortable to use, equitable for all modes of transport but with priority given to active travel.

Both national planning policy guidance and Runnymede's Local Plan stress the importance of promoting sustainable forms of transport, including walking, cycling and public transport. The physical relationship between places influences accessibility and the need to travel.

By promoting clear, direct and easy links from a housing site to existing, nearby local services, community facilities and transport nodes, new development can be integrated more easily into the wider area. Local services can also benefit from having people coming into the area who can continue to support the provision of these services.

Within the site, links and routes should be clear, direct and easy, allowing access to the edge of the site. This means ensuring that any clear desire lines or established routes (such as public footpaths, cycle routes or bridleways) are accommodated and that coherent routes between housing, services, facilities and amenities are made. Cul-de-sacs should be avoided at all times, unless providing a pedestrian and/or cycle connection.

Clear and direct routes are important because the perception of difficulty in making a journey can be enough to deter such trips. Runnymede's towns are close together and well connected, but there is a perception that they are not, partly because of the major infrastructure running through them and partly because of the dominance of cars, which deters other modes. Supporting links and routes with appropriate infrastructure for other modes – cycle lanes, adequate pavements, sheltered bus stops with good information – will also nurture such habits.
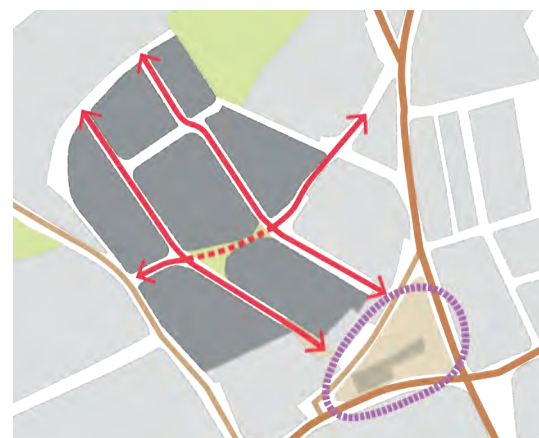
Based on the historic street pattern, this new development has a simple and well-connected street network that links into existing streets and surrounding destinations and integrates pedestrian and cycle routes through small open spaces.

Architects: DK-Architects
Photograph: Tim Crocker – Housing Design Awards.

When the street network is attractive and well-connected, residents will feel comfortable walking and cycling around their neighbourhood, and be more likely to do so. (Heald Farm Court, Newton-le-Willows, St Helens)

B1: OVERARCHING STANDARDS FOR RUNNYMEDE

B2: ANALYSING SITE AND CONTEXT

B3: DEVELOPING STRUCTURE AND KEY IDEAS

B4: SITE LAYOUT / MASTERPLANNING

B5: DETAILED DESIGN

STANDARD 10: MAKING GOOD CONNECTIONS

For medium and large developments, movement should be encouraged through:

- a connected network of new and existing streets;

- clear and coherent connections within the site; and

- exploiting the proximity of Runnymede's towns to improve walking, cycling and public transport links.

POLICIES / REFS

SD3 ,SD4

DESIGN STANDARD 11: CREATING A PERMEABLE AND LEGIBLE STRUCTURE

For medium and large developments, the street network should be defined by:

- a connected hierarchy of routes; and
- a pattern of development blocks and open spaces, clearly defining public and private areas.
- Integrating tree lined streets

A CONNECTED HIERARCHY OF ROUTES

Different streets should vary in terms of their width, layout, planting and materials to reflect their role and intended character.

Streets need to balance a number of roles and functions – movement, socialising and play, parking, access and servicing. These all influence how different streets are used by people.

Defining routes through a clear hierarchy is an important way of developing street character, making places easy to understand and creating confidence amongst users in finding their way around. This is reinforced by the design of the built form through the positioning of landmarks, use of height, and by street frontages, open space and landscape and other features (see Standard 16).

Different types of street in the hierarchy include:

- Local distributor streets, providing a main route through a scheme;
- Urban high streets (such as those within urban centres) defined by a tight urban form with a carriageway, pavement and street lighting;
- Suburban streets, which may be wider by virtue of the carriageway width and presence of larger front gardens and characterised in some places by the presence of landscape features, such as street trees ;
- Residential access streets and shared spaces, progressively more intimate, geared away from vehicular use and primarily designed as social spaces, and
- Roads outside of the settlements, which may be defined by the absence of pavements and lighting, and instead by boundary walls, hedgerows and verges.

This intersection at Longcross North shows the transition from a tertiary street (with a variation of surface materials) into a secondary residential street (with tarmac carriageway), where houses are set back from the road by front gardens and parking in front of garages.

The main street through a neighbourhood should be obvious by its larger overall width, appearance, and larger buildings and community amenities (e.g. shops, businesses, and key open spaces) along its route.

This mews-style shared surface in another area of Longcross North creates an intimate space that gives a sense of privacy and ownership for residents.

A PATTERN OF DEVELOPMENT BLOCKS AND SPACES

Residential development should be based on a perimeter block structure in order to create well-defined streets and to reinforce an intuitive street hierarchy and character.

Where such an approach is not possible, or appropriate, the designer must justify a suitable alternative approach through an analysis of the context and the design concept.

Generally, the fronts of buildings should relate to other fronts across streets or other areas of public realm, while the backs should relate to other backs to make a more private zone within the heart of a development block.

Active frontages should be created by buildings with entrances off the street and windows overlooking it, encouraging animation and activity and promoting a sense of surveillance which can engender a sense of security and safety.

Open spaces can be incorporated within a block structure at a harmonious scale and provide focal points. These open spaces should be defined through active frontages, providing natural surveillance.

According to the proposed function of the street, and its proposed role in the plan, streets should accommodate placemaking techniques to make them available to residents for purposes and functions that they may wish to define or explore, including street play and neighbourhood events.

Designing streets, rather than roads, will also encourage non-vehicular forms of movement such as walking and cycling, not only through the environment provided, which will be more conducive to this, but also through the reduction in the speed and volume of traffic.

Clear and simple block structures lead to clear and simple street hierarchies, enabling residents and visitors to easily orientate themselves within a development. In Ninewells, Cambridge, a communal shared surface street is overlooked by the surrounding houses.

The masterplan at Lightmoor Village was based upon a perimeter block structure that is evident in this plan. The relationship between the front and backs of buildings, and the spaces created (including the streets) is designed to nurture that permeability and legibility in the completed development.

*Architects: Alison Brooks Architects
Photograph: Paul Riddle*

By incorporating an area of landscaped open space within the high density development at Western Riverside in Bath, it provides a focal point where residents can meet.

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STANDARD 11: CREATING A PERMEABLE AND LEGIBLE STRUCTURE

For medium and large developments, the street network should be defined by:

- a connected hierarchy of routes; and
- a pattern of development blocks and open spaces, clearly defining public and private areas.

DESIGN STANDARD 12: REFLECTING PLOT RHYTHM

Development must respond to the plot and building rhythm within the local context.

Development plots should be large enough to accommodate the proposed built development and the requirements associated with it (such as amenity space, parking, servicing, waste and recycling collection) in an arrangement that is practical and attractive.

The appropriate plot size and development coverage will be defined by its relationship with the local area and its relationship to the context, and should be informed by the character appraisal. Plots should be configured to make sure that new development relates well to its neighbours.

The size of the plot and space between buildings on each plot will influence enclosure and character of street. The degree of continuity and the type of character proposed is also influenced by the type of development and the space it is allowed; detached dwellings tend to suit a larger plot rather than placed on tight plots.

Larger sites, and local plan allocations, should consider continuity of plots at a local level and variety at a strategic level in order to generate character and respond to different parts of the site such as the centre compared with the edge.

Any design response needs to be balanced against other objectives. Choosing the right strategy for a site can impact upon the critical mass in an area (i.e. the people available to take advantage of local facilities and services). Ensuring a critical mass of people within an area may have an impact upon the viability of services (e.g. public transport, local shops, education and medical services).

The desire to ensure that Runnymede's towns are better connected by means other than the private car, by making clear connections outside of the site and by providing suitable direct connections and infrastructure to enable this is discussed within standards 10 and 11.

Single plots

Where a development is proposed on an existing plot, it should be of a form that responds positively to the existing character of the area. For instance, where there are existing large houses set in large plots, new large houses or a block of apartments are more likely to be able to respond to the existing character than a terrace of smaller houses.

Town centre location, higher density, with a high building-plot ratio (Chertsey)

Suburban location, a formal and regular pattern of buildings, occupying a large portion of the plot (Pooley Green)

Buildings more irregular, larger plot sizes (Ottershaw).

Buildings more irregular, larger plot sizes. The surrounding landscape breaks up the built form.

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POLICIES / REFS

EE1

CASE STUDY: INTENSIFICATION

Intensification is increasingly common because of the pressure to accommodate new homes on existing land, rather than build on 'green' land'. It includes backland and tandem development, but also includes redevelopment of a single site to include more dwellings, or subdivision of an existing building to create more dwellings.

Sites are usually relatively small, but raise concerns with communities because of fears of over-looking and loss of privacy, over-development and the impact of the new access on other road users. Because of the tensions and concern that intensification can induce, engagement with those affected around the proposed development is beneficial.

Development of this type in Runnymede is becoming more prevalent and can be expected to be seen into the future. Again, they will tend to be small developments or plots within urban areas and villages, but could yield more than 10 dwellings in some cases.

The design emphasis at this scale will be focused on the detailed design aspects of the site, given that by it's very nature intensification will be changing the prevailing character within the surrounding area, and may have a negative impact if not handled sensitively and thoughtfully.

Attention should be paid to:

- the impact of the development within the streetscape (e.g. form, massing and height) and in context, (e.g. building line and spacing between buildings);

- aspect and circulation round the site and within the proposed buildings;

- the quantity and quality of public and private space and the aspect of proposed living accommodation, and

- provision of parking and servicing, especially in respect of the character within the area.

A site assembled at Addlestone East will see intensification of the use of the site, removing older two-storey buildings and replacing them with flats up to six storeys. Whilst this site is allocated within the plan, similar urban sites could be assembled and brought forward for development. Strategic issues remain important at this scale, but it is the detailed matters of design that are likely to need greater attention in the design process

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STANDARD 12: REFLECTING PLOT RHYTHM

Development must relate to the predominant plot and building rhythm.

Development plots should be large enough to accommodate the proposed built development and the requirements associated with it (such as amenity space, parking, servicing, waste and recycling collection) in an arrangement that is practical and attractive.

CASE STUDY: BACKLAND, TANDEM AND REPLACEMENT DWELLINGS

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Backland development is where landlocked sites are proposed to be developed behind existing buildings, such as on rear gardens (or collections of rear gardens) and private open space, and usually within predominantly residential areas. Such sites often have no street frontages, and need to find an access from a street to the site to enable development.

Tandem development is the development of a new house behind an existing house, and in the same plot.

Backland and tandem development will need to be located and designed to the highest standards to ensure that they:

- do not harm the existing character of the local area (e.g. if trees on the site constitute part of a characteristic green backdrop, such as in Character Type 2b);

- relate positively to the existing layout and urban form, and can accommodate the dwellings proposed and their external space, parking and access requirements;

- maintain the quality of environment for existing residents;

- create a satisfactory living environment for the new home or homes and existing surrounding properties, e.g. taking care not to compromise privacy by overlooking or by limiting space between dwellings. This includes the avoidance of conflict between private and public space, and should aim to avoid houses not facing rear boundaries, which can result in noise or traffic fumes to the detriment of the public space;

- take care not to introduce uncharacteristic elements into the street frontage, e.g. by removing green gaps between buildings, and

- create a safe and secure environment that contributes to the public realm and enables connections into the wider neighbourhood.

Replacement dwellings

Replacement dwellings are common in Runnymede. During 2017, over 60 residential applications were for replacement dwellings, many of which were located in the green belt.

Development in the green belt is strictly controlled at a national level, and the replacement of dwellings is dealt with at paragraph 145 of the NPPF, which expressly allows replacements, 'provided the new building is in the same use and not materially larger than the one it replaces'.

The Local Plan is explicit about the controls and consideration that will be applied in considering replacement dwellings.

Examples of backland (left)and tandem development (right)

Backland development (St. Ann's Mews, Chertsey)

Tandem development (Brox Road, Ottershaw)

STANDARD 12: REFLECTING PLOT RHYTHM

Development must relate to the predominant plot and building rhythm.

Development plots should be large enough to accommodate the proposed built development and the requirements associated with it (such as amenity space, parking, servicing, waste and recycling collection) in an arrangement that is practical and attractive.

DESIGN STANDARD 13:
DESIGNING THE BUILT FORM AND ROOFSCAPE

Development blocks will be sub-divided into a series of plots for different buildings to be developed. The form (layout, height and shape) of buildings on each plot should be considered at the scale of the street as a whole, and within the street hierarchy. The approach should demonstrate how the form reinforces the structure of the streets and creates character.

For each street, the fronts of buildings must define the street space with a coherent building line that relates to existing building lines where they form a positive characteristic of the area.

Sites and spaces should not be designed around the technical requirements for vehicles but must create a sense of place. Cars should be accommodated in terms of both movement and parking, as far as is consistent with national and local policy and the Council's adopted parking standards. Cars should not however be allowed to dominate the layout or streetscene (standard 23).

The design of the roofscape should reinforce the grouping of buildings, and positively contribute to street views and the wider skyline.

The built form has a number of elements that need to be considered together to ensure a coherent and competent design, including:

- the continuity of the built development along the street;

- the treatment and handling of the roofscape;

- the height of buildings, the street width and the building line and set-back (see also Principle 16);

- the proportions between building and space, and

- the role of front gardens and boundary treatments [see also Principle 23].

Much will depend on the context of the development site, as the treatment of each element will have to be justified in the wider character and the type of area in which it is located.

The character types defined within this guide provide a basis for developing the built form of schemes that come forward through the borough [Appendix Two and Standard 6].

Building height and street width

Varying the width of streets helps to define where they stand in the overall hierarchy or routes of movement [Standard 11]. However, it is not only the technical requirements of vehicles that should determine the width of a street. Other considerations should include:

- the distance between the fronts of houses to provide adequate daylight

Houses form a consistent building line along the street, while the simple building forms and roofscape create structure and rhythm within the street scene. (Englefield Green)

Architects: HTA Design LLP
Photograph: Tim Crocker

The 4-storey part of an apartment building is designed at a key corner within Allerton Bywater in Leeds. The building form and roofscape of the apartments varies from the adjacent houses, creating visual interest within the neighbourhood.

POLICIES / REFS

SD7, SD8, EE1

and sunlight to internal spaces. This will vary according to the orientation of the street and the height of the proposed buildings, and so needs to be considered specifically in relation to the site and not in an abstract sense;

- the appropriate distance for providing residents with privacy whilst inside the house;

- landscape to be included within the street, and

- provision of on-street car parking.

Most importantly, the height of the buildings in relation to the width of the street has a significant impact on the character. Buildings on any given street will play a role in the sense of enclosure and reinforce the position of a street in the hierarchy; for instance, two storey dwellings enclosing a narrow mews street will create a very different character from the same buildings along a wide tree lined boulevard.

However, this needs to be considered in a flexible manner, taking into account the context and type of development proposed. In addition, features such as street trees can be very important in terms of providing enclosure. Further detail on using building height positively is set out in Standard 14.

Continuity of buildings

Also important is the building or street frontage, which must be appropriate to the character and context of the area. A more continuous frontage creates a more urban feel, and so it follows that a less continuous frontage is more appropriate in a suburban or rural setting. Placed parallel to the street, the frontage also helps to enclose the street, with the continuity of the frontage again helping to define the nature of the space, either urban, suburban or more rural, and contributing to its sense of comfort and well-being.

The two frontages to a street should generally have common features to establish a degree of consistency between them. A sense of rhythm can be achieved (e.g. regular repetition of features or through street trees and planting).

Building lines and set-backs

The building line is the line created by the main façade of buildings in relation to a street. Streets with a positive character tend to have a distinctive building line. In most cases, this will be a consistent distance between the front of buildings and the street. However, in some cases, every building is set back a different distance from the street, in which case the variation is characteristic.
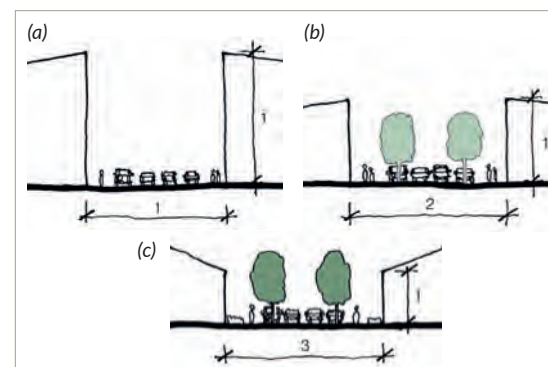
Height-width ratios
(a) 1:1 - very strong sense of enclosure (street trees optional)
(b) 1:2 - strong sense of enclosure (street trees desirable)
(c) 1:3 - moderate sense of enclosure (street trees necessary)

Detached and semi-detached houses provide less enclosure of the street (Ottershaw).

More continuous frontages formed by fronts, garden walls and walls to outbuildings result in a greater sense of enclosure (Egham)

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STANDARD 13: DESIGNING THE BUILT FORM AND ROOFSCAPE

Development blocks should be sub-divided into a series of plots for different buildings to be developed, or to break down the scale and impact of the development.

The form (layout, height and shape) of buildings on each plot should be considered at the scale of the street as a whole, and within the street hierarchy.

Sites and spaces should not be designed around the technical requirements for vehicles but must create a sense of place.

The design of the roofscape should reinforce the grouping of buildings, and positively contribute to street views and the wider skyline.

Consistent building lines add to the sense of continuity, strongly enclosing streets and spaces. A varied building line can also generate character where it is appropriate, but greater informality generally accords with a suburban or rural setting. Where this occurs, continuity may be provided by the boundary treatments such as boundary hedges and planting, or through brick walls, rather than the buildings themselves.

The design approach to building lines should be justified and should relate to the existing building lines in the area. In particular, the building line for infill developments should follow the existing building line.

Roofscape

Roofs are a neglected area of design, because they are often not visible from the street (or people rarely look up and observe them) and are a functional, less attractive part of the design. However, as part of the individual building, or group of buildings, the way in which a roof works with the elevations and within the context of the proposal is an important part of the townscape with a clear impact on character.

Roofscapes will take a considerable cue from the surrounding context, and should respond to their visibility. Aspects to consider include:

- the type of roof arrangement (e.g. hipped, gabled, mansard) and projections such as dormers, windows and bays. Mansard roofs are not prominent in Runnymede, but where proposed they should be set back, smaller than the building they span and should not overhang buildings;

- the orientation – whether ridges, parallel or perpendicular to the street and eaves or gables to the building frontage. Ridge lines parallel to the longer side of a building usually create a better proportioned form with a less dominant roof;

- the roof type and pitch. Traditional buildings tend to have a steeper pitch and chimneys, which may be an important consideration in older neighbourhoods and 3 town centres, and

- the roofscape as it may be seen from higher up or from long distances (e.g. where the topography is changeable, or views from taller buildings and multi-storey car parks in town centres).

Sustainability and adaptability brings further expectations and possibilities from roofs and roofspace:

- in respect of their aspect and pitch to take advantage of solar energy;

- as part of the wider water management system within the site layout, as part of a SUDS network. Part of this system might include the use of green roofs, and

- future use of roofspace, allowing internal layouts that makes it easier to convert to living space if required. This in turn may avoid poorly designed roof extensions and protrusions in the future.

As a means of compensating for a lack of private amenity space, development could consider incorporation of roof terraces as private space, provided other aspects of privacy and overlooking are not compromised for other residents / users, and the aspect of the terrace allows for adequate sunlight.

Regular projecting gable and chimneys with consistent materials in a residential street in Stroude creates a distinctive roofscape.

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The design of the roofscape should reinforce the grouping of buildings, and positively contribute to street views and the wider skyline.

DESIGN STANDARD 14:
USING BUILDING HEIGHTS POSITIVELY

The proposed height of buildings should be carefully justified, considering:

- the existing heights and degree of variation in the local context;

- the scale and importance of the space that the building will define or enclose;

- the position in the street hierarchy;

- the position of the building line in relation to the street;

- whether it is a focal point or landmark, and

- the impact on the setting of any heritage assets or key views.

All proposals for taller buildings must be of the highest quality, contributing positively to the character of the townscape and play a role in urban design terms.

Height should not be driven by a need to accommodate housing numbers, but should be a response to a range of factors including the site analysis and context appraisal.

In working up the structure and design of the built form (Standard 11 and 13), height may be justified in strategic locations on the site or in the layout as a means of aiding movement around the site, or may define important buildings.

Building heights in the town centres must be in an appropriate location and strengthen their character.

Whilst some of the opportunity sites within the town centres are 'gateways', these do not necessarily need to be identified by height. Gateways require a thoughtful approach to design, maintaining a high quality and balancing a number of urban design considerations, including views to it, form and frontage, relationship with the street and materials.

On settlement edges, where the boundary of a site faces the open Green Belt land, the aim is generally to soften the edge of the settlement and views into the settlement, so buildings which are more prominent through their height are unlikely to be warranted (Standard 19).

A subtle variation of heights can be achieved along the high street when building forms and materials are kept simple, and elevations have a similar rhythm. Repetitive elements, e.g. chimneys or awnings, can also help to ensure that the high street appears coherent without being monotonous. (St Jude's Road, Englefield Green)

Some variety of the building heights at key locations, e.g. at the ends and/or corners of development blocks, provide visual interest and definition of adjacent open space (Street, Somerset)

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- The impact on the setting of any heritage assets or key views.

POLICIES / REFS

SD7, SD8, EE1

DESIGN STANDARD 15: DESIGNING GOOD BUILDINGS

Developments should provide an appropriate balance of variety and consistency, by relating groups of buildings to common themes, such as building and/or eaves lines, rhythms, materials, or any combination of them.

New buildings must be designed with a coherent design approach that influences the whole building from its form, to the elevations and the detailing (whatever the architectural style may be).

Individual building elevations must be well composed, responding to the accommodation and the type of activity proposed; relating to the wider street elevation, local vernacular and character.

Building design should relate positively to local character. This may be through adopting some of the characteristics found locally – the form of a building, materials, or colour; or it may be through a design approach that is different but complementary. The quality of materials and details is important, particularly where people will be in close contact with a building, i.e. at the entrance.

It would be beneficial if applicants as part of their 'Design & Access Statements and/or supporting information could provide details at the planning application stage of local materials and how this has influenced the design of the development.

APPROPRIATE VARIETY AND GROUPING BUILDINGS

In order to create a sense of place, design should include an appropriate level of variety. This is achieved through the layout, building lines, building height, plot widths, boundary treatment, materials and so on.

The appropriate level of variety will be driven by the local context or relate to the character that a new development is trying to create. Variety should relate to the street hierarchy and different street typologies, as well as the special elements of a place such as the landmarks, gateways, focal points and corners. [see Standards 16, 17 and 23]

Often new housing developments contain a great deal of variety, with many different materials, colours, and 'features', such as different window types and sizes and materials used at random. This means that there is little consistency at the level of streets or areas, losing any sense of overall identity. This makes it difficult to identify a particular street or to find your way around. However, too little variety and a place becomes monotonous.

The key considerations are:

Villa style detached dwellings overlooking open space

Existing trees

This layout demonstrates an approach to grouping different building types to define open spaces and streets - this creates consistency through rhythm of the built form and frontages, the materials, gardens and planting.

Grouping buildings also helps to create consistent areas of character within large neighbourhoods. This approach also enables special buildings and elements to be used more strategically to create variety and interest, as above in Addenbrooke, Cambridge, where the group of buildings on the left are much simpler than those within the background of the photo.

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POLICIES / REFS

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- design with the group or street scene in mind, as well as the individual building;

- use design decisions relating to elements such as materials, building and roof forms and lines to create areas of identifiable character.

A consistent approach to the public realm, in terms of materials and details, is generally effective in helping to create a coherent identity for an area. This can then accommodate a variety of architecture within this consistent framework.

ELEVATIONS AND ARTICULATION

Elevations can be thought of as having a top, a middle and a bottom, all of which need to be designed with care and well integrated into the overall composition of the building and wider group of buildings on a given street.

The shape of elevations and the composition of openings create a pattern, or rhythm, along a street frontage. This may be vertical, horizontal or neutral. New development should generally respond to the rhythms that are already found in a street frontage.

Entrances are important elements of an elevation and should be easily identifiable. This may be achieved by some form of emphasis, such as a porch. Such features must be of high quality as they will be experienced from close up.

In some places, symmetrical compositions may be appropriate for buildings or groups of buildings, for instance where a building is of importance relative to others in the layout. It is particularly important that symmetrical compositions are well proportioned, in high quality materials and well detailed as attention will focus on them.

However, in many locations symmetry is not appropriate or necessary. For instance, terraces are generally made up of a repeated house type. The side or rear elevations of buildings do not need to match the symmetry of a façade.

Development at Longcross shows care in the grouping of buildings, and in the coherence of individual buildings as they relate to one another and the space around them. Three dimensional detailing is integral to the design approach.

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Individual building elevations must be well composed, responding to the accommodation and the type of activity proposed; relating to the wider street elevation and local character.

A COHERENT DESIGN APPROACH TO THE WHOLE BUILDING – FORM, MATERIALS AND DETAILING

Modern houses often emulate traditional buildings but lack their three dimensional qualities - windows are flush with external walls; eaves barely overhang the walls; porches, balconies and bay windows appear to be 'stuck on' to a simple box, rather than being an integral part of the design, and changes in materials and brick colour are used instead of richer detailing that casts shadows and creates interest.

Buildings should generally be designed as follows:

- with simple and well proportioned form, avoiding excessive architectural detailing, ornamentation and too many materials where this would lead to fussiness, visual confusion and/ or incompatibility with a coherent character in the street scene;

- as a three dimensional whole, with elements such as bay windows being designed in rather than being 'bolted-on';

- with windows and doors set back from the external façade of the building, which introduces some depth and modelling to the façade. Where there is no modelling of the façade, the quality of detailing will be of particular importance;

- to incorporate three-dimensional detailing, that again gives 'depth' to a building;

- changes in materials relate to the design and form of the building, rather than as an arbitrary way of creating interest. When elements have a purpose, they have a more genuine character;

- to reflect some of the attractive qualities of the local historic form of housing, for instance in terms of the scale and proportions of elements, and

- with durable materials that will last well and look good over time. Particular attention must be paid to areas that may get heavier wear, for instance corners of buildings on street frontages, porches and entrances, or boundary treatments onto the public realm.

Old Farm Close, Thorpe: An example of a development which includes traditional elements of architectural detailing including; decorative brickwork, gable features and chimneys to generate a high quality design in keeping with the character of the area in terms of scale and vernacular, and which adds visual and architectural interest to the development setting.

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New buildings must be designed with a coherent design approach that influences the whole building from its form, to the elevations and the detailing (whatever the architectural style may be).

Individual building elevations must be well composed, responding to the accommodation and the type of activity proposed; relating to the wider street elevation and local character.

DESIGN STANDARD 16:
USING LANDMARKS, GATEWAYS, FOCAL POINTS AND CORNERS TO CREATE VARIETY

To create variety and aid legibility, development proposals should identify new and existing landmarks, gateways, focal points and corner buildings that have a special status through their form, role or location.

Proposals in an established context should not block, compete or distract from an important view towards an existing landmark.

At key points in proposals, well related to the street hierarchy, special elements should be included that will make a place memorable and recognisable.

■ landmark buildings and structures are characterised by: their singularity, clear form, contrast in height and/or building line, or through their quality of design, detailing and use of materials. Landmarks may terminate views and define/enclose public space. Some landmark buildings can be seen from multiple locations, such as a building that steps above the prevailing sky line, whereas others perform as landmarks by setting up a local contrast with nearby elements. They are often located on corners and at key decision points on journeys, with landmark qualities sometimes emerging from their function, with frequent use creating a focal point for social activity;

■ gateways, where the street space narrows down or the massing of buildings appears to make it do so, to mark a threshold between one area (such as a character area or neighbourhood area) and another;

■ focal points, or meeting places, such as a public square or local park, where landmarks may denote their importance as well as enclosing larger spaces, and

■ corners buildings, generally with two active front elevations. In prominent locations, it will also be appropriate to design corner buildings as high quality landmark features that fit within the character of the area.

Designs for these special elements must be of very high quality, particularly when a taller building/structure is proposed. It is also important to consider the quality of public realm and the street level experience.

Runnymede's towns and villages feature numerous important buildings and structures, which play a role in the rich local character. Proposals in an established context should not block, compete or distract from an important view towards an existing landmark building.

Beauty in a place can range from a long view down to the detail in a building.

Landmark buildings, such as Barclays Bank in Egham, help to enclose a space, terminate views and help to orientate residents as they move around.

This four-storey apartment building in Addlestone provides enclosure and guides you round the corner, while its partially protruding balconies creates visual interest.

B1: OVERARCHING STANDARDS FOR RUNNYMEDE

B2: ANALYSING SITE AND CONTEXT

B3: DEVELOPING STRUCTURE AND KEY IDEAS

B4: SITE LAYOUT / MASTERPLANNING

B5: DETAILED DESIGN

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POLICIES / REFS

EE1

DESIGN STANDARD 17: PATTERNS OF ACTIVITY

Places should include a mix of uses that strengthen everyday activities including living, work and play. The applicant should demonstrate that the mix of uses:

- are compatible with one another and with existing uses and, together, contribute to the vitality of the place;

- are planned to create a high quality environment overall, particularly where there are heritage considerations, and

- creates an appropriate and high quality design for each use individually; frontages, including on upper floors, have active uses (i.e. not simply storage).

Town and neighbourhood centres are a unique place in any settlement because of their growth, character and mix of uses. Historically, centres have been established as an accessible heart of a place that has provided the services, shops and facilities a place needs to function. Because this has been the case in some places for centuries, centres often have a rich heritage and a unique and distinct character. This applies to Runnymede's main towns, and smaller local centres which provide a localised function and often reflect their residential surroundings.

Centres face challenges which are threatening to undermine their traditional functions (particularly retail). Maintaining attractive, convenient and functioning centres is a strongly held desire amongst many people, and the benefit that a good town centre can bring to social and economic well-being in a place is well regarded and understood.

There will be development in Runnymede's urban centres. The Local Plan identifies opportunities in all the main towns that have the potential to come forward and support the health of the town centres. These opportunities would have a range of uses compatible with their central location.

Development will need to respond to these policies, whilst also responding to the knowledge and understanding of the site established through the early stages of the design process. Uses should be compatible with those in the immediate context, which may require:

- active ground floor uses, including shop / window displays at the ground floor;

- plot widths that accord with the historical character and rhythm of the elevations, and

- shopfront design that reflects the character of the surrounding and nearby units, taking particular care to avoid insensitive and exaggerated features, particularly in historic environments.

A mix of uses supports the successful function of a place, allowing residents to make a single trip to accomplish various errands, and creating the opportunity for informal interactions. (Chertsey)

Shopfronts and ground floor uses need to be designed to activate the public realm. (Virginia Water)

B1: OVERARCHING STANDARDS FOR RUNNYMEDE

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B5: DETAILED DESIGN

STANDARD 17: PATTERNS OF ACTIVITY

Within areas of the borough where a mix of uses is a key characteristic contributing to the functioning of a place - typically town and neighbourhood centres - development should also contain a mix of uses.

POLICIES / REFS

IE3, IE4, IE5, IE6

Town Centre Opportunity Sites

Conservation Area Appraisals

DESIGN STANDARD 18:
REINFORCING LANDSCAPE CHARACTER AND BIODIVERSITY

PART B
THE DESIGN STANDARDS

B1: OVERARCHING STANDARDS FOR RUNNYMEDE

B2: ANALYSING SITE AND CONTEXT

B3: DEVELOPING STRUCTURE AND KEY IDEAS

B4: SITE LAYOUT / MASTERPLANNING

B5: DETAILED DESIGN

New development and associated landscape should retain, incorporate and enhance features that contribute towards the landscape character and biodiversity of the area.

New development should:

- contribute to the development of SUDS and open space;

- maintain and enhance biodiversity throughout the site;

- restore, maintain and enhance habitat connectivity;

- recognise the role of open space for improving environmental quality and biodiversity;

- respond to and strengthen the landscape character; and

- consider the long term stewardship of landscape and open spaces to ensure that it is well managed and maintained.

Runnymede has a rich and varied network of green infrastructure throughout the borough alongside its setting in the wider Surrey countryside. Beyond the range of formal open space available to residents already, Runnymede enjoys an open and green setting, enhanced by the riverside location typified by Runnymede and Chertsey Meadow and the sandy heathlands and woodlands more typical in the west.

Alongside this is the 'blue' infrastructure, including the River Thames and its environs and the open areas around the River Bourne, and the lakes and wetlands around Thorpe.

At the strategic scale, analysis of the wider landscape setting and biodiversity characteristics of the site should be undertaken, drawing upon the Landscape Character Appraisal's evaluation and advice in respect of the different character areas (see Section A2.2).

At the level of the site, a detailed analysis of the site constraints and opportunities will be required. This will identify the natural features of the site – e.g. present flora and fauna along with habitats, trees and hedges and water features - and will look to define ways in which the proposed development can work with the landscape and character of the site both in locating development and managing its impacts in the most effective and sustainable way. This will include natural drainage and the provision of green infrastructure within the site both to meet the needs of future human habitation, but also to ensure that the impact upon indigenous biodiversity is also taken into account.

Means of encouraging indigenous flora and fauna are broadening within development, and may include hedgehog highways, bat boxes, newt ponds, nest boxes and roosts for birds and nectar rich planting.

Mature trees should be retained in all new developments, where possible, and supported by new planting to create potential corridors for habitat and fulfil their need for shelter and movement across neighbourhoods. (Englefield Green)

Rivers are an important feature of Runnymede's landscape and should be exploited as a design opportunity for development, as they did at Egham Hythe, when they positioned the Swan Hotel to front onto the river.

STANDARD 18: REINFORCING LANDSCAPE CHARACTER AND BIODIVERSITY

New development and associated landscape should retain, incorporate and enhance features that contribute towards the landscape character and biodiversity of the area.

POLICIES / REFS

SD7

EE9, EE10, EE11, EE12

Open Space Study

Green and Blue Infrastructure SPD'

DESIGN STANDARD 19: ADDRESSING SETTLEMENT EDGES

On sites at the edge of a settlement, and where it adjoins the Green Belt, development should respond to specific character and setting, demonstrating an understanding of the local settlement pattern, the wider landscape and views in all directions.

Development should generally be designed to face outward when it overlooks a route or open space, and provide active frontages when there are existing houses facing towards the site boundary.

Where sites are bounded by major infrastructure, such as a motorway or railway, development may be designed to be inward facing. Whilst development may act as a 'barrier' to noise and other effects, this should not be the overriding objective. The design of fronts and backs of properties, and the creation of space and place, should respond to the needs of residents whilst also mitigating the negative impacts of nearby infrastructure.

Development will come forward on the edge of existing settlements. The nature of site boundaries will be unique. Open sites will be visible from distance and from approach roads, and the analysis of existing views into the site will inform this. This would be particularly important on the south side of Addlestone and Ottershaw, where sites are influenced by the riverine location and views across this from Woodham and New Haw.

Development on settlement edges should be designed to create an edge to the built-up area that both relates to the development pattern and to the landscape pattern, incorporating soft landscape to soften the edges and to integrate new housing into the setting. Buildings higher than the surrounding context are unlikely to provide a suitable edge in areas where landscape is a dominant characteristic.

On settlement edges, new development and its associated landscape should retain, incorporate and enhance features that contribute to the landscape character and biodiversity of the area wherever possible. This will have been informed by the analysis at the outset (e.g. field patterns and landscape features, typical species of trees and hedgerows, ponds and other water features).

Some sites will abut major infrastructure, and not be open, such as Thorpe Lea. Here, it should be an aim to minimise the impact upon development, and residents, from environmental issues such as noise and pollution, and visual impact. However, mitigation should not be predominant and be delivered at the expense of good design and design thinking; the quality of the environment created for the residents who will be living in these places must not be compromised.

Views towards settlement edges, as well as from them, should be carefully considered and respond to local characteristics.

Visible edges of settlements can be designed to positively relate to the landscape character, and must be designed to be of a high quality (Ottershaw)

B1: OVERARCHING STANDARDS FOR RUNNYMEDE

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POLICIES / REFS

EE1

DESIGN STANDARD 20:
PROVIDING AND MANAGING RECREATIONAL OPEN SPACE AND LANDSCAPE

Recreational open space should be integrated into major development proposals. Applicants should demonstrate that the size of the space provided suits the function it is designed for, and access to the space is available to those for whom it is designed.

Both hard and soft landscape contributes to the setting of the built elements. The quality of spaces should demonstrably enable their longevity and reflect the aspirations of the design concept.

Public space is an integral part of any site layout and should be designed in harmony with the buildings so the two are complementary. They are part of ensuring that the layout provides a good quality of life, and provide a means by which social and recreational activity can take place. Their presence promotes a healthy lifestyle, an outdoor life, and can also provide a means of managing environmental objectives, such as maintaining and /or enhancing biodiversity or managing water (Standard 18).

Different types of open space provide different experiences for users, and some open space will be shared by non-human users, such as green corridors and natural and semi-natural open space.

Common public open space provision within new residential development public spaces includes:

- squares, and other space with a hard landscape;

- greens and other spaces with a hard and / or soft landscape integrated into the street network, and

- open spaces with predominantly soft landscape which may or may not be integrated into the street network (but are nonetheless connected into the layout).

Public spaces should be well integrated into the layout, connected to streets and routes within the design and developed as part of the green network. Good public space will have a clear function, and be accessible to the proposed users of the space. This is particularly important with children's play space. Development should face outward onto open spaces, providing natural surveillance and easy access, helping with safety and security.

Public spaces can help to make a new place develop a character and distinctiveness, and create a focal point for local activity. The functions within the space can be distinguished through different treatments and materials, but spaces should feel welcoming and public.

Spaces should not be considered as an afterthought, or identified as open space because they are not developable.
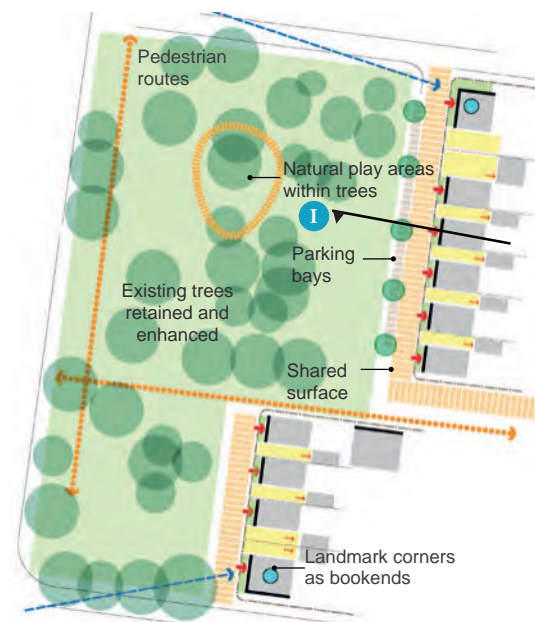
Houses are designed to front on to recreational open space to ensure natural surveillance and an attractive outlook

A large green open space located within the development provides a place where the community can meet; it also enables mature trees to be retained in the long term

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POLICIES / REFS

SL1, SL25, SL26, SL27, SL28

EE9, EE11, EE12

Open Space Study

Active Design 2015

45

DESIGN STANDARD 21:
DESIGNING THE SPACE BETWEEN BUILDINGS

Streets should be designed as 'places'. The detailed design of the street, and the spaces between buildings, must support the overall structure and built form of the development. It should contribute towards the creation of character, and reinforce the street hierarchy by reflecting the intended role, function and proposed uses. The design of new development must consider how any proposed street will function showing consideration for the needs of all users.

Streets and spaces

Streets and spaces between buildings have different functions:

- as places for social interaction and activity;
- for through movement, access and parking, and
- to provide services and utilities.

The design of a street must balance these different functions and meet the technical requirements for a road layout, without becoming car dominant. The design of streets should incorporate placemaking principles to create a high quality public realm. The design for streets should adopt a user hierarchy to consider different needs.

Different design approaches will be suitable depending on the type of street that is being created. For example, an arrangement for a carriageway flanked by footways incorporating street lights and other infrastructure will be more suitable for the main access route(s) for a development site. In a more rural setting, or within a mews area of a development, it might be more appropriate to have a less formal arrangement of shared surfaces, with less intrusive lighting.

Within residential roads and shared spaces, streets must be designed to slow vehicular traffic down. Shared spaces can provide a focus for community activities, encourage chance meetings and bring people together, for instance through street play.

Paving should be simple in design, robustly detailed and should be appropriate to the character of the area and to suit the street typology. It should be easy for all to negotiate, with dropped kerbs and tactile paving designed with care. The requirements for management and maintenance, including those of the utilities, should be planned in from an early stage. Street furniture should be minimised, and clutter must be avoided.

Planting and street trees

Trees contribute to character of an area and to the enclosure of the street in existing places and new developments, and will be expected as part of landscape proposals, especially within those areas of Runnymede where the influence of the landscape is more keenly felt.

The user hierarchy should consider the needs of pedestrians first, and the needs of non-emergency vehicles last.

Shaw's Road in Altrincham uses high quality surface materials and integrated trees to create a lively pedestrian priority environment

Trees can break up the monotony and hard nature of streets, adding to the biodiversity of the area, contributing to green corridors and assisting with issues such as noise and pollution on busier, vehicle dominated streets. Street trees can also be placed to break-up parking areas. (Design Standard 23).

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POLICIES / REFS
SD7, EE1

Appropriate trees should be carefully considered so there is space for them to grow and mature without undermining the space in (and beneath) the street, and to avoid long term management issues.

Front gardens and boundaries*

The set back of buildings from the street accommodates various requirements of the development, and contributes to its character. For residential development, the set back should generally take the form of a front garden.

The depth of front gardens has an impact on the feeling of enclosure, and influences the street hierarchy and character. Front gardens should be of a depth that reinforces the type of character sought. It may vary across a larger development where there are a various house types and character areas within a scheme. Front gardens should:

- be clearly defined as private space belonging to a particular dwelling;
- be rational in size and shape, avoiding awkward fence and boundary lines, and
- relate to the street hierarchy and volume of traffic in terms of treatment and depth.

Dependent on the nature of development, front gardens may need to accommodate 'forgotten elements' (Design Standard 25). They may also be used for parking (or

changed from garden space to parking at some point in the future). The impact of these elements on the street scene should be considered at an early stage, ensuring that they are not dealt with at the end of the process.

Boundary treatments - hedgerows, walls or railings - should enclose private spaces in front of buildings. The boundary treatments should reflect and positively contribute to the character of the area and the nature of the public realm. Boundary treatments throughout Runnymede vary; in urban areas, the boundaries are often defined by a low brick wall, but as areas become more suburban, or influenced from the landscape or the river, can become increasingly soft and dependent on hedgerows, trees or domestic planting.

Generally boundary treatments to front gardens should allow some views between street and dwelling, so that the development overlooks the streetscene. Where the boundary of a property is clearly visible within the streetscene, a certain quality of boundary treatment will be expected - close boarded fences will not be acceptable. Where there is a conscious design decision to have no boundary treatment, then open plan privacy strips or front gardens should be consistently designed so that they contribute to the character of the street and a planting scheme should be provided for these private spaces.

Rain garden swales with low maintenance planting are designed as part of this residential street in Grangetown, Cardiff.

Heyworth Ride in Haywards Heath incorporates trees and low-level planting within the street width, and in front gardens, softening the appearance of parked cars, creating an attractive and pleasant overall streetscene.

*More information on how walls and fences proposed as part of any development in flood zone 3 should be designed can be found in appendix 4 Householder Guidance (walls and fences section).

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DESIGN STANDARD 22:
PROTECTING AND ENHANCING ECOLOGY AND BIODIVERSITY

Existing biodiversity should be conserved and enhanced as part of new developments. All new open space and landscaping planned within new developments should be designed to maximise potential gains in biodiversity.

Runnymede has a rich variety of landscapes that support ecology and biodiversity, with areas of woodland cover, the river systems and watercourses, the floodplain, heath, farmland and rolling claylands. Development should comply with national and local policy regarding biodiversity net gain.

The arrangement of the built form needs to protect existing biodiversity sites and features, avoiding habitat fragmentation and to enhance the connectivity of green/habitat corridors. New developments should also accommodate new areas of biodiversity.

Designs need to create a successful relationship with existing habitats. This is especially important in rear gardens where boundary treatments should allow movement for wildlife and provide new habitat e.g. through the provision of hedgerows.

New landscaping and provision of green and blue infrastructure also needs to have regard to how it can most effectively provide enhancements for biodiversity, incorporating and enhancing features that

contribute towards the landscape character and biodiversity of the area (Standards 18 and 20). This includes elements such as:

- field patterns and lanes;
- landscape such as trees and hedgerows and green spaces;
- wetlands and watercourses;
- native species of vegetation, and
- characteristic local habitats.

Runnymede's existing landscape features support a variety of biodiversity which must be given the opportunity to inhabit and thrive in new developments.

The Development Concept Plan for Lightmoor, Telford shows retained hedgerows, woodland and open space ensuring habitat and habitat corridors are integrated.

SuDS features in Watercolour, Surrey, are planted to provide biodiversity value and create an attractive environment.

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POLICIES / REFS
SD7

SL25, SL26, SL27, SL28

EE9 EE10 EE11 EE12

Green and Blue Infrastructure SPD

DESIGN STANDARD 23:
PROVIDING FOR VEHICLE AND CYCLE PARKING

Parking for cars in residential development should aim to accommodate car ownership in a manner that is compatible with local character whilst creating a high quality environment that functions well. Provision for electric vehicles, car clubs / hire should also be included.

Residential development must provide appropriate amounts of cycle parking in a way that is secure, usable and appropriate.

Parking should be positioned and designed with care so it:

- is safe and convenient for users; where it is not within the curtilage of the dwelling, it should be overlooked either from the street or within parking courts, and close to homes;

- creates a high quality setting for development, with cars not dominating the streetscene;

- minimises the potential for car crime, and

- is sited to minimise any impact on the safety or function of the public realm. The provision of space should also define, through the design, where is not suitable for parking.

Poorly designed parking threatens to undermine the quality of the environment in Runnymede. Valuable historic areas were developed at a time when parking was not a consideration, and the quality of the environment comes from the densely packed shops and buildings within the town centres, and the tight, attractive and varied townscape this offers residents and visitors alike.

The dominance of parking can be unattractive, and compromise the quality of the public realm and can deter other forms of movement, like walking and cycling, which can in turn undermine social interaction and any sense of community. Poor layouts are achieved when the needs of cars are put before the needs of people.

A balance needs to be found where sufficient parking can be accommodated, but where it does not result in negative or unintended consequences.

Parking should be:

- integrated into the quality of the streets and spaces within a site layout;

- broken up with landscaping (including trees, where appropriate) and public realm;

- easily accessible for residents;

- close to their homes to enable the carrying of luggage or shopping into the house without parking awkwardly or illegally;

- overlooked to ensure that it is safe and used, and

Rear court parking can be an acceptable solution if there is direct frontage to provide natural surveillance, and if high quality materials and landscape are used to create a pleasant environment.

Development at Longcross successfully integrates small areas of parking within the street environment whilst maintaining access for residents and including elements of landscaping to help break parking areas up.

The Council is currently producing new Vehicular and Cycle Parking Guidance which will provide further information to complement this guide.

POLICIES / REFS

SD4 SD7

Runnymede Vehicular and Cycle Parking Guidance SPD

- clearly defined as a place to park.

Parking within the curtilage of the housing is best suited to suburban areas and to larger housing forms like detached and semi-detached dwellings.

Off-plot parking can be provided in front and rear parking courts, usually in groups of parking spaces. Off-plot parking is likely to be suitable in higher density arrangements, so terraces and apartments.

Parking space standards

Further detail on parking space standards will be provided in the Council's Vehicular and Cycle Parking Guidance SPD. However schemes should provide a space of 6m in front of a garage and or gate to allow sufficient off-street parking clear of the highway. It is commonly thought that parking spaces in groups of more than 3-5 spaces can become dominant, and planting should be used to break this up.

CYCLE PARKING

Cycle parking should be provided in new development in line with the Council's adopted Vehicular and Cycle Parking Guidance.

Cycle parking should be:

- undercover;

- lit;

- secure, safe and visible;

- adequately signed;

- close to the destination, ideally designed alongside cycle routes and lanes, and

- functional and well maintained to encourage cycling and accept cycling as an equitable form of transport .

OTHER PARKING

Electric charging points are expected to be delivered in housing units and within major developments and regeneration projects. Car clubs should also be designed into major developments and regeneration projects.

Within Town Centres, parking considerations will be very different, and the standards set out in County guidance expect that reductions in parking provision will be made. Town Centre locations are accessible and close to alternative means of transport and existing Town Centre facilities. Town Centres offer opportunities for more sustainable travel alternatives as opposed to trips by the private car.

Parallel street parking incorporating material changes and landscape to break up spaces

Blackhouse Farm, Thorpe: Provides a high quality, purpose built solution to help screen and break up parking areas within the wider development

This cycle parking near Haywards Heath town centre is visible and sheltered. The run-off from the roof waters the planters around the cycle parking.

PART B
THE DESIGN STANDARDS

B1: OVERARCHING STANDARDS FOR RUNNYMEDE

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DESIGN STANDARD 24: ENSURING RESIDENTIAL AMENITY

All dwellings must be designed with high quality internal and external space, in an appropriate layout, to accommodate different lifestyles and a range of private and communal activities.

The Covid 19 outbreak has resulted in many people spending more time at home and it is crucial that places we call home are comfortable.

Accommodation must be designed to provide suitable levels of natural daylight and sunlight to new and existing properties. Single aspect and / or north facing accommodation will be scrutinised to ensure that standards would be satisfactory.

Designs should make sure that habitable rooms enjoy reasonable levels of privacy and provide private amenity spaces where possible and appropriate.

INTERNAL SPACE

General housing

The Council has adopted the national standards through Local Plan Policy SL19 for residential units of 1, 2 and 3 bedrooms.

Internal space needs to be carefully thought out to ensure that a home suits today's needs and lifestyles and are flexible enough to accommodate future needs. This means providing space for socialising, such as sitting down to a meal, but also quiet space for contemplation and study.

Adequate circulation space and storage space should be provided. Thought should be given in family homes to bulkier objects, such as buggies and larger sized toys. Whilst storage might be accommodated in garages, this may have a knock-on effect on parking in developments.

Ground floor accommodation should avoid placing bedrooms on front-facing elevations, especially where the setback is limited or absent. Floor-to-ceiling windows should be avoided in this circumstance.

Flats

Central, internal corridors within flatted developments can be dark and unwelcoming environments and should be avoided unless they can be designed specifically to allow daylight to penetrate them.

Dual-aspect flats with opening windows on both elevations should be sought over single-aspect flats. It allows greater levels of daylight and sunlight, and for ventilation of the space across the accommodation thereby avoiding overheating. Dual aspect also allows more flexibility and adaptability within the internal layout over time, making the distinction between social and quiet space easier and offering a choice of views.

An open plan layout benefits from being dual-aspect allowing natural light in from both ends, and direct access into private outdoor space. Image © Citu

Inset balconies for flats and apartments give a better sense of privacy and are more likely to be used than protruding balconies.

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POLICIES / REFS
SD7

SL1 SL19

EE1

Secured by Design and Home Security - Part Q of the Building Regulations

Single aspect flats should be particularly avoided where they are north facing or contain three or more bedrooms. Rooms should demonstrate that they can be adequately ventilated, particularly habitable rooms and kitchens, and that they can avoid overheating without reliance on energy intensive mechanical cooling systems.

EXTERNAL SPACE

All new houses and flats / apartments should have access to usable outdoor space, be it private or communal (which may include a roof garden or terrace) or a balcony. Access for maintenance should also be provided.

Housing

Private rear gardens should be capable of accommodating activities such as outdoor play, drying clothes and storage. Garden sizes should be proportionate to dwelling size, but also responsive to the context and the nature of the area. Rear gardens should contain functional space, allowing activities and uses to take place, and so should be regular in shape where possible.

External space is generally less in urban areas and greater in suburban and rural areas. In town centres, this may mean more compact garden space, or compensatory provision of roof space or balconies where this does not undermine privacy.
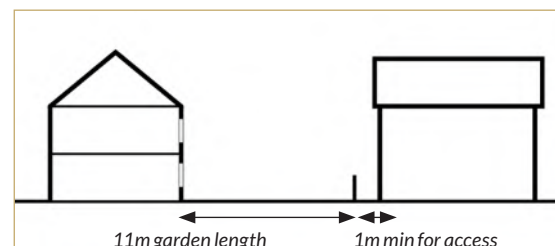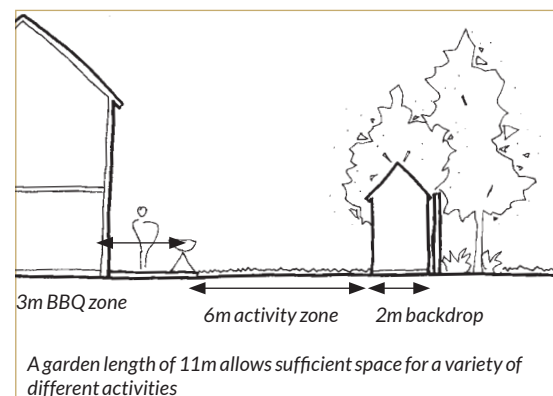
Flats

Communal and private gardens should benefit from direct sunlight for some part of the day for all the year. They should have some access to the ground floor, and avoid overlooking and privacy issues between facing elevations.

Balcony space should be carefully considered dependent on the context. Protruding balconies can feel exposed in certain contexts (e.g. in busy streets), which may discourage their use or, where balconies are transparent (with railings or glass) users begin to introduce screening around them, which could be detrimental to the streetscene. Internal balconies may be preferable in these cases, though this should be accommodated within the internal floorspace.

Protruding balconies can introduce overlooking (e.g. public spaces and gardens) which may bring activity and a sense of security into such spaces, though should be avoided where it undermines residential privacy. As a rule of thumb, protruding balconies should have a depth and width of at least 1.5m to accommodate chairs and a table.

'Rule of thumb' distance for assessing gardens

3m BBQ zone   6m activity zone   2m backdrop

A garden length of 11m allows sufficient space for a variety of different activities

11m garden length   1m min for access

A length of 11m also provides minimum garden length and distance for retaining access to flank elevations

PART B
THE DESIGN STANDARDS

B1: OVERARCHING STANDARDS FOR RUNNYMEDE

B2: ANALYSING SITE AND CONTEXT

B3: DEVELOPING STRUCTURE AND KEY IDEAS

B4: SITE LAYOUT / MASTERPLANNING

B5: DETAILED DESIGN

DESIGN STANDARD 24: ENSURING RESIDENTIAL AMENITY

All dwellings must be designed with adequate internal space and in an appropriate layout.

Accommodation must be designed to provide suitable levels of natural daylight and sunlight to new and existing properties.

Designs should make sure that habitable rooms enjoy reasonable levels of privacy and provide private amenity spaces where possible and / or appropriate.

Balconies on the north side of buildings will not benefit from direct sunlight and should be avoided.

PRIVACY

The orientation of buildings and their associated internal and external space can have a considerable bearing on the privacy a single residential unit will have within a wider layout, and the impact the development has on the privacy of others.

Housing

Much of the borough is traditional and suburban in nature and in these areas the Council will normally expect a minimum garden length of 11m. This accords with the general character of the area and affords a back to back distance between traditional housing layouts (2 storey houses fronting streets) of approximately 22 metres.

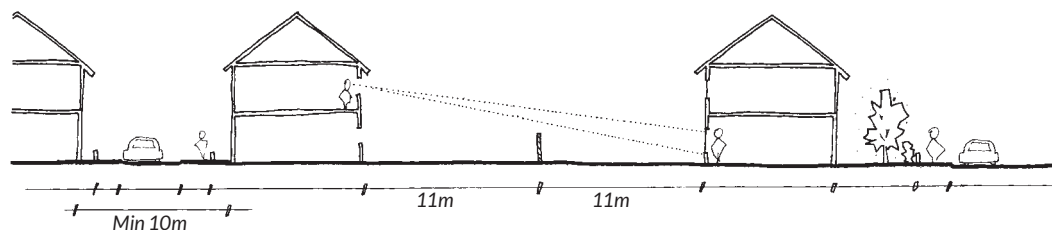In situations where the building line is close to the street, or the highway is narrower than standard, privacy can be improved by using vertically proportioned windows, as well as through the use of a privacy strip or barrier planting, such as a hedgerow.

Flats

Occupiers should be able to survey visitors from internal space other than the front door.

As buildings get higher, greater spacing may be required between elevations to avoid overlooking and compromised privacy. Distance may also need to be increased to avoid overshadowing.

A distance of 22m between facing habitable rooms is acceptable as a rule of thumb for flatted development.

B1: OVERARCHING STANDARDS FOR RUNNYMEDE

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22m is a generally accepted distance for there to be no overlooking between the rear of buildings. Across the street, 10m is an accepted distance for sufficient privacy.

Min 10m   11m   11m

DESIGN STANDARD 25: REMEMBERING 'FORGOTTEN' ELEMENTS

The following 'forgotten' elements are generally located on or near the street frontage. They must be integrated into proposals so that they are unobtrusive and well designed. Designers should develop a strategy for them at an early stage in the design process. These details should be shown at the planning application stage.

■ walls, fences and gates (Design Standard 21);

■ bin stores and recycling facilities;

■ bicycle storage;

■ external letter boxes;

■ meter boxes;

■ lighting;

■ flues and ventilation ducts;

■ gutters and pipes, and

■ satellite dishes and telephone lines.

Good proposals can be let down when the detailed elements are forgotten about until the last moment and then shoe-horned into a design. If they are barely noticeable, then they have been well designed.

The materials used for walls and fences should relate to the materials used for the remainder of the building. Boundaries to public areas, including streets, should be robust, for instance brick walls or railings, rather than close boarded timber.

Bins should be stored in a position that meets the Council's highway standards. Bins for individual houses should be located within the boundary of each house, screened from public view, whilst being easily accessible for residents. They should be in a suitably designed structure or area, able to accommodate the necessary number of bins and boxes.

Where relevant, communal bin stores should be sited on the ground floor, within the block. Where bin stores need to be located outside, these must be in convenient locations, whilst considering the impact of smells and noise during bin use and collection.

Bicycle storage facilities should be secured, covered and conveniently located for the use of residents (Design Standard 23).

Meter boxes need not be standard white units: consider a bespoke approach that fits in with the materials used for the remainder of the building. Position them to be unobtrusive.

Flues and ventilation ducts should be carefully positioned, ensuring they are as unobtrusive as possible. Good quality grilles should be used that fit in with the approach to materials for the building as a whole.

Gutters and pipes should fit into the overall design approach to the building and aim to minimise their visual impact.

Detailed guidance on waste and recycling services in Runnymede, as well as spatial requirements, is provided by Surrey Waste Partnership titled 'Runnymede Borough Council – New Developments and Conversions – taking waste into account' (October 2017).

Positive use of consistent materials for boundary walls that complements the building.

Positive example of a design matching meter boxes, integrating satellite dishes at eaves line, no unnecessary things on front elevations, and high quality doors to services/bin stores (Longcross)

DESIGN STANDARD 25: REMEMBERING 'FORGOTTEN' ELEMENTS
'Forgotten' elements are generally located on or near the street frontage. They must be integrated into proposals so that they are unobtrusive and well designed. Designers should develop a strategy for them at an early stage in the design process. These details should be shown at the planning application stage.

POLICIES / REFS

SD7

EE1
New Developments and Conversions – taking waste into account

CHECKLIST

ANALYSING SITE AND CONTEXT	DEVELOPING A DESIGN CONCEPT	SITE LAYOUT AND MASTERPLANNING	DETAILED DESIGN
Is there clear evidence of a visit to the site and the site context (relative to the site, size and scale of development)?	Do the proposals create a sense of place that contributes positively and appropriately towards local character in terms of urban design, architecture, landscape and public realm qualities?	Where new streets are proposed, have they been designed through a collaborative process, to contribute to both 'link' and 'place' functions appropriately, with responsibility for their long term management and maintenance identified?	Do the proposals provide high quality, functional, accessible, secure and adaptable buildings and environments for their users?
Is there an appraisal of the site in its context that demonstrates the applicant's understanding and shows how the proposals respond appropriately?	Is there an assessment of local character that demonstrates the applicant's understanding and shows how the proposals retain or enhance it?	Do the proposals create an attractive and safe public realm that is accessible to all?	Is the approach to materials and details one of high quality, good design, simplicity and appropriateness to context?
For larger-scale developments that will be built over time or by a number of developers, is there a masterplan to coordinate the implementation of the overall proposals?	Do the proposals create or add to a connected network for movement that is easy to navigate and comfortable to use, for all modes of transport, particularly promoting walking and cycling, and public transport where possible?	Is the building's height, bulk and massing, and roof form, designed to relate well to the local context?	How do the proposals deal with essential services such as waste collection, refuse storage and disposal and cycle parking?
Do the proposals respond positively to their site and the local context, including topography and orientation, existing natural and landscape features, heritage assets and their settings, the local settlement pattern and route network and neighbouring properties?	Where public spaces are proposed, is their role and function clearly defined and appropriate?	Does the design of the proposals minimise their environmental impact and, where necessary, design in mitigation as a positive feature of the scheme?	Does the scheme meet technical requirements for road layout without these becoming dominant in the design?
Is the site and location suitable in principle for the use proposed?	Do the proposals connect places together, in particular providing pedestrian and cycle links between residential areas, community facilities and services, open spaces and local employment?	Do the layout and design of the proposals contribute towards climate change mitigation, in particular by minimising energy and water consumption?	Are parking and servicing areas appropriate in size and location, laid out and designed satisfactorily for their users, and with a positive character, so that they create a high quality setting for development, while minimising any impact on the safety of the public realm?
	Particularly in centres, do the proposals incorporate a mix of uses, arranged either vertically or horizontally in an appropriate manner, which are compatible with one another so that they contribute towards local vitality?	Have neighbours, the local community and other stakeholders been engaged with the process of preparing the proposals and does the scheme respond to the issues raised?	

APPENDICES

APPENDIX 1:
PRE-APPLICATION DISCUSSION, DESIGN REVIEW AND DESIGN AND ACCESS STATEMENTS

Pre-application discussion

The Council encourages the submission of pre-application enquiries during the design process to provide more detailed design advice to applicants on their schemes prior to the submission of a planning application.

Pre-application discussions will take place on most applications, normally starting at the 'concept' stage of the design process.

Larger applications, particularly those relating to the Local Plan allocations, will need more than one pre-application discussion.

Design Review

The Council encourages design review as part of the planning application process. The objectives of using design review are:

- to improve the quality of all significant developments across the borough;

- to allow planning officers to fully understand the design challenges posed by an application and to resolve design issues at an early stage, and

- to provide the Council and applicants with an independent evaluation of the design quality of applications, so decisions can be made after a thorough process has been undertaken to improve their quality.

Design and Access Statements (DAS)

The Council require a DAS for most development applications where:

- it comprises major development (principally residential development with 10 or more houses or a site greater than 0.5ha);

- any part of the development is in a designated area (e.g. Conservation Area), and the proposal consists of either the provision of one or more dwelling houses; or the provision of a building / buildings (including an extension to an existing building) where the floorspace created by the development is 100m² or more;

- It is for listed building consent

The DAS should be developed as an integral part of the design process and will explain and support applications for development. A good statement will:

- be concise and specific to the application;

- be proportionate to the scale and complexity of the proposal;

- outline clearly the factors shaping the design, including accurate and informative illustrations to explain the scheme;

- set out how the scheme has evolved from an analysis of the site and its context,

through to the final scheme, explaining all elements of a proposal and justifying how it fits into the local context, and/or creates its own character;

- include diagrams, plans and photographs that explain an analysis of the site, the over-arching development principles and design concept. These should be accompanied by a simple written commentary, and

- set out how consultation was undertaken (for instance meeting with the planning officers, local neighbours and/ or public consultation exercises) and how it influenced the design. Applicants should also demonstrate how they have used this design guide and how it has informed their approach.

The DAS will not describe the existing situation or the proposal in great detail, but explain and justify the proposal and identify the benefits it will bring.

For larger developments, separate technical documents will also be needed.

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text

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Suggested contents for a DAS

The Proposal

- how the mix of uses fits into the area;

- the density of development and why this is appropriate;

- layout: How it relates to the surroundings, including how buildings and spaces in and around the site relate to one another;

- scale, bulk & massing: The size of buildings and spaces throughout the site, how they relate to their surroundings and adjacent buildings;

- landscape/amenity space: How the treatments and planting schemes reflect the intended function of the spaces and contribute to sustainability aims;

- appearance: illustrates the scheme and how its appearance fits with other aims (e.g. if the intention is to create a landmark, its appearance, scale and use should reflect this), and

- heritage assets: Heritage Statements are required for developments which affect heritage assets. The NPPF requires an assessment of significance for such schemes which is proportionate to the significance of the assets and the proposals.

Access and Movement:

- access and movement in the local area, including links between site and surroundings;

- movement to and through the site, and the hierarchy of routes for different users (including emergency vehicles, servicing and refuse);

- how walking and cycling will be encouraged;

- the relationship between the internal layout and external spaces, e.g. entrances, and

- how inclusive access will be achieved across the site, including any consultation.

Sustainability

Set out key sustainability principles including:

- energy strategy, e.g. minimising demand, efficiency of supply, the use of renewables;

- water resources, including minimising potable water consumption and surface water management (drainage);

- strategy to minimise waste, including recycling, and

- maintenance and management arrangements.

APPENDICES

APPENDIX 2:
CHARACTER TYPES AND GUIDANCE

The borough's built up areas share many common patterns of growth and development. Broadly and consistently defining the key features of the built up areas, the guide defines five different character types within the built up areas of Runnymede, and identifies the typical characteristics of each one (see Part A2.2 and Standard 1).

1a. Urban Centre

The urban centres in the main towns include the recognised commercial and retail town centres and extend beyond this along the main roads that lead to them.

Character

- historic core in main centres;

- buildings are adjoining, defining the streets;

- linear high street reflecting historic development of through routes;

- compact, fine grain, well defined streets and spaces, particularly designed for large numbers;

- varied roof forms;

- generally 2-4 storeys, but mixed heights;

- mix of building styles, including evidence of origins and historic growth;

- burgage plots; deeper than they are wide, and

- parking to the rear of the high streets.

Whilst the character of these places can be defined through these attributes, the urban centres also have common functions that define them:

- identifiable cluster of retail, commercial and civic services serving a settlement;

- civic activity and enhanced maintenance and management (e.g. display boards, floral displays, street furniture);

- landmark buildings likely to be present; and

- focus for transport services including on and off-street parking.

1b. Chertsey Revitalisation Area

The area between the historic centre and the railway station is a distinct part of Chertsey's town centre.

Character

- presence of large commercial offices fronting main roads, geometric footprints with surface parking.

- roads and cars dominate; subordinate routes overwhelmed by through traffic; noisy, and

- strong connections to older residential areas to east and south, but traffic infrastructure remains dominant (Bell Bridge Road).

Addlestone urban centre

Egham urban centre
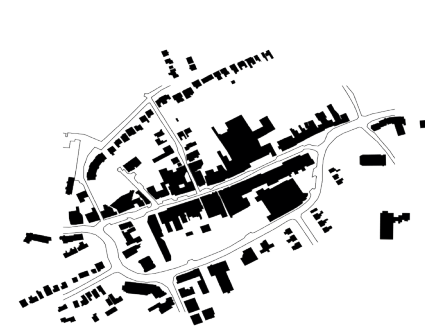

Chertsey urban centre

Figure ground: Egham Town Centre showing how the high street character is reinforced by continuous building frontages.
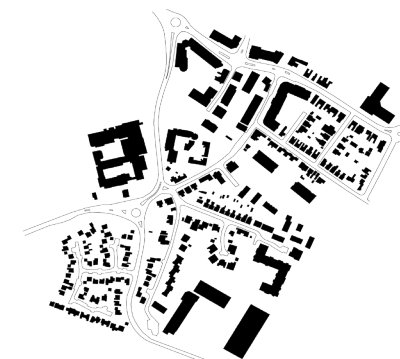

Figure ground: Chertsey Revitalisation Area showing larger office buildings and small scale residential defining clear street edges.

2. Formal suburban

Much of Runnymede's housing was built in the early-mid 20th Century. Typically, it has a homogeneous feel, with house types and architecture being of a single era and consistent style. There are subtle variations within this depending on the exact period - so Woodham differs from the housing surrounding Egham - but the character is similar.

There are also differences depending on the geographic location within the borough or the actual settlement, such that it is possible to identify contextual influences on the formal suburban housing. Therefore, there are three sub-categories of the category:

- town - within the settlement as part of a wide area of residential development;

- landscape - within a residential area, but influenced by the landscape encroaching into it. Typically on the edge of settlements where the topography is more varied or water is more prominent, e.g. along the Bourne;

- river - residential areas shaped by the proximity to water, either directly adjacent to it, or because of its location on transport networks that are shaped by it. The proximity to water may be perceived to elevate the status of the residential area.

2a. Formal suburban (town)

Housing areas within Runnymede's main settlements tend to have a homogeneous character even though it was built over a time frame from the late Victorian to early post war period. The largest grouping of residential areas are characterised by their location within these settlements.

Character

- generally built before 1970;

- residential dwellings facing the street in parallel in terraces or semi-detached formations, but close together on small or average size plots;

- commonly regular streets with a geometric or ordered pattern;

- streets end in streets; connected;

- enclosed front gardens, sometimes including parking and driveways;

- high levels of homogeneity in type of dwelling (age, form, height, mass);

- often two storeys, usually with front gardens and boundary walls or fences;

- rear elevations face one another;

- domestic / residential scale;

- highways with pavements, and

- traditional materials (brick, stone, render, pebble dash).

2b. Formal suburban (landscape)

The edges of settlements often have typical residential areas that are evidently influenced by the surrounding landscape context. This is the case on the southern edge of Ottershaw, the northern edge of Englefield Green and in Virginia Water.

Character

- generally built after 1960;

- residential dwellings facing the street in semi-detached or detached formations, but loosely grouped on larger than average plots;

- streets less well defined by buildings; more open; buildings set back but visible;

- greater evidence of trees and greenery influenced by a more distinctive setting (e,g, rising land, settlement edge); sense of space and width;

- commonly regular streets with a geometric or ordered pattern, or gentle curves, but with secluded cul-de-sacs;

- enclosed or open front gardens, including off-street parking and driveways;

- generally two storeys;

- grander residential scale, and

- traditional materials (brick, stone, render, pebble dash)

2c. Formal suburban (riverside)

The desire to live close to water is demonstrated within Runnymede, particularly stretched along the Thames, especially around Egham and Hamm Court.
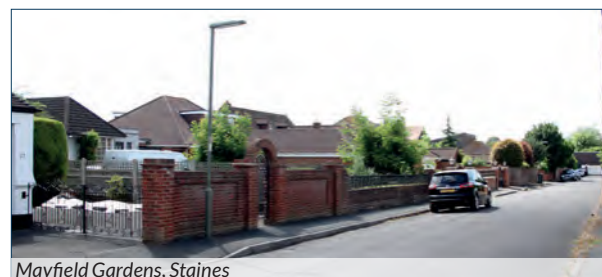
Character

- generally built between 1920 and 1970;

- main streets run parallel to the river, influenced by its course; short streets or cul-de-sacs elsewhere;

- plot sizes and orientation are influenced by proximity to river (e.g. riverside buildings face the river, backs face the main road);

- clusters of buildings defined by association with river / river based uses;

- homogeneous suburban feel to buildings not river fronting;

- two storeys (sometimes one), usually with front gardens and boundary walls or fences;

- enclosed front gardens, sometimes including parking and driveways;

- moderate levels of homogeneity in type of dwelling (age, form, height, mass);

- domestic / residential scale, lower than average density, and

- traditional materials (brick, stone, render, pebble dash).

Figure: The Crescent, Egham showing how consistent building frontages can create irregular shaped perimeter blocks.

Figure: In Englefield Green the buildings relate more informally to the street creating a more villagey character.

Mayfield Gardens, Staines

21st Century development

Runnymede has had little development in the late 20th Century, but recent development pressure has resulted in several schemes that challenge the typical 'formal suburban' type by introducing denser and higher development.

Character

- non-traditional materials and colours, including modular;

- mix of traditional and non-traditional streets:
  - Bridge Wharf, Chertsey;
  - Hanworth Lane, Chertsey;
  - Strawberry Fields, Row Town;
  - Addlestone One;
  - Aviator Park, Addlestone;
  - Pine Court, Addlestone;
  - Victory Court Road / Pyle Close, Addlestone;
  - Queenswood Crescent, Englefield Green, and
  - St Ann's Park / Upper Way, Virginia Water.

Local Centres and notable shopping parades

Within the formal suburban areas are several small local centres that are broadly characteristic of the wider residential types, and designed to serve them. They are:

Englefield Green

- linear, terraced shopping parade echoing the character of surrounding residential areas; historic, late C19.

Virginia Water

- linear, terraced shopping parade in two parts linking to station, and

- western side echoes utopian English ideals of 1920s/1930s town and country living; post-war eastern side with recent development up to 6 storeys.

New Haw

- low rise, compact, terraced local centre reflecting 'garden city' type nature of surrounding residential areas, and

- low rise, compact terraced shopping street enclosing the wide street well.

Pooley Green, Ottershaw and Row Town

- functional terraces of local shops and services characteristic of the wider residential area .

Bridge Wharf, Chertsey

Row Town

Pooley Green

Englefield Green

3. Dispersed

The western side of the borough is less developed than the east. The wilder heath land to the south, the central wooded slopes and Windsor Great Park to the north has provided a rich environment for exclusive residential living, established early in the 20th Century on the Wentworth Estate.

Character

- low density housing in dispersed arrangements of detached dwellings in large plots off adopted or estate roads;

- plots not necessarily adjacent, but interspersed with more open areas;

- privately landscaped, managed environments distinct from more naturalistic country roads;

- varied age, type and style of housing but rooted in early 20th Century villas / utopian country living; precedents for contemporary replacement of individual buildings;

- individual detached dwellings and groups of dwellings set in large private grounds, and

- roadside boundary treatments vary, but are infrequently natural and often landscaped.

Wentworth Estate

Wentworth Estate lies to the east of the A30 London Road in Virginia Water. It is an exclusive development of villas set on private roads around the Wentworth golf courses. Formerly a small country estate, the lands around it were accumulated during the 19th Century, and the estate was built out in the early 20th Century to a consistent style, though there was variety within the housing.

Part of the Estate is located in the Urban Area and part is within the Green Belt. The nature of the development and setting – very low density housing set in woodland -means that visually there is very little connection between either side of Wellington Drive which is one of the main routes running through the estate.

The Wentworth Estate Roads Committee (WERC) was set up to serve the interests of the residents by, 'maintaining this historic development's physical environment and unique charm'. The Committee has an independent planning process running parallel to Runnymede's planning process.

The WERC's expectations in respect of development are set out on their website.

- www.wentworthestate.org.uk

Englefield Green

Figure ground (dispersed): Parts of Englefield Green are much lower density with more dispersed buildings set in the landscape.

4. Commercial

Beyond the urban centres, pure commercial / industrial areas within Runnymede are fairly limited. The Causeway is the main area of large footprint commercial activity. There is no mix of uses here.

Away from here, there are small industrial and trading estates in Chertsey and Thorpe Industrial Estate between Thorpe village and Pooley Green / Thorpe Lea. Weybridge Business Park is off the main Weybridge Road between Addlestone and Weybridge.

- areas with a significant commercial or industrial element;

- includes business parks and industrial estates within or on the edge of, settlements;

- may include elements of residential and retail:
  - Fairfields, Chertsey;
  - Fordwater, Chertsey;
  - Weybridge Business Park, Addlestone;
  - The Causeway, Egham;
  - Thorpe Industrial Estate, and
  - Animal and Plant Health Agency HQ, Woodham

5. Institutions within the Green Belt

Runnymede has many establishments that exist either on the edge of settlements or within more open areas, all of them within the green belt. Development at these places will generally be restricted by the green belt designation.

Character

- campus style institutions;

- buildings generally clustered in wider landscaped grounds;

- often have a main building, possibly with a historic origin;

- large single user on a site beyond recognised settlements;

- site may include a single large building or multiple buildings within a landscaped, large single site;

- site may form one of many non-residential functions (e.g. educational, business), and

- public access largely limited or controlled.

Within the green belt (edge of settlement)

- RHUL, Englefield Green (two sites);

- Rusham Park, Englefield Green;

- CABI, Englefield Green;

- St. Peter's Hospital, Chertsey South;

- Hillswood Business Park, Chertsey South;

- St. George's College, Addlestone;

Within the green belt (wider countryside)

- ACS School, Englefield Green;

- Longcross House (and estate);

- Ottershaw Park Estate;

- Thorpe Park and Lakes;

- Great Fosters, Stroude;

- Utilities: Sewage Treatment Works (Thorpe), Water Works (Chertsey);
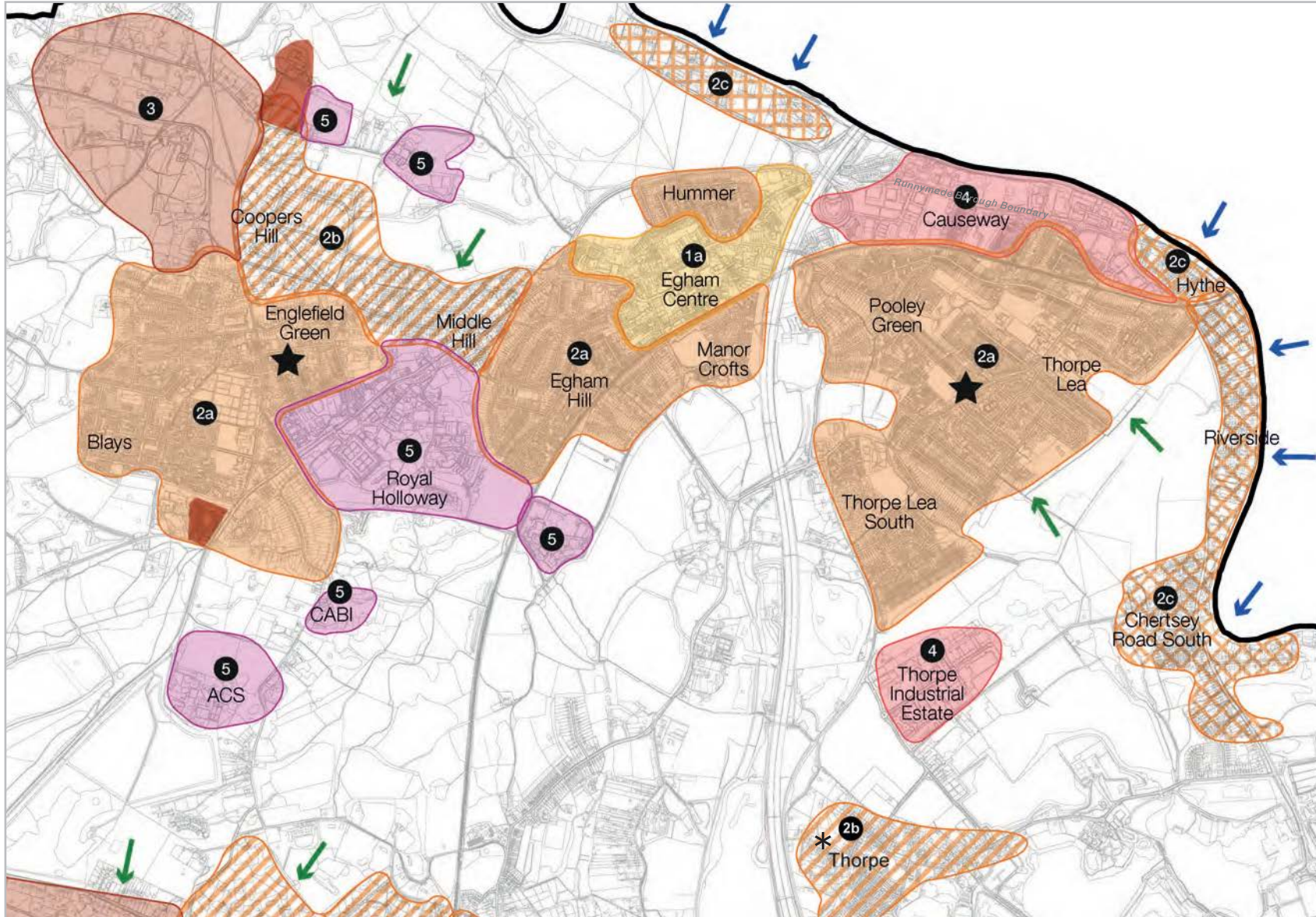
- golf courses: Foxhills, Queenswood.

Figure ground (commercial): The Causeway, Egham comprises large footprint commercial buildings that sit together as a loosely arranged group.

CHARACTER TYPES AND GUIDANCE

TILE 1 - EGHAM , ENGLEFIELD GREEN AND THORPE

APPENDIX 1: PRE-APPLICATION MEETINGS AND DESIGN REVIEW

APPENDIX 2: CHARACTER TYPES AND GUIDANCE

APPENDIX 3: TOWN CENTRE GUIDANCE

APPENDIX 4: HOUSEHOLDER GUIDANCE FOR EXTENSIONS AND ALTERATIONS

APPENDIX 5: DESIGNING GYPSY AND TRAVELLER AND TRAVELLING SHOWPEOPLE SITES

APPENDIX 6: FOUR STAGES OF THE DESIGN PROCESS IN DETAIL

Key

— Borough boundary

★ Local / Neighbourhood Centre

▨ 21st Century

↙ Influence from the river

↙ Influence from the landscape

Character area boundaries

1a Urban Centre

2a Formal Suburban - town

2b Formal Suburban - landscape

2c Formal Suburban - riverside

3 Dispersed

4 Commercial

5 Institutions in the Green Belt

✳ Please note while only part of Thorpe is shown on this tile, the character type shown applies to the whole of the Thorpe urban area.

TILE 2 - CHERTSEY , CHERTSEY SOUTH AND LYNE

Key

- Borough boundary
- ★ Local / Neighbourhood Centre
- 21st Century
- ↗ Influence from the river
- ↗ Influence from the landscape

Character area boundaries

- 1a Urban Centre
- 1b Chertsey Revitalisation Area
- 2a Formal Suburban - town
- 2c Formal Suburban - riverside
- 3 Dispersed
- 4 Commercial
- 5 Institutions in the Green Belt

TILE 3 - ADDLESTONE, ROW TOWN, OTTERSHAW, WOODHAM AND NEW HAW

Key

— Borough boundary

★ Local / Neighbourhood Centre

▬ 21st Century

╱ Influence from the landscape

Character area boundaries

1a Urban Centre

2a Formal Suburban - town

2b Formal Suburban - landscape

3 Dispersed

4 Commercial

5 Institutions in the Green Belt

APPENDIX 1: PRE-APPLICATION MEETINGS AND DESIGN REVIEW

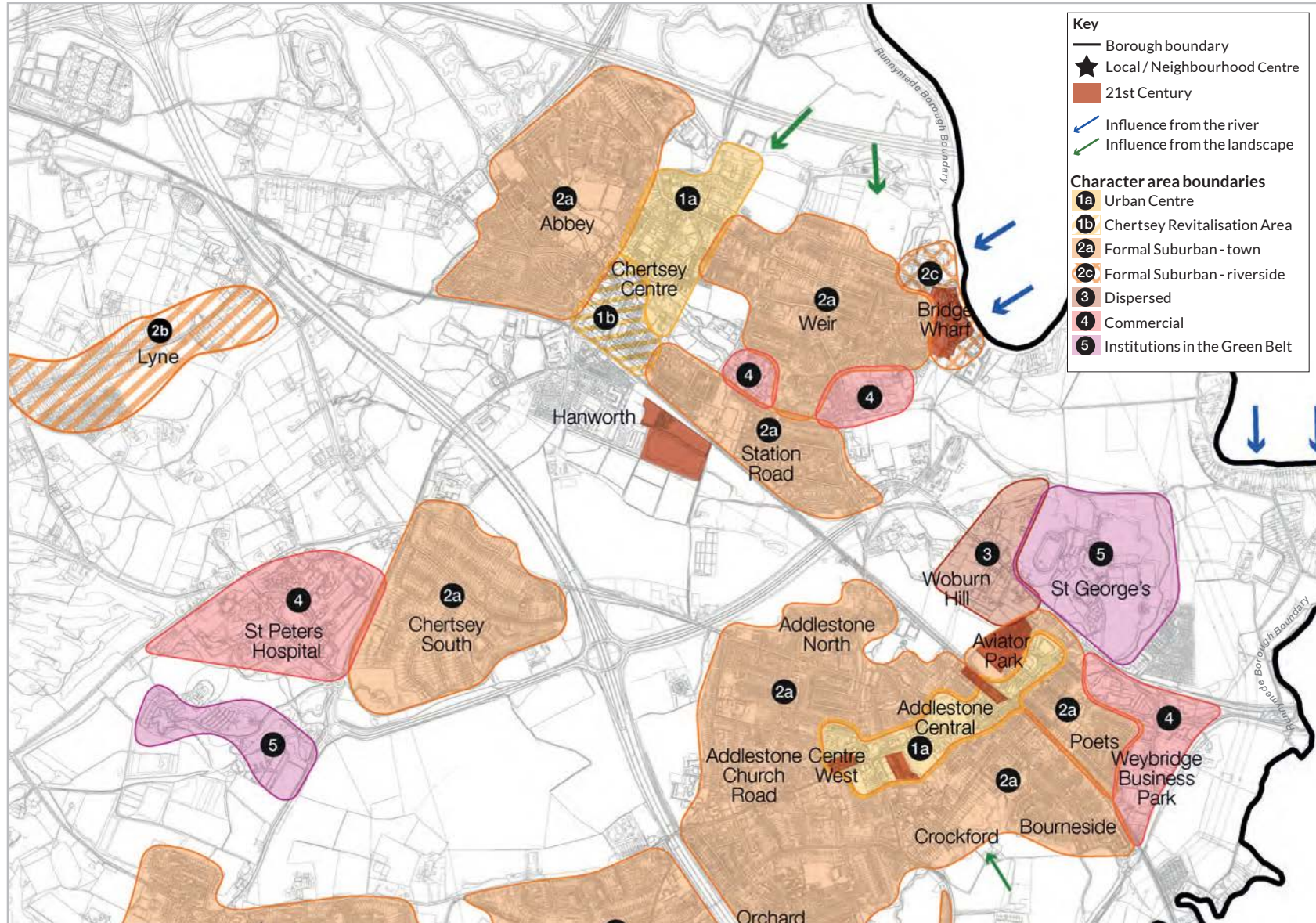**APPENDIX 2: CHARACTER TYPES AND GUIDANCE**

APPENDIX 3: TOWN CENTRE GUIDANCE

APPENDIX 4: HOUSEHOLDER GUIDANCE FOR EXTENSIONS AND ALTERATIONS

APPENDIX 5: DESIGNING GYPSY AND TRAVELLER AND TRAVELLING SHOWPEOPLE SITES

APPENDIX 6: FOUR STAGES OF THE DESIGN PROCESS IN DETAIL

TILE 4 - VIRGINIA WATER

Key
- Borough boundary
- ★ Local / Neighbourhood Centre
- ▮ 21st Century Urban
- ↗ Influence from the landscape

Character area boundaries
- 2a Formal Suburban - town
- 2b Formal Suburban - landscape
- 3 Dispersed

APPENDIX 1: PRE-APPLICATION MEETINGS AND DESIGN REVIEW

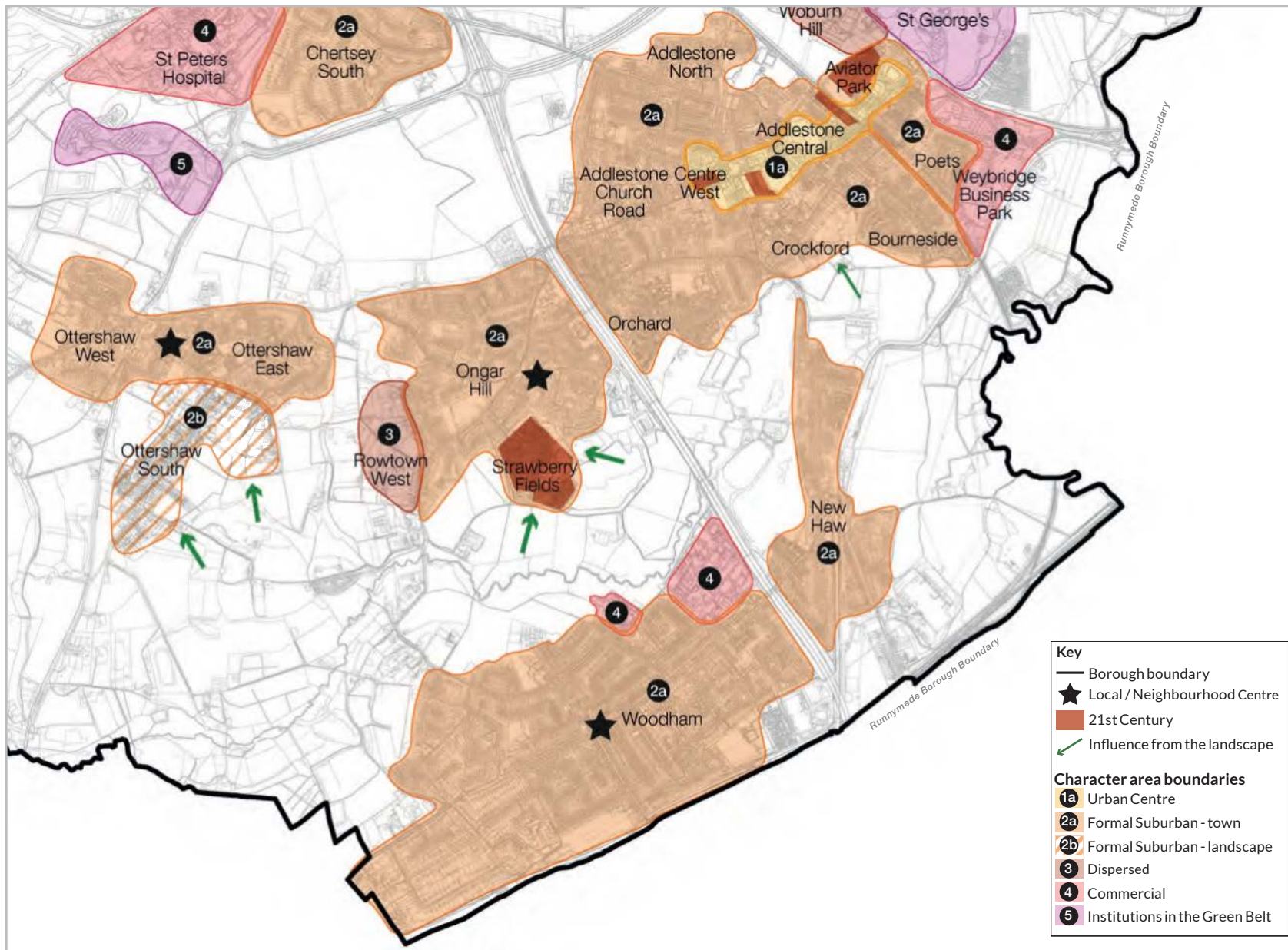**APPENDIX 2: CHARACTER TYPES AND GUIDANCE**

APPENDIX 3: TOWN CENTRE GUIDANCE

APPENDIX 4: HOUSEHOLDER GUIDANCE FOR EXTENSIONS AND ALTERATIONS

APPENDIX 5: DESIGNING GYPSY AND TRAVELLER AND TRAVELLING SHOWPEOPLE SITES

APPENDIX 6: FOUR STAGES OF THE DESIGN PROCESS IN DETAIL

Please note that no character area has been ascribed to Longcross Garden Village (some of which is shown on this tile), as only a limited amount of the total development allocated at this site has been delivered at the time of writing, and large areas of this site currently remain largely undeveloped and/or open in character.

APPENDIX 3:
TOWN CENTRE GUIDANCE

APPENDICES

APPENDIX 1: PRE-APPLICATION MEETINGS AND DESIGN REVIEW

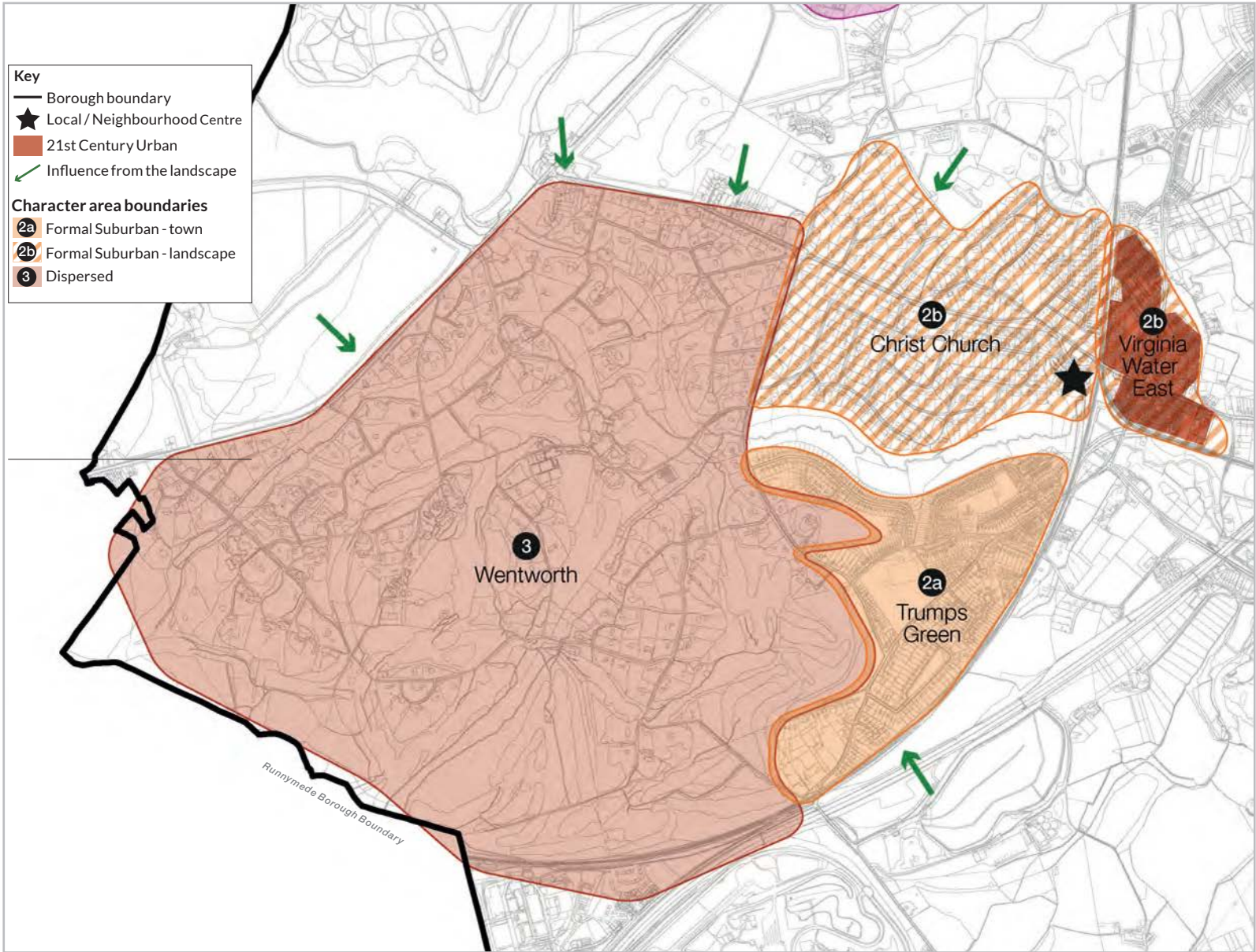APPENDIX 2: CHARACTER TYPES AND GUIDANCE

APPENDIX 3: TOWN CENTRE GUIDANCE

APPENDIX 4: HOUSEHOLDER GUIDANCE FOR EXTENSIONS AND ALTERATIONS

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TOWN CENTRES (CHARACTER TYPES 1A / 1B)

Town centres are sensitive to change and, in Runnymede, have unique characteristics within their built environments. This section seeks to identify distinctive features of each centre and define opportunities and constraints that development proposals should respond to (see Standard 1).

EGHAM

Egham's town centre is focused along the length of High Street between Egham Hill and the motorway junction. The historic core is focused between the two ends of Church Road, which loops south of the High Street. Much of this early 19th Century core is a conservation area.

Historic core

Within the historic core, the street is dominated by commercial and retail use at the ground floor (the primary shopping area). It is a busy and attractive street, pedestrianised for much of its length. The retail and commercial functions are interspersed with the United Church, the Literary Institute and the Red Lion pub, all of which are distinctive historic buildings. The largely terraced buildings tend to have narrow frontages and deep plots. There is a harmony in the scale and mass of the street, with heights between two and four storeys and similar materials and detailing seen across its length. Buildings face the High Street and enclose the public realm effectively.

Modern development includes the Tesco store, located centrally on the northern side, and the Precinct development – a retail terrace type development dating from the 1960s – on the southern side. Behind the Precinct, the most recent addition to the town centre is a Waitrose store alongside a Travelodge. The hotel has its entrance on Church Road and the entrance to Waitrose faces a small parking area to the west, with a pedestrian link to the High Street.

There is a cluster of characterful older buildings around the roundabout at Station Road North, notably a Dutch gabled building occupied by Barclays bank. Station Road has listed and characterful buildings on the western side and on the corner of High Street.

Outside of the primary shopping area, to the east, St. John's Church is perhaps the most important and distinctive building within the town centre, and provides an important landmark and green space for the town centre.

Beyond the historic core

Town centre uses stretch east and west along the High Street beyond the historic core.

Towards Egham Hill, it's a mixed environment with no dominating land use or form of building. Small, secondary retail uses are mixed in with community uses (like the library on Fairhaven) and residential uses.

To the east, the High Street reflects the historic core. The form and mass of buildings remains relatively consistent and historic; distinctive buildings are found within the more modern development and infill. Some of this is influenced by the presence of the St. John's Church on the south side of the road.

The presence of retail and commercial functions here is notable, and maintained up to the junction with Vicarage Road. Beyond Vicarage Road, the High Street - which turns towards the north at the junction with Vicarage Road - becomes more suburban and residential in nature.

Egham's High Street has a fine grain and narrow frontages, with modern buildings breaking that rhythm. Red brick is characteristic, alongside detailed flourished and patterns in the brickwork.

Strategic considerations for development: Egham

The Local Plan identifies three allocations at Gateway East (IE9), Gateway West (IE10) and Strodes College Lane (IE11), as well as two opportunity areas (High Street North and Egham Library, under policy IE12).

There are opportunities through development to:

Strengthen key gateways and views into the town centre, especially Station Road and around a focal point at St. John's Church;

- reduce the impact of Church Road as a barrier to movement, especially from the station;

- use listed buildings and landmarks to inform development and maintain distinctiveness on the High Street;

- link the High Street to town centre parking north and south of High Street;

- consider rationalisation of parking to improve the use of land;

- strengthen the character of the town centre, capitalising on examples of warm brick tones and detailing on older buildings,

- bring Waitrose and Travelodge more into the High Street through thoughtful redevelopment and enhanced links and routes; and

- Implement practice and projects recommended by the Conservation Area Appraisal.

EGHAM TOWN CENTRE

Key

- Open space
- Opportunity site
- Development allocation
- Conservation Area
- Primary shopping area
- Town centre boundary
- Entrance / Gateway to town centre
- Vehicular / pedestrian conflict
- Need to strengthen link
- Landmark building
- Key view

CHERTSEY

Chertsey's town centre is focused along Guildford Street between the station to the south and Windsor Street / London Street to the north. The predominantly 18th and early 19th Century core is a conservation area.

The historic core is concentrated on Guildford Street and around the junction with Windsor Street / London Street, which provide an important historic and civic focal point. Heriot Road loops east of Guildford Street and takes much of the through traffic and public transport off it. Gogmore Lane is to the west.

Historic Core

Guildford Street has commercial and retail users at the ground floor, though there is some vacancy towards the southern end. There are distinctive historic buildings, including the Constitution Hall and the King's Head pub. Buildings face the street with narrow frontages and deeper burgage-type plots, though there has been recent backland development. Buildings tend to be two or three storeys, of a consistent scale and mass and with variety in the roof lines, materials and window treatments.

Traffic does not dominate the narrow, single carriageway street and the public realm is generally clean and consistent without street furniture overwhelming it. The width and scale of the street and buildings creates an intimate, human environment.

Aldi, at southern end of Guildford Street, replaced industrial units that faced Gogmore Lane, improving pedestrian links and vitality in this section of the town. Sainsbury's was built during the 1970s on the deep plots on the eastern side of Guildford Street. It faces, Heriot Road, whilst having a pedestrian arcade link to Guildford Street. This site is an opportunity site (policy IE12).

To the north, Windsor Street / London Street forms the east – west route across northern Chertsey. Around the Guildford Street junction is a cluster of historic buildings, including the old town hall, the Crown Hotel and St. Peter's Church which, together with the gentle curve on Windsor Street, creates a fine townscape. The scale is subtly grander on London Street than Guildford Street, with a more consistent three storey elevation, a varied building line creating interesting public spaces and the church tower providing a focal point.

Beyond the Historic Core

Heriot Road is flanked by the River Bourne Health Club, SSNR Club and Chertsey Hall, service yards for Guildford Street and the Sainsbury's car park. Residential development exists, but doesn't face the street.

To the west, Gogmore Lane is a quieter commercial street with a mix of small scale industrial premises and residential development. At its northern end, Gogmore Lane splits to provide low key, and narrow connections both to Windsor Street and east back to Guildford Street.

Small scale retail and commercial businesses stretch towards the railway station to the south, along Guildford Street and across the Bourne River. This part of Guildford Street is less active and smaller scale, with a greater mix of architecture and less coherence.

Pycroft Road/Eastworth Road is a busy east – west route through the town and principal vehicular access to the town centre. It is a major barrier between the station and the historic core for pedestrians. This part of the town centre is characterised by larger scale residential and office buildings that were developed during the early 2000s as part of a Council regeneration scheme.

Strategic considerations for development: Chertsey

The Local Plan identifies an opportunity area at Sainsbury's (IE12).

There are opportunities through development to:

- strengthen key gateways and views into the town centre, especially around the key civic space at Guildford Street / London Street;

- reduce the impact of Pyrcroft Road/ Eastworth Road as a barrier to movement, especially between the station and the historic core;

- improve connections on the southern part of Guildford Street, between the Bourne and the station;

- improve the station environment;

- use listed buildings and landmarks to develop distinctiveness and identity, capitalising particularly on historic assets, character and detailing;

- improve linkages between parking areas and Guildford Street;

- connect with nearby open spaces, including Abbey Fields, and strengthen the link with the Bourne as a possible movement corridor, and

- implement practice and projects recommended by the Conservation Area Appraisal.

CHERTSEY TOWN CENTRE

Key
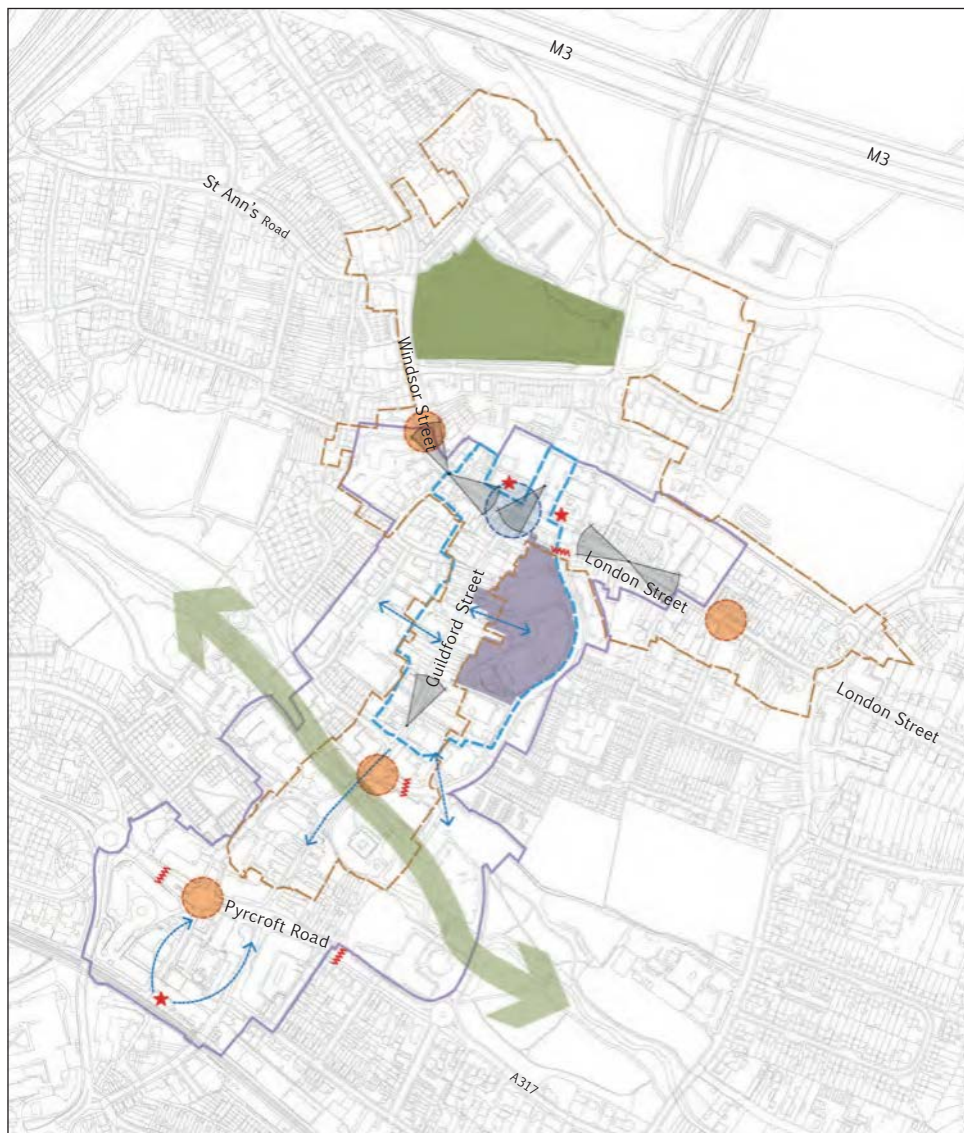
🟩	Open space
🟪	Opportunity site
⬚	Conservation Area
⬚	Primary shopping area
☐	Town centre boundary
🟠	Entrance / Gateway to town centre
🔵	Key civic space
〰️	Vehicular / pedestrian conflict
↔	Need to strengthen link
★	Landmark building
◀	Key view

ADDLESTONE

Addlestone's high street (Station Road) forms a linear route between the station to the east and the Council offices to the west. The epicentre of this is the large Tesco store, which has provided increased footfall and vitality for the town centre overall.

The shopping environment west of Tesco is low key and small scale, formed of two and three storey terraced shops built in the first half of the 20th Century. The shop units are narrow and primarily occupied by small scale 'local' high street names (such as Greggs and Lloyds Pharmacy) and independents. Some have been combined to create larger units (such as Iceland, opposite Tesco).

Between Station Road and Garfield Road, the town centre has seen significant change in the last decade. A site previously occupied by the Council's former offices, housing and shop space has been cleared and gradually redeveloped. This has included new Council offices and a mixed leisure and retail scheme to Station Road (including a Waitrose, Premier Inn and a cinema), a multi-storey car park accessed from Garfield Road, a community centre and over 200 homes. New links have been made between Garfield Road and Station Road, notably Market Street. The form of this development is distinctive and contemporary, introducing five

storeys to the town centre and uses that aim to revitalise the centre and reinforce Addlestone's role as the civic centre for Runnymede.

The eastern end of the town centre is also expected to undergo change over the coming years, as the block at Victory Park Road is earmarked for redevelopment. It currently acts as more of a secondary retail area with shops, food and drink and services that support the remainder of the shopping area. It is a mixed environment of older and newer buildings.

The Edges of the Town Centre

The Local Plan defines the town centre beyond both Addlestone One in the west and the level crossing in the east.

To the west, the town centre boundary includes the southern part of High Street to Simplemarsh Road. Historically, Addlestone was part of Chertsey, and High Street provided the connection north. The southern part of the street contains a terrace of small, fine grained properties that still contain ground floor commercial uses. The street and pavement is narrow, with the built form close to the road. The junction with Simplemarsh Road has a public house, The Holly Tree, and further small commercial premises with an increasing quota of residential properties.

Commercial, residential and retail uses extend beyond Station Road and the level crossing to the east. Mixed building types exist in the Aviator Park/Bleriot Place area where there is a mix of office and residential development on the site of the former Plessey factory.

The offices offer a type of office floorplate that is otherwise unavailable in Addlestone, being modern and spacious. They front Station Road, though the size of the roundabout providing access into Aviator Park, combined with the set-back of uses on the south side of the road (mainly to provide access and parking) really give this area a much more open, spacious and less urban feel that the remainder of the town centre to the west. The roundabout arguably marks the entrance to the town centre from the east.

Addlestone has higher development than any other town in Runnymede and could probably support more

Strategic considerations for development: Addlestone

The Local Plan identifies allocations at Addlestone East and West (IE7 and IE8).

There are opportunities through development to:

- strengthen key gateways and views into the town centre, especially from the station, at Tesco and at High Street;

- reduce the impact of the Garfield Road / Station Road junction as an area of conflict between transport modes;

- improve connections between Station Road and parking areas, particularly the multi-storey parking;

- capitalise and improve the green areas of the town centre, particularly through street trees, and

- support the town centre through active ground floor uses, particularly west of the station.

Addlestone One is a good attempt at contemporary residential development.

ADDLESTONE TOWN CENTRE

Key

🟩 Street trees	🟠 Entrance / Gateway to town centre	⭐ Landmark building	
🟥 Development allocation	🔵 Open space	◀ Key view	
⬜ Primary shopping area	〰 Vehicular / pedestrian conflict		
⬜ Town centre boundary	⟵⟶ Need to strengthen link		

APPENDIX 4:
HOUSEHOLDER GUIDANCE FOR EXTENSIONS AND ALTERATIONS

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PRE-APPLICATION ADVICE

Extensions, outbuildings, walls and fences may require planning permission. This depends on several things, including the size, position and height of the extension or the structure. If the house has already been extended or if there are planning restrictions removing 'permitted development' rights from the property these may mean that a new extension or other works require planning permission.

Some minor alterations and extensions can be carried out without the need for planning permission. This is known as permitted development. These rights derive from a general planning permission granted by Parliament and are referred to as Permitted Development Rights.

Whether a proposal needs permission or not should be checked with the Council in advance.

The Council encourages you to seek planning advice before you submit a planning application.

- council officers can give (non-binding) informal advice on planning proposals based on their experience of similar developments, knowledge of the area, relevant planning policies, site constraints and standards;

- where pre-application advice is required, it is important that you provide Council

staff with a clear indication of the type, size and location of the proposal and of any properties likely to be affected by it;

- it is strongly recommended that you discuss your proposals with your neighbours before making a planning application. This can help you produce an acceptable design and reduce the likelihood of them objecting to your proposal, and

- works to your property may require approval under the Building Regulations. For information on the requirements, contact the Council's Building Control function.

If you want formal (legal) confirmation that your proposal does not require planning permission, you can apply for a Lawful Development Certificate for proposed use or development. Please note that the onus with this type of application is on the applicant to submit sufficient precise and unambiguous evidence to justify, on the balance of probability, the grant of a certificate in respect of the relevant parts of the legislation.

https://www.runnymede.gov.uk/article/13816/Do-I-need-planning-permission-

DESIGN PRINCIPLES

Householder developments are those within a single housing plot which require an application for planning permission and are not a change of use. They include extensions, conservatories, loft conversions, dormer windows, alterations, garages, car ports or outbuildings, swimming pools, walls, fences, domestic vehicular accesses including footway crossovers, porches and satellite dishes.

Householder applications exclude applications relating to any work to one or more flats, applications to change the number of dwellings (flat conversions, building a separate house in the garden), changes of use to part or all of the property to non-residential (including business) uses, or anything outside the garden of the property (including stables if in a separate paddock).

Householder developments should:

- respect and enhance the character of the original building;

- contribute positively to the character of the street scene and surrounding area; and

- relate well to the amenities of neighbouring properties, including their gardens.

EXTENSIONS

There are three main aspects to consider when thinking about extending your home. These are:

■ relationship of the extension to the existing house;

■ the effect on the appearance of the street, and

■ the effect on the amenity of nearby residents.

In this case, amenity includes privacy, outlook, overlooking, daylight, overshadowing and the visual dominance of the proposed development.

Whilst these are the common considerations, there may be other issues, depending on the nature and location of the proposal.

Extensions should respect the materials, scale, mass and architectural style of the original building

■ materials should, in most cases, match those of the original building. Any proposed contrast will need to be justified;

■ architectural detailing should generally reflect that of the original building and over-elaborate or inappropriate details should be avoided;

■ tile-hanging or render can be attractive materials for prominent features such as window bays or gables where brickwork can be visually too heavy;

■ the roof pitch and eaves of the extension should match that of the original house. Where they are visible in the streetscene, two storey developments should generally not have flat roofs or alien roof forms; and

■ windows should respect the proportions and rhythm of existing windows and openings

Extensions should not dominate the original building. They should be smaller and lower than the original building, in order to respect its scale and form.

Extensions should not significantly harm the privacy or outlook of neighbouring properties through over-looking or being over-dominant.

■ they should not cause unacceptable over-shadowing of adjoining properties' windows or gardens (the orientation of the extension in relation to any affected properties will be relevant);

■ they should not have windows, terraces or balconies that overlook neighbouring windows or gardens to an extent that causes loss of privacy;

■ as a guide, two-storey rear extensions should not extend beyond a 45 degree line drawn from the centre of the primary or only windows which serve habitable rooms of the adjoining/adjacent dwellinghouse(s).
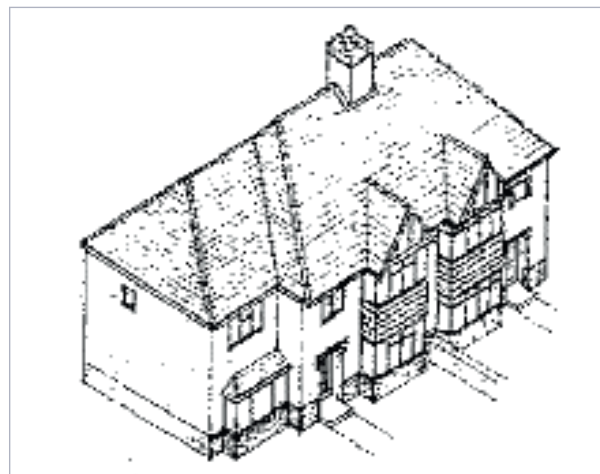
A well designed extension which does not dominate the original house yet retains its style and proportions

Extensions should not dominate the original building; extensions should reflect and harmonise with the original building. Flat roofs on two storey extensions are not acceptable. Where they are visible in the streetscene, two storey developments should generally not have flat roofs

- ground floor extensions, as a guide, are acceptable where they do not extend more than 3 metres from the rear of the property or a 60 degree line from the centre of the primary or only windows of habitable rooms serving the adjoining/ adjacent dwellinghouse(s), and

- they should retain adequate amenity space for the size of the property.

The angles and dimensions above are given to assist applicants and individual cases will be considered on their own merits.

Side extensions should be subordinate, which may be achieved by a set-back, but also through lower height or a more restrained design.

Two-storey and first floor side extensions should, in most cases, be designed to retain a gap of at least 1 metre between the extension and the side boundary so as to provide suitable space around the dwelling as extended and to protect the character of established residential areas. This prevents legal problems with rights over party walls, overhanging guttering, maintenance and construction of foundations. It also avoids adjacent properties taking on the appearance of a terrace where this would be harmful to the character of the area.

Front extensions require special attention

- front extensions are generally the most visible form of extension and can have a significant impact on the character of an area. New development should respect common building lines;

- if they are too large, too close to a boundary or extend significantly beyond the general line of the fronts of houses in a road, they are unlikely to be acceptable, and

- applications for front extensions should be accompanied by a supporting statement which considers how the applicant has assessed the impact of a proposal upon the character of the area.

For side and front extensions, corner plots require particular care, as the corner positioning will further increase visibility and the impact upon the character of the area.

Extensions should not impact detrimentally on the amenity of neighbouring properties
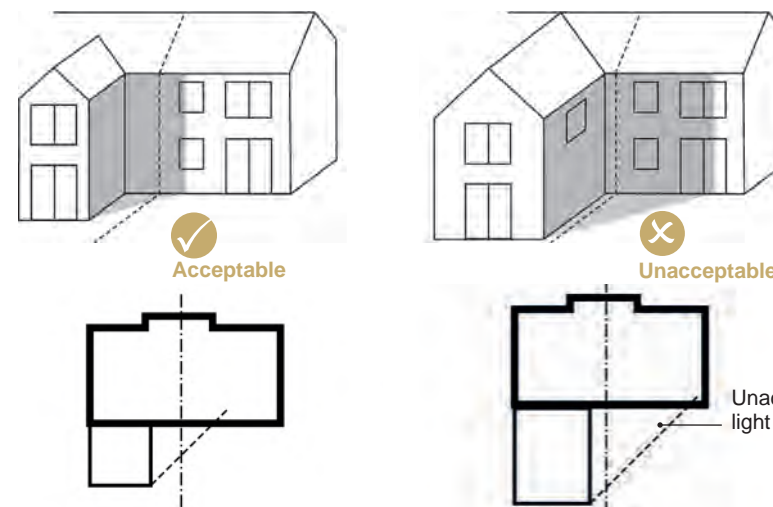
Acceptable

Unacceptable

Unacceptable loss of light to habitable room

ALTERATIONS

Altering the roof

Roof extensions, especially on corner plots, should respect the existing design, scale, massing, materials and proportions of the original building to avoid them being dominant features and harming the street scene.

Bulky dormer or roof extensions can have a very harmful effect on the appearance of a property and the street generally

Dormer windows should be designed to match the style, alignment and proportions of existing windows.

They should be correctly positioned on the roof so as to remain subordinate and not over dominate the existing roof by being set down from the main ridge line and not positioned to extend down to the eaves.

They should harmonise with the character, materials and style of the roof

They should not overhang the roof, wrap around the existing roof or rise above the existing ridge level.

Loft conversions should use rooflights where possible to maintain the pitch of the roof and avoid overlooking

Loft conversions may not require planning permission, but are likely to require approval under the Building Regulations.

Rooflights are considered the most sensitive way to create natural light to habitable roof accommodation. Conservation roof lights flush with the roof will be sought. The positioning of rooflights, and number on the roof slope, will be important considerations.

Outbuildings (including garages)

Outbuildings should not dominate the street scene

■ outbuildings should be designed in such a way that the character of the area is not harmed. The design, scale and positioning of detached outbuildings should consider views from outside of the site, and the impact on the street scene;

■ outbuildings should be significantly smaller in scale than the existing dwelling;

■ outbuildings in front gardens in particular should be of an appropriate height and sensitively designed, carefully located and landscaped to be unobtrusive, and

■ a six metre driveway should be provided between garages or car ports and the property boundary where this abuts a public highway (including the pavement) to prevent vehicles blocking or overhanging the highway or footpath.

Outbuildings should not cause unacceptable harm to the living conditions of neighbouring properties

■ outbuildings, like extensions, should not unacceptably affect the privacy, outlook, amenity, sunlight or daylight of nearby properties.

Bulky dormers and roof extensions should be avoided.

WALLS AND FENCES

Use an appropriate design for the location and the property

- the boundaries of a property, especially those facing a highway, can have a strong influence on the character and appearance of an area. Some areas, for example, have an attractive semi-rural character created by partly having hedges rather than fences or walls to the front boundaries. Some urban residential areas have a consistent front boundary treatment; this should be replicated in new front boundaries to preserve and enhance the area's character.

- the construction of some walls and fences does not require planning permission. In general terms, where they are adjacent to the highway (for this purpose, highway includes a public footpath), walls or fences up to 1 metre high do not require permission and in other locations, those up to 2 metres do not require consent. There are exceptions to this, for example where they are part of the boundary to a listed building or where 'permitted development rights' have been removed.

- Walls and fences can have a significant impact on the flow and storage of flood water. This can lead to higher levels of flood water on the upstream side which will potentially increase the flood risk to nearby areas. For planning applications submitted in Flood Zone 3 (1% or greater probability of river flooding), where the Environment Agency are consulted, there would be a requirement to assess and apply an appropriate allowance for climate change. Therefore, any new walls and fencing within the 1% annual probability flood with an appropriate allowance for climate change should be permeable to flood water. Walls should have openings below the 1% annual probability (1 in 100 year) plus an appropriate allowance for climate change flood level to allow the movement of flood water. The openings should be at least 1 metre wide by the depth of flooding and there should be one opening in every 5-metre length of wall.

Avoid high walls and fences to front boundaries

- the construction of high walls and fences next to a pavement creates an unpleasant environment for pedestrians and can also provide cover for criminals.

High front boundary treatments will not be acceptable where they cause highway safety problems in terms of visibility.

NATURE CONSERVATION

Householder development may present simple opportunities to create habitats that could help with wildlife, ecology and conservation objectives. This may include small holes in boundary walls to create wildlife corridors, creation of log piles, natural water features and bat and bird nest boxes.

Conversely, works to your property could affect wildlife habitats:

Birds

It is illegal to disturb nesting birds. Work should be timed to avoid the breeding season. If an active nest is discovered, work should cease until the nesting has been completed.

Bats

All species of bats are protected, and it is illegal to disturb their roosts. A survey should be undertaken to ensure there are no bats present before any work.

Designing for wildlife

Modern buildings offer few opportunities for nesting birds and other wildlife. This is a major factor in the decline of house sparrows.

You should consider the option of providing nest boxes to benefit house sparrows and other species.

APPENDIX 5:
DESIGNING GYPSY AND TRAVELLER AND TRAVELLING SHOWPEOPLE SITES

Many housing allocations in the Local Plan expect provision for gypsy, traveller and travelling showpeople sites.

Sites should be appropriately integrated, easily accessed, well landscaped and provide the facilities to meet the needs of the residents. The different needs and distinct differences between the cultures and ways of life of gypsies and travellers, and travelling showpeople is set out in national and local policy and guidance.

It is important to consult with the travelling community, representative bodies and local support groups to understand preferences and the specific facilities needed.

The same design aspiration applies to these sites as any other form of housing. They should not be sited in locations inappropriate for ordinary dwellings. Sites need to be planned with easy access to major roads or public transport services, promoting integrated co-existence between the site and the wider community and local services. Long term sustainability of sites depends on creating places that are safe and desirable to live. Sites should be well landscaped to provide a residential feel and attractive environment. Consideration should be given as to how effective management and maintenance can be achieved in the long term.

Designs should address the impact of environmental quality (e.g. noise and air quality) on health and well-being, particularly for sites in proximity to major roads and/or railways, and the flood risk, including functional floodplains, given the particular vulnerability of caravans.

Key considerations for site layout include:

- clear demarcation of boundaries that is sympathetic to the character of the surrounding area;

- a clear gap of 3m inside site perimeter boundaries and a 6m separation distance between each caravan, trailer and park home, for fire safety reasons;

- positioning of caravans away from overhanging trees for fire safety reasons;

- privacy for individual households whilst maintaining a sense of community;

- the ability to manoeuvre living accommodation to the site and onto each each pitch/plot, based on trailers of up to 15m in length;

- safe access and egress to site, and easy access and a safe turning places for emergency and refuse vehicles;

- Maximising opportunities for natural surveillance;

- a communal play area for children and potentially a building to house communal facilities may be appropriate for larger proposals for pitches/plots. In such cases there should be a clear delineation

An example of permanent pitch design.
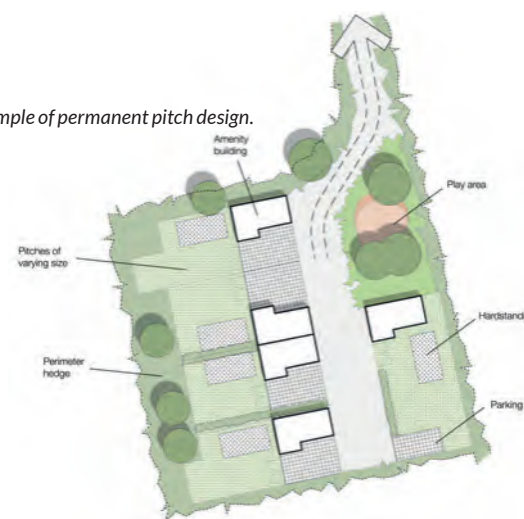
of public communal areas and private space, with boundaries to each pitch.

- infrastructure, e.g. water and electricity supply, surface water and storm drainage, lighting and waste disposal arrangements;

- Incorporation of green infrastructure including boundary hedging, soft landscaping and green space where appropriate;

As a guide, individual pitches are generally expected to be in the region of 450-500sqm, whilst the Showmen's Guild recommends plots should have an area of at least ¼ acre. Individual pitches/plots should be large enough to accommodate the following as a minimum:

- adequate space for car parking (and storage of equipment in the case of a Showmen's plot);

- pitch boundary treatment which respects and enhances existing character;

- space for a mobile home and touring caravan;

- an area of private amenity space capable of accommodating activities such as outdoor play, drying clothes and storage;

- an attractive hard standing area suitable for use by trailers, touring caravans or other vehicles and which takes account of sustainable drainage; and

- an amenity building to provide as a minimum water and electricity supply, toilet, personal washing and laundry facilities.

APPENDIX 6: FOUR STAGES OF THE DESIGN PROCESS IN DETAIL

Runnymede's Specific Design Standards *(Design Standards 1 - 4)*

Analysing Site and Context	Developing a Design Concept	Site Layout / Masterplanning	Detailed Design
Design Standards 5 - 7	Design Standards 8 - 9	Design Standards 10 - 20	Design Standards 21 - 25
Pre-application	Pre-application	Pre-application/Application	Application

MOST RELEVANT TO

■ Major development	■ Major development ■ Infill development	■ Major development ■ Infill development	■ Major development ■ Infill development ■ Householder development

INFLUENCES

■ Character Areas ■ Policy - strategic aspirations / site allocations ■ Planning history ■ Past consultations	■ Site and context appraisal ■ Client design aspirations ■ Policy - site constraints and opportunities ■ Conservation Area Appraisals ■ Initial consultation and engagement	■ Site and context appraisal ■ Concept structure and key ideas ■ Policy - site constraints and opportunities ■ Detailed consultation and engagement	■ Site context and appraisal ■ Statutory consultation and engagement

USEFUL MATERIAL

■ Local Plan ■ Character areas ■ Conservation Area Appraisals	■ Local Plan ■ Character areas ■ Conservation Area Appraisals	■ Local Plan ■ Outputs from earlier stages	■ Local Plan ■ Householder guidance ■ Outputs from earlier stages

RELEVANT ISSUES

■ Strategic role / function of the site ■ Settlement pattern ■ Accessibility to facilities, services and public transport by all modes of transport ■ Housing need and / or market assessment ■ Townscape and / or landscape character ■ Ecology; open space and biodiversity (including designations) ■ Topography ■ Views into and out of the site ■ Flood risk and drainage ■ Heritage designations ■ Pollution, contamination and ground conditions (including noise)	■ Appropriate precedent to support concept design ■ Development of options, and option testing ■ Pattern of blocks, plot sizes and buildings ■ Local mix of uses, including community facilities ■ Movement patterns (all modes of transport) ■ Built heritage ■ Archaeology	■ Site levels ■ Buildings and structures ■ Landscape - hedgerows, ponds, trees ■ Views into / within / across / out of the site ■ Flood risk and drainage ■ Detailed access for all modes of transport ■ Utilities ■ Boundary conditions	■ Amount of open space ■ Internal space standards ■ External space standards (distances between buildings) ■ Aspect / views out ■ Quantity of parking ■ Roof plans ■ Access and circulation ■ Micro-climate ■ Daylight / sunlight

OUTPUTS

■ Baseline strategic assessments of site conditions / opportunities (e.g. Flood Risk, Habitat Regulations Assessment, Drainage Strategy, noise and air quality) ■ Transport and Movement Assessment ■ Heritage Impact Assessment	■ Urban Design analysis ■ Masterplan options ■ Landscape / open space concept ■ Design concept and sketches	■ Masterplan ■ Detailed drawings ■ Site specific Transport Assessment / Travel Plan ■ Urban design principles	■ Design and Access Statement ■ Detailed plans and drawings to scale ■ Visuals and 3-dimensional drawings ■ Elevations, cross-sections and other technical drawings

GLOSSARY

GLOSSARY

Accessibility

The degree to which buildings and spaces are accessible to all sections of the public.

Active Design
(Sport England/Public Health England):

Active Design is a combination of 10 principles that promote activity, health and stronger communities through the way we design and build our towns and cities. Provides a step-by-step guide to implementing an active environment.

Active frontages

Active frontages are building elevations that have frequent doors and windows, with few blank walls, internal uses visible from the outside, or spilling onto the street.

Adaptability

The capacity of a building or space to be changed, responding to social, technological and economic conditions.

Affordable housing

Housing which should meet the needs of eligible households, determined with regards to local incomes and house prices. Affordable housing includes social and affordable rented and other forms of affordable housing provided for specified eligible households whose needs are not met by the market (see policy SL20 of the 2030 Local Plan).

Amenity

A positive element or elements that contribute to the overall character or enjoyment of an area or place. For example, privacy, open land, trees, buildings, structures and the interrelationship between them, or less tangible factors such as tranquillity.

Amenity Green-space

Open land, often landscaped, that makes a positive contribution to the appearance of an area or improves the quality of the lives of people living or working within the locality. It may also provide opportunities for unstructured recreational activities or relaxing and can serve other purposes such as reducing the noise from a busy road or providing shelter from prevailing winds.

Back

The back of a building or development block, often not readily or only partially visible from public areas.

Backland development

Development of 'landlocked' sites behind existing buildings, such as rear gardens and private open space, usually within predominantly residential areas. Such sites often have no street frontages.

Biodiversity

The whole variety of life encompassing all genetics, species and ecosystem variations, including plants and animals.

Boundary

There is no legal definition of where a boundary may run. Some boundaries are administrative such as Borough or Parish boundaries, others may be formed by physical features such as walls and fences.

Building

The term building refers to the whole or any part of any structure or erection. It does not include plant or machinery within a building.

Building Line

The line created by the main façade of buildings in relation to a street.

Bulk

The size, mass and volume of a building or structure, more often used in the context of larger buildings or structures.

Carriageway

The part of a road along which traffic passes.

Character

The combination of qualities or features that distinguish one area from another. A term relating to the appearance of any location in terms of its landscape or the layout of streets and open spaces, often giving places their own distinct identity.

Climate Change

Long-term changes in temperature, precipitation, wind and all other aspects of the Earth's climate. Often regarded as a result of human activity and fossil fuel consumption.

Conservation Area

Areas of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance. Also known as 'Designated Conservation Area'.

Context

The nature of the surroundings in which a site is located including both landscape and built form.

Density

The intensity of development in a given location. It can be expressed in terms of plot ratio (for commercial development), number of units or habitable rooms per hectare (for residential development).

Design Brief

A design brief is a comprehensive written document for a design project developed in concept by a person representing the business need for design and the designer. The document is focused on the desired results of design – not aesthetics. Design briefs are commonly used in consulting engagements, when an independent designer or a design agency executes a design on behalf of a client.

Design and Access Statement (DAS)

See Appendix One (page 55).

Desire Line

Paths or routes, which may or may not exist currently where pedestrians or other people desire to travel between points.

Development

Development is defined under the 1990 Town and Country Planning Act 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 (see also "permitted development").

Dwelling / dwellinghouse

A self-contained building or part of a building used as a residential accommodation, and usually housing a single household. A dwelling may be a house, bungalow, flat, maisonette either purpose built or converted from an earlier use.

Edges

Linear elements not used or thought of as routes, which may act as a barrier between areas or create a distinctive break between areas. Edges may take many forms including roads, railway lines, property boundaries, hedges or simply a point where one use or buildings cease and a different use or buildings start.

Elevation

The external faces of buildings. The actual façade (or face) of a building, or a plan showing the drawing of a façade.

Enclosure

The physical containment of a street, public space, individual or group of buildings. Often associated with a distinctive hedge, fence or wall line, generally referred to as a means of enclosure.

Evidence Base

The information and data gathered by local authorities to justify the "soundness" of the policy approach set out in the Local Plan (and other planning documents), including physical, economic, and social characteristics of an area.

Flood plain

Generally low-lying areas adjacent to a watercourse, tidal lengths of a river or the sea, where water flows in times of flood or would flow but for the presence of flood defences.

Focal point

Centre of interest or activity (social); a key element that everyone looks at (visual)

Frontage

The front or face of a building (see also 'Active frontage')

Fronts

A structure that 'looks out' onto something; the main elevation of a building is located to look out over something that provides good amenity value, e.g. a park or lake, or something that benefits from active surveillance, e.g. a street or footpath.

Gateways

Where the street space narrows down or the massing of buildings appears to make it do so, to mark a threshold between one area and another.

Grain

The pattern of the arrangement of street blocks, plots and their buildings in a settlement. The degree to which an area's pattern of blocks and plot subdivisions is respectively small and frequent (fine grain), or large and infrequent (coarse grain).

Green Corridor

Green corridors can link housing areas to the national cycle network, town and city centres, places of employment and community facilities. They help to promote environmentally sustainable forms of transport such as walking and cycling within urban areas and can also act as vital linkages for wildlife dispersal between wetlands and the countryside.

Gypsy/traveller (definition for planning purposes)

Persons of nomadic habit of life whatever their race or origin, including such persons who on grounds only of their own or their family's or dependants' educational or health needs or old age have ceased to travel temporarily, but excluding members of an organised group of travelling showpeople or circus people travelling together as such.

Habitable Rooms

Any room used or intended to be used for sleeping, living or eating and cooking purposes. Enclosed spaces such as bath or toilet facilities, service rooms, corridors, laundries, hallways, utility rooms or similar spaces are excluded from this definition as are smaller kitchens primarily used for cooking only. Large kitchen dining rooms (usually larger than 14m²) with a clearly defined dining space may be counted as a habitable room depending on circumstances.

Heat Island

Heat Island refers to any area, populated or not, which is consistently hotter than the surrounding area. Heat islands can affect communities by increasing summertime peak energy demand, air conditioning costs, air pollution and greenhouse gas emissions, heat related illness and mortality, and water quality.

Heritage asset

A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority, such as nationally and locally listed buildings, conservation areas, registered parks and gardens, archaeological remains and ancient monuments.

Householder development

Householder developments are defined as those within the curtilage of a dwellinghouse which require an application for planning permission and are not a change of use and include extensions, conservatories, loft conversions, dormer windows, alterations, garages, car ports or outbuildings, swimming pools, walls, fences, domestic vehicular accesses including footway crossovers, porches and satellite dishes. Applications relating to any work to one or more flats, applications to change the number of dwellings (flat conversions, building a separate house in the garden), changes of use to part or all of the property to non-residential (including business) uses, or anything outside the garden of the property (including stables if in a separate paddock) are excluded.

Infill development

The development of a relatively small gap between existing buildings.

Landmark

A conspicuous building or structure that stands out from the background buildings, and which can act as a reference point.

Landscape Character

The distinct nature of an area of land in terms of such elements as its shape, geology, soils, vegetation, land use and settlement patterns.

Layout

The way buildings, routes and open spaces are placed or laid out on the ground in relation to each other.

Legible, legibility

A legible area, or a place with a legible structure, is one with a strong sense of local identity. Locations, streets, open spaces and places that have a clear image and are easy to understand. For example, a location that is easy to find your way around.

Living with Beauty (Building Better, Building Beautiful Commission) :

Independent report on how to promote and increase the use of high-quality design for new build homes and neighbourhoods.

Listed building

A building of special architectural or historic interest. Listed buildings are graded I, II* or II with grade I being the highest. Listing includes the interior as well as the exterior of the building, and any buildings or permanent structures (e.g. wells within its curtilage). Historic England is responsible for designating buildings for listing in England.

Locally listed building

Buildings or structures that make a positive contribution to local character and sense of place because of their heritage value. Locally Listed Buildings are designated by the Council and a full list can be found on the Council's website.

Local Plan

A local plan sets out local planning policies and identifies how land is used, determining what will be built where. Adopted local plans provide the framework for development across England. In Runnymede, this is the Runnymede 2030 Local Plan.

Major development

For the type of development covered by the guide, major development involves any one or more of the following:

- The provision of housing where:
  i. the number of houses to be provided is 10 or more; or
  ii. the development is to be carried out on a site having an area of 0.5 hectares or more;

- The provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or

- Development carried out on a site having an area of 1 hectare or more.

Masterplan

A Masterplan includes both the process by which organisations undertake analysis and prepare strategies and the proposals that are needed to plan for major change in a defined physical area.

Material consideration

A matter that should be taken into account in deciding a planning application or on an appeal against a planning decision.

National Planning Policy Framework (NPPF)

Sets out the Government's planning policies for England and how these are expected to be applied. It sets out the Government's requirements for the planning system only to the extent that it is relevant, proportionate and necessary to do so. It provides a framework within which local people and their accountable councils can produce their own distinctive local and neighbourhood plans, which reflect the needs and priorities of their communities.

Natural surveillance

The discouragement of wrongdoing by the presence of passers-by or the ability of people to be seen out of surrounding windows. Also known as passive surveillance (or supervision). See also Planning Out Crime.

Neighbourhood Plan

A neighbourhood development plan is a plan which sets out policies (however expressed) in relation to the development and use of land in the whole or any part of a particular neighbourhood area specified in the plan. Neighbourhood areas are defined and approved by the local authority(ies) within which it is located.

Overdevelopment

An amount of development (for example, the quantity of buildings or intensity of use) that is excessive in terms of demands on infrastructure and services, or impact on local amenity and character.

Overlooking

A term used to describe the effect when a development or building affords an outlook over adjoining land or property, often causing loss of privacy.

Overshadowing

The effect of a development or building on the amount of natural light presently enjoyed by a neighbouring property, resulting in a shadow being cast over that neighbouring property.

Passive Solar Heating

A solar heating system using a simple solar collector, building materials, or an architectural design to capture and store the sun's heat. Very simple examples include a garden greenhouse, or a south-facing window in a dwelling.

Photovoltaics / photovoltaic cells

Conversion of solar radiation (the sun's rays) to electricity by the effect of photons (tiny packets of light) on the electrons in a solar cell. For example, a solar-powered car or a calculator.

Permitted development

Permitted development rights are a national grant of planning permission which allow certain building works and changes of use to be carried out without having to make a planning application. Permitted development rights are subject to conditions and limitations to control impact and to protect local amenity.

Place

A location with an identity and characteristics which foster a sense of community and belonging.

Planning Out Crime

The planning and design of street layouts, open space, and buildings to reduce the actual likelihood or fear of crime, for example by creating natural surveillance.

Private Open Space

Open space that is usually privately owned and is not usually accessible by members of the public.

Protected Species

Plants and animal species afforded protection under certain Acts and Regulations.

Public Art

Permanent or temporary physical works of art visible to the general public, whether part of a building or free-standing. For example, sculpture, lighting effects, street furniture, paving, railings and signs.

Public Open Space

Urban space, designated by a council, where public access may or may not be formally established, but which fulfils or can fulfil a recreational or non-recreational role (for example, amenity, ecological, educational, social or cultural usages).

Public Realm

Those parts of a village, town or city (whether publicly or privately owned) available, for everyone to use. This includes streets, squares and parks.

Public Right of Way

A public right of way is a highway over which the public have a right of access along the route.

Regeneration

The economic, social and environmental renewal and improvement of rural and urban areas.

Renewable Energy

Energy flows that occur naturally and repeatedly in the environment, for example from the wind, water flow, tides or the sun.

Rhythm

A strong regular repeated pattern of plot and / or house sizes.

Rural

Of, relating to, or characteristic of the country.

Setting

The context or environment in which something sits.

Shop Fascia

Part of the face or elevation of a shop, displaying the retailer's names.

Solar gain

Also known as solar heat gain or passive solar gain) refers to the increase in temperature in a space, object or structure that results from solar radiation. The amount of solar gain increases with the strength of the sun, and with the ability of any intervening material to transmit or resist the radiation.

Spatial strategy

The way in which development is accommodated (or proposed to be accommodated) within Runnymede. Expressed through the Local Plan, the strategy in Runnymede is based upon locating the majority of new housing within or close to the main towns of Egham, Chertsey, Addlestone and within the larger settlements outside of these and at Longcross Garden Village. Much of the undeveloped areas of the borough fall within the green belt.

Suburban

Suburban mostly refers to a residential area. It is a residential district located on the outskirts of a town. Any particular suburban area is referred to as a suburb, while suburban areas on the whole are referred to as the suburbs or suburbia.

Sustainable Urban Drainage (SUDS)

Systems are a sequence of water management practices and facilities designed to drain surface water in a manner that will provide a more sustainable approach than what has been the conventional practice of routing run-off through a pipe to a watercourse.

Sustainable approach / sustainability

International and national bodies have set out broad principles of sustainable development. Resolution 42/187 of the United Nations General Assembly defined sustainable development as meeting the needs of the present without compromising the ability of future generations to meet their own needs.

The UK Sustainable Development Strategy

Securing the Future set out five 'guiding principles' of sustainable development: living within the planet's environmental limits; ensuring a strong, healthy and just society; achieving a sustainable economy; promoting good governance; and using sound science responsibly.

Tandem development

'Tandem' Development, is backland development, where a new dwelling is placed immediately behind an existing dwelling and served by the same vehicular access.

Terracing effect

This is where the visual gaps between buildings are a feature of a locality and where the loss of these gaps will give an impression of an almost continuous built frontage. This is particularly harmful to the character of an area where two storey side extensions are proposed and the regular and often limited gaps existing between properties are reduced.

Topography

The shape of the landform i.e. The arrangements of valleys and hills.

Townscape

The form and visual appearance of settlements; the appearance of streets, including the way the components of a street combine in a way that is distinctive.

Travel Plan

A travel plan aims to promote sustainable travel choices (for example, cycling) as an alternative to single occupancy car journeys that may impact negatively on the environment, congestion and road safety. Travel plans can be required when granting planning permission for new developments.

Travelling showpeople (definition for planning purposes)

Members of a group organised for the purposes of holding fairs, circuses or shows (whether or not travelling together as such). This includes such persons who on the grounds of their own or their family's or dependants' more localised pattern of trading, educational or health needs or old age have ceased to travel temporarily, but excludes Gypsies and Travellers as defined above.

Urban

Relating to, or constituting a city or town.

Urban Design

The art of making places. It involves the design of buildings, groups of buildings, spaces and landscapes, in villages, towns and cities, to create successful development.

Urban Grain

See Grain.

Vernacular

Construction based on local and traditional construction methods, materials and decorative styles.

Zero Carbon Development

Over a year, the net carbon emissions from all energy use in the building or development are zero. This includes in a house, for instance, energy use from cooking, washing and electronic entertainment appliances as well as space heating, cooling, ventilation, lighting and hot water.