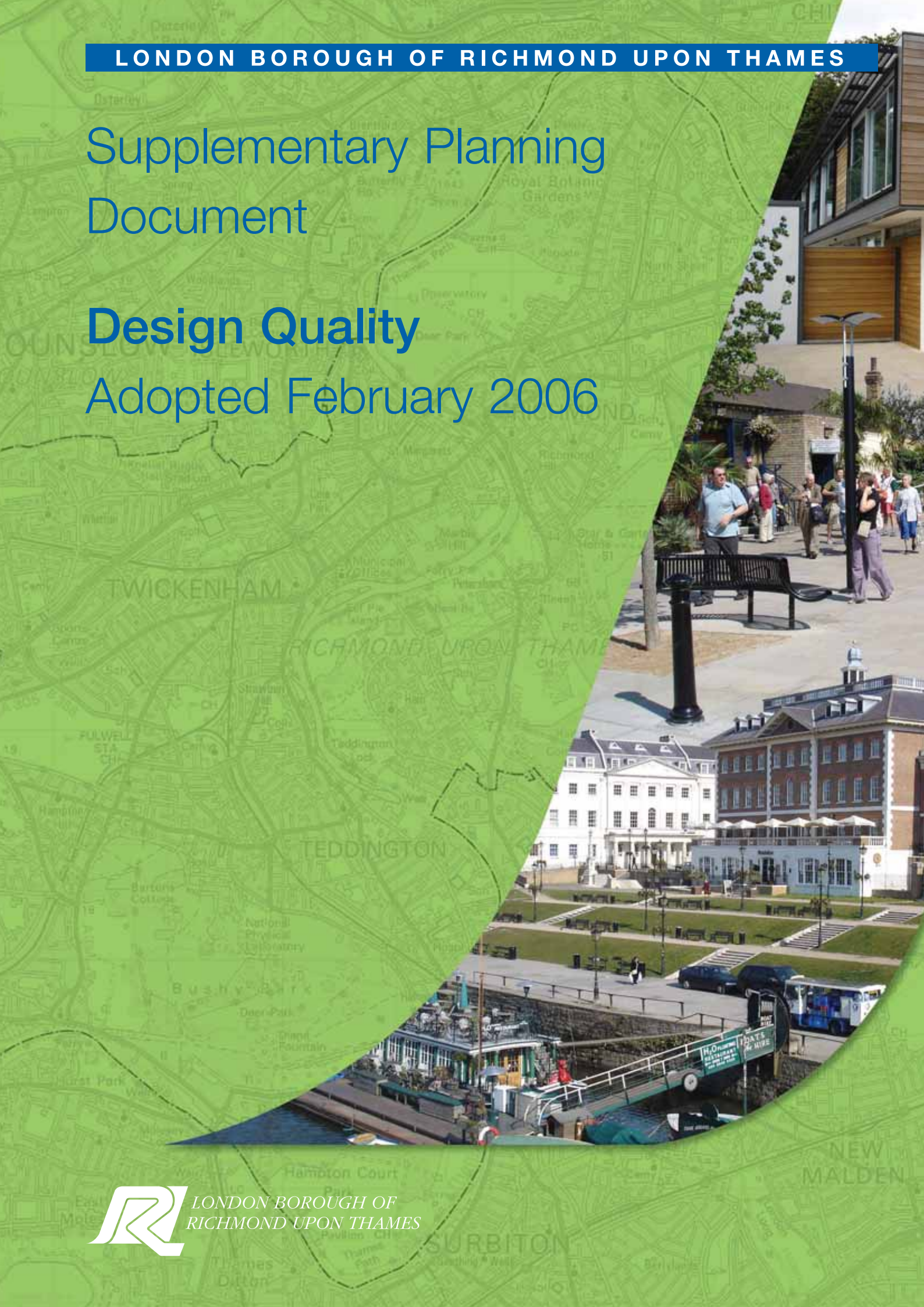


LONDON BOROUGH OF RICHMOND UPON THAMES

Supplementary Planning Document

Design Quality

Adopted February 2006



LONDON BOROUGH OF
RICHMOND UPON THAMES

**If you need this leaflet in Braille,
large print, audio tape,
or another language,
please contact us on
020 8891 7322
or minicom 020 8831 6001**

Nese keni veshtersi per te kuptuar kete botim, ju lutemi
ejani ne recepcionin ne adresen e shenuar me poshte ku ne
mund te organizojme perkthime nepermjet telefonit.

Albanian

إذا كانت لديك صعوبة في فهم هذا المنشور، فنرجو زيارة الإستقبال في
العنوان المعطى أدناه حيث بإمكاننا أن نرتب لخدمة ترجمة شفوية
هاتفية.

Arabic

এই প্রকাশনার অর্থ বুঝতে পারায় যদি আপনার কোন সমস্যা হয়, নিচে দেওয়া
ঠিকানায় রিসেপশন-এ চলে আসুন যেখানে আমরা আপনাকে টেলিফোনে দোভাষীর
সেবা প্রদানের ব্যবস্থা করতে পারবো।

Bengali

اگر در فهمیدن این نشریه مشکلی دارید لطفاً به میز پذیرش
در آدرس قید شده در زیر مراجعه نمایید تا ترتیب ترجمه
تلفنی برایتان فراهم آورده شود:

Farsi

જો તમને આ પુસ્તિકાની વિગતો સમજવામાં મુશ્કેલી પડતી હોય તો, કૃપયા
નીચે જણાવેલ સ્થળના રિસેપ્શન પર આવો, જ્યાં અમે ટેલિફોન પર ગુજ
રાતીમાં ઇન્ટરપ્રિટિંગ સેવાની ગોઠવણ કરી આપીશું.

Gujarati

ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਸ ਪਰਚੇ ਨੂੰ ਸਮਝਣ ਵਿਚ ਮੁਸ਼ਕਲ ਪੇਸ਼ ਆਉਂਦੀ ਹੈ ਤਾਂ ਹੇਠਾਂ
ਦਿੱਤੇ ਗਏ ਪਤੇ ਉੱਪਰ ਰਿਸੈਪਸ਼ਨ 'ਤੇ ਆਓ ਜਿੱਥੇ ਅਸੀਂ ਟੈਲੀਫੋਨ ਤੇ ਗੱਲਬਾਤ
ਕਰਨ ਲਈ ਇੰਟਰਪ੍ਰਿਟਰ ਦਾ ਪ੍ਰਬੰਧ ਕਰ ਸਕਦੇ ਹਾਂ।

Punjabi

پہا کو اس اشاعت کو سمجھنے میں کوئی مشکل ہے تو، براہ کرم نیچے دیئے ہوئے ایڈریس کے استقبال پر جا کر ملیئے، جہاں
پہا کیلئے ٹیلیفون انٹرپریٹنگ سروس (ٹیلیفون پر ترجمانی کی سروس) کا انتظام کر سکتے ہیں۔

Urdu

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was prepared by Taylor Young for the
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The view below Richmond Hill in the London Borough of Richmond upon Thames has for long been the inspiration of artists seeking a harmonious symbol of man and nature. This Arcadian view (protected by an Act of Parliament) along with 70 designated conservation areas and 1,200 Listed Buildings are a testament to the rich traditions of design quality that have existed within the Borough for centuries. There is, however, a concern that whilst the most distinguished places continue to be enhanced with high quality development, all too often proposals in some parts of the Borough fail to improve on existing mediocrity and create new distinctiveness.

This Supplementary Planning Document (SPD) is one of a number commissioned by the London Borough of Richmond upon Thames to assist in interpreting local planning policy. Others include, for example, advice for 'Small and Medium Housing Sites,' a guidance checklist for 'Sustainable Construction' and 'The Public Space Guide.' SPDs will be used by officers and Members of the Borough Council to guide and promote the highest quality of design. This document provides the framework for all local design guidance in the Borough. It focuses on the general principles of design quality in all new built development in the Borough's towns and villages.

This is the Council's response to a nationwide agenda that planning should advance high quality inclusive design, and that design which fails to take the opportunity to improve the character and quality of an area should not be accepted. It has been compiled to be representative of national planning policy and to recognise best practice in design guidance, in particular the advice produced by Cobe (Commission for Architecture and the Built Environment). This guidance achieves this through four objectives:



1. **Positive promotion** - to campaign and illustrate high standards of design and what is achievable.
2. **Design management** - to set design parameters for developers and avoid unfavourable outcomes.
3. **Procedural assistance** - to improve the standard of planning applications.
4. **Design review** - to provide a mechanism for the Council to appraise design quality and make good decisions.

As the local planning authority, the London Borough of Richmond upon Thames is responsible for the control of built development in the Borough. Planning permission is required for most types of building works and Listed Building or Conservation Area Consent may also be required. It is important to check what permission is required before building works commence.

This document will be adopted as a Supplementary Planning Document to the Adopted Richmond upon Thames Unitary Development Plan (2005) emphasising the importance the planning authority places on securing high standards of design. As an adopted planning document it is a material consideration when determining planning applications and may be used to refuse development on the grounds of poor design.

“It is the Council's contribution to a nationwide agenda that planning should advance high quality inclusive design.”

This SPD provides an efficient and transparent tool for developers to understand the aspirations of the Council. A special role of this Guide is in offering a description of the individual characteristics and planning policies within Richmond upon Thames. Figure 1 highlights the inter-related policy and guidance linkages which have led to the production of this Guide.

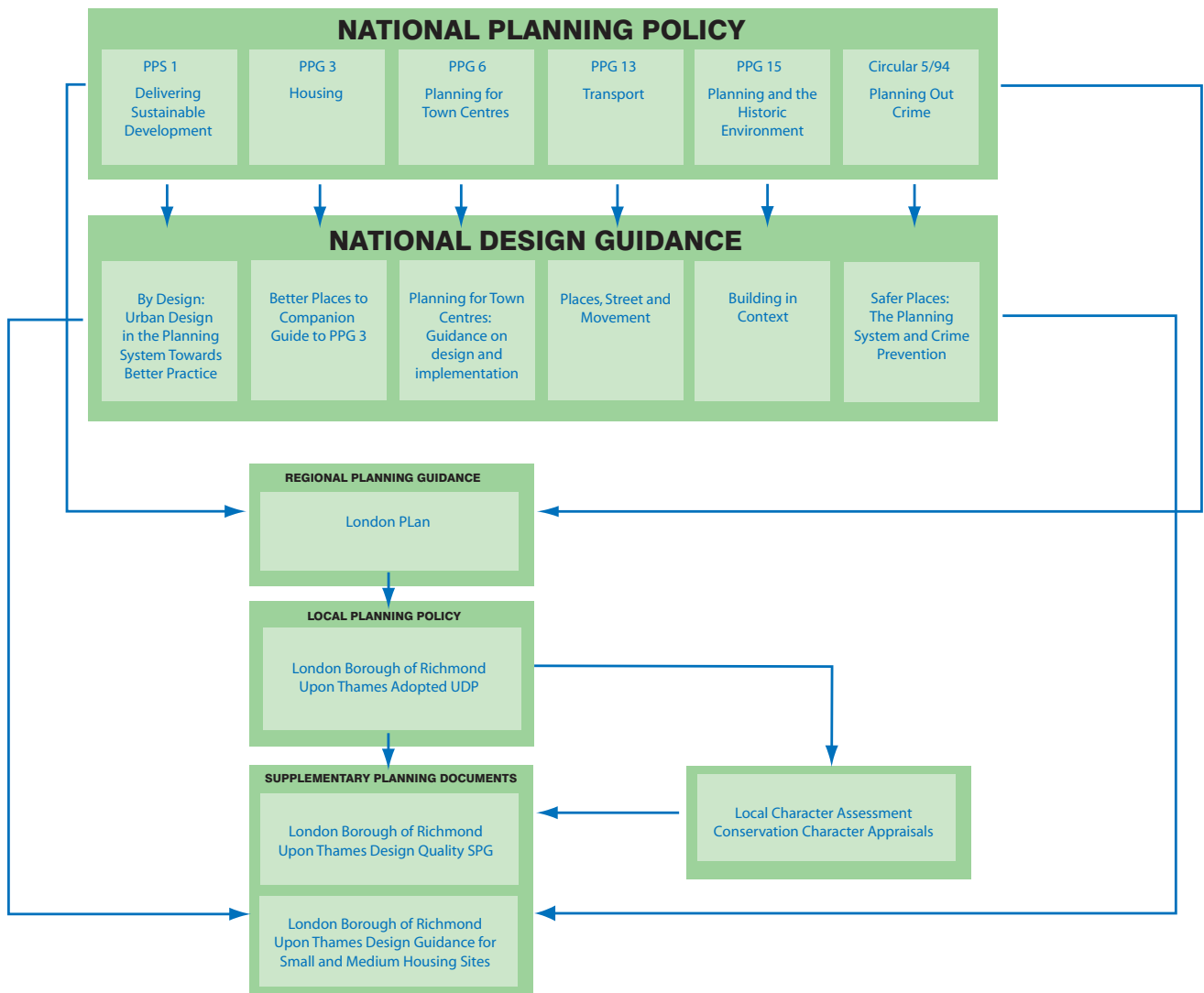


Figure 1 - Inter-related policy & guidance linkages

The London Borough of Richmond upon Thames Supplementary Planning Document: Design Quality provides the overall context for design guidance in the Borough and applies to the design of all new buildings regardless of use and size. It should be taken into consideration when designing individual buildings, groups of buildings, redevelopment and infill schemes, extensions and even minor building works.

It not only sets the scene for built development but also emphasises the importance of both the public and private spaces between buildings. These will include areas of soft and hard landscape and all aspects of support infrastructure such as roads, footways, parking and amenity spaces.

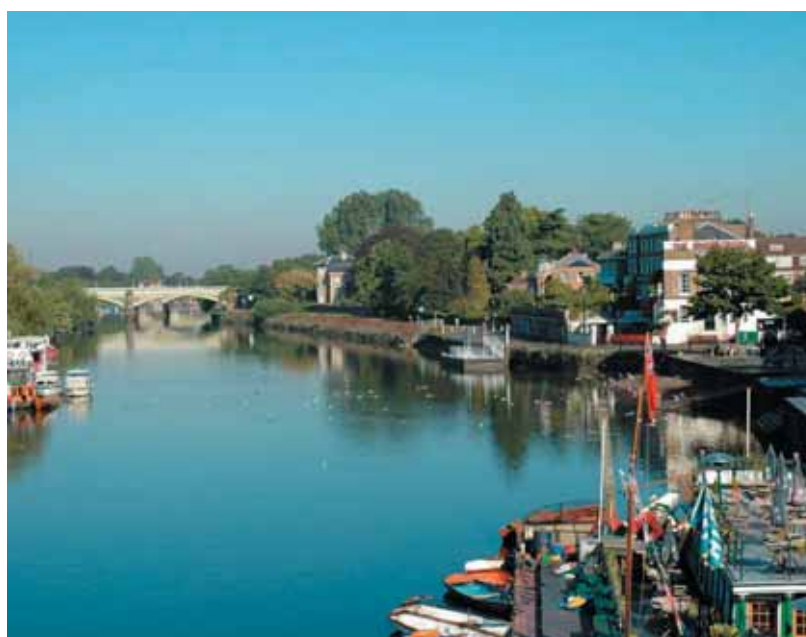
The Guide contains three chapters which should be read as a whole and applied at an early stage in the development process to ensure that good design is an integral part of every scheme. The chapters are:

- **Understanding the Process** - Procedural advice for applicants
- **Guiding Quality** - Design quality guidance
- **Borough Character** - Summary of Borough wide character

Understanding the Process explains the procedure for achieving planning permission and the importance that design has in the determination of planning applications.

Guiding Quality presents detailed and practical urban design advice. This provides guiding principles for creating good design whilst allowing for innovation, flair and creativity specific to the needs, constraints and opportunities of individual sites. No such guidance will be exhaustive, but this Guide should ensure that basic considerations are taken into account by promoters of development.

Borough Character introduces the character of the Borough in terms of its physical and landscape setting, its historical development and the distinctive qualities of local townscape.



Chapter 1: Understanding the Process

Applicants for planning permission will need to satisfy a number of criteria in order for their application to be understood and considered by the Council. Poorly assembled and ill thought applications are unlikely to be received positively. Applicants who fail to recognise the importance of submitting thorough information may be faced with delay and ultimately disappointment with an application that is refused. This chapter offers advice which will make the planning process more effective and ensure that the design process is integrated from the start. The Council will then be able to consider applications fully and fairly with the confidence that proposals have a high regard to design.

1.1 The Importance of Urban Design as a Planning Consideration

This Guide is an adopted document and a material consideration which will be used to judge the effectiveness of proposals. Development proposals which fail to grasp this Guide's principles, as well as any other Supplementary Planning Guidance (SPG), SPDs or Conservation Area Appraisals are likely to be refused. In line with Section 42 of the Planning and Compulsory Purchase Act (2004) applicants for planning permission will be expected to include a written statement with their application. This should set out the principles and concepts that have been applied to the proposed development as well as a statement on access. The inclusion of such a statement with a planning application should demonstrate that a thorough approach has been taken to design which grasps the principles of this Guide. A summary of the information required in Design and Access Statements can be found in Appendix 1.

1.2 Design Skills

The achievement of a comprehensive design outcome is a responsibility which cuts across the various professionals who deliver built development, but essentially the applicant should take a lead through a clear vision and an insistence on quality. This guidance cannot be a substitute for the appointment of an appropriate designer whose services will be fundamental to the achievement of a successful design outcome. Before appointing an Architect applicants should satisfy themselves of the quality of design work achieved

in previous commissions by the design team. They should ensure there is a clear knowledge of expectations for design excellence in the Borough and consider references from previous clients and planning authorities. Further advice on the appointment of an Architect can be sought from the RIBA (Royal Institute of British Architects- www.riba.org). In addition to an architect, schemes may benefit from other professional advice and this may be a topic for discussion at the pre-application stage since planners, urban designers, historic buildings advisors, landscape architects and engineers may all play a role in facilitating good design. 'Secured by Design' guidance provides advice on designing out crime.

1.3 Pre-application

In the early design stages the Council welcomes pre-application discussions with applicants and realises the benefit that such dialogue can have in terms of identifying the ambitions of both the Council and applicant at an early stage. For larger, more complex or contentious proposals these discussions will be essential. Although planning officers will be able to advise on proposals, such advice must not be taken as official approval or permission and it must be understood that any action taken by applicants before the Council's decision is entirely at their own risk. Applicants should look at all the relevant SPG/SPDs and other guidance prepared by the Council, a full list can be found on the Council's website.



At the pre-application stage applicants should also consider other bodies which may be involved in considering the application, as well as the local reaction to the development. Consultation with neighbours and other relevant groups is recommended before a formal application is made for a large scheme. Involving the public and stakeholders in the design process is likely to improve the acceptability and the quality of the scheme.

Thames Water should be consulted on all matters relating to the public mains water and public sewerage systems.

Thames Water must also be consulted regarding proposals involving building over or close to a public sewer.

1.4 Making an Application

Once an applicant is satisfied that their proposal is ready to be considered by the planning authority a planning application can be made. There are various types of application.


Outline planning application - If the applicant wishes to ascertain whether a development will be given permission in principle by reserving certain matters for subsequent approval. It is not, however, the Council's policy to accept an outline application if the site lies in a conservation area or adjacent to a listed building. Where such an application is appropriate the Local Planning Authority will normally require siting and access to be submitted and illustrative elevations.

Full planning application - An application for development which contains the full details.

Application for works to a Listed Building - Where the development requires internal or external works or demolition to a property on the statutory list of buildings of special architectural or historic interest very early discussion should take place with the Borough Council. If in doubt of the status of buildings of interest, immediate verification should be sought before any plans are commissioned.

Applications for Conservation Area Consent - This is normally required for the complete or substantial demolition of non-listed buildings in conservation areas; again early discussions are recommended with the Council.

The content of a planning application will include certain levels of information to allow it to be considered fully and fairly. A checklist of requirements regarding the detail of these requirements is contained in Appendix 2. Applications which do not include the correct level of information are invalid and the Council reserves the right not to register them.



“Successful places constitute more than good architecture.”

Chapter 2: Guiding Quality

Urban design is often quoted as the art of making places for people, a process which is reliant on a number of different but mutually re-inforcing objectives. Successful places constitute more than good architecture. It is important to understand the functions of a place over time as well as the connections and spaces between buildings will effect the way a place 'feels' in three dimensions.

Character - *A place with its own identity.*

To promote character in townscape and landscape by responding to and reinforcing locally distinctive patterns of development, landscape and culture,



Continuity and Enclosure - *A place where public and private places are clearly distinguished.*

To promote continuity of street frontages and the enclosure of space by development which clearly defines private and public areas.



Public Realm - *A place with attractive and successful outdoor areas.*

To promote public spaces and routes that are attractive, safe, uncluttered and work effectively for all in society including disabled and elderly people.



Ease of Movement - *A place that is easy to move around in and get to.*

To promote accessibility and local permeability by making places that connect with each other and are easy to move through, putting people before traffic and integrating land uses and transport.



Legibility - *A place that has a clear image and is easy to understand.*
To promote legibility through development that provides recognisable routes, intersections and landmarks to help people find their way around.



Adaptability - *A place that can be adapted easily.*
To promote adaptability through development that can respond to changing social, technological and economic conditions.



Diversity - *A place with variety and choice.*
To promote diversity and choice through a mix of compatible developments and uses that work together to create viable places that respond to local needs.



This Guide fully endorses these principles which have underpinned its development. Many of the accompanying issues are cross cutting and interdependent; it is important that applicants for planning permission read and understand this chapter in its entirety.

The guidance proposes ways in which developers and designers can analyse and react to common design issues in this Borough. Ultimately it is written to highlight and promote high standards of design and in doing so aims to restrict poor and mediocre development. There is no single solution to any given problem and this advice is not meant to be conclusive: the creativity of developers, designers and the Local Planning Authority will be instrumental in ensuring high quality outcomes.

2.1 Character- A place with its own identity

The Borough is made up of places with distinctive characters shaped by the design and arrangement of buildings, the spaces and connections between them and the uses which define them. New development should complement and enhance the character of these places by starting with an analysis of the existing urban form and avoid standard 'of the shelf' designs. A summary of Borough wide character is given in chapter 3.

Character and Context Appraisal

A character and context appraisal should be undertaken before any design work to ensure that the characteristics of each site influence the final design. It is important that new development is grounded in what is special about a place. There will be positive attributes to all sites which should enrich the final design. The level of detail required for a character and context appraisal will depend on the scale of the proposal. A relevant area around the site should also be considered to identify any common themes within the vicinity. A number of layers of understanding exist which should be considered to inspire the design process:

- **Borough wide** - the characteristics which define the Borough as a whole.
- **Character areas** - the distinctive forms and building relationships within the neighbourhood or locality as well as any wider movement linkages.

- **Street setting** - the relationship between the site and the street as well as the characteristics of local building forms, detailing and materials.
- **Site characteristics** - any built or natural characteristics within the site itself.

A detailed site appraisal will need to encompass the main urban design issues of activity, linkages, townscape and landscape. When considering these issues the appraiser should consider what local people value about the place and how it can be improved. The following points highlight some immediate questions the appraiser should ask but this is by no means exhaustive.

Activity

Key themes: Uses of buildings (ground and upper floors) and public space, densities, intensity, day/evening activities.

Some considerations:

- What is the character of local activity- residential, commercial, recreation, leisure, industrial, mixed?
- What is the intensity and density of activity- semi-rural, suburban, urban?
- How does the site relate to local services and activities- schools, open space, shops?
- Does the site relate to any major activity nodes- road corridors, public space or public transport interchanges?
- Is the area busy throughout the day?

Linkages

Key themes: Settlement patterns, access, road and pedestrian network, public transport.

Some considerations:

- What is the character of local streets- street proportion, blocks, patterns?
- Where are the pedestrian and vehicular access points located?
- Are there any existing rights of way?
- How can the development create new connections?
- How do local streets align with contours?
- How will topography influence pedestrian and cycle routes?
- How does the site relate to public transport?

Townscape

Key themes: Building forms, local vernacular and heritage, enclosure, views, landmarks.

Some considerations:

- What are the local building forms in terms of scale, form, height, massing and layout?
- What is the local vernacular- detailing, fenestration, materials, texture and colour?
- What is the sense of enclosure- gaps, frontages?

- What is the character of local roofscape - how will the proposal affect the local or Borough wide skyline?
- How can the development make the most of views into or out of the site?
- How do local buildings deal with changes in level?
- Are there any landmarks and how does the site relate to them?

Landscape

Key themes: Open space, natural features, microclimate.

Some considerations:

- How does the site relate to areas of open space- parks, wildlife corridors, the River Thames?
- How does the site relate to drainage in the area?
- What is the natural character of the site- are there any on site trees, hedgerows, shrubs or water bodies?
- Is the site exposed to the elements?
- What is the orientation of the site and how can development utilise the path of the sun?

Responding to Local Character

The information gathered through a character and context appraisal will provide a rich insight into the area to act as a basis for a design concept. It is important that the appraisal is not considered as a discrete process from design. The design concept will need to recognise the opportunities offered by the site and accept any limitations in order to reconcile the needs of the development. Demonstration of this understanding and evidence to support it will also be required at the planning application stage in the form of a Design and Access Statement (see Appendix 1).

Whilst applicants for planning permission will be required to display an informed response to the local character of the site the mere replication of past architectural forms is not always appropriate; design should reflect the locality but be honest to its time. The Borough contains some of the best examples of innovative architecture through the past centuries and this continues today. Contemporary design allows the Borough to develop a further layer of townscape which complements rather than competes with the past.

The design response will depend on the complexities of the site. Some examples which may prompt a particular attitude to design include:



“Contemporary design allows the Borough to develop a further layer of townscape which complements rather than competes with the past..”

Homogeneous Context

In places where there already exists a very distinct character, perhaps through the scale and proportions of buildings, the rhythm of fenestration or the use of materials and detailing, new development will need to reflect the prevalent unifying cues. There will be scope for very high quality architectural creativity, however, in some instances a scholarly replica may be the most appropriate approach.



Mixed Context

In mixed streets where there is greater variety in character, contextual design cues will be more diverse. This may present the opportunity for a more original approach which follows key components where harmony exists, such as the building line or established building height, but introduces a more distinctive composition.



Creative Context

In some areas there may be little cohesive character or perhaps an undesirable one. Such locations will prompt the opportunity for the most creative responses which seek to create a new sense of character from the enduring characteristics of the site, for example topography or natural features.



2.2 Continuity and Enclosure - A place where public and private places are clearly distinguished.

The scale, nature and form of a place is defined by the juxtaposition and layout of buildings and the animation of building frontages. Ultimately this refers to the architecture of a place and its visual effect on the observer. For new development to have a positive effect on communities the built form and detailed elevations of the architectural composition should define harmonious, interesting and distinctive places.

Scale

The scale of new development in terms of the width and heights of building frontages should be sympathetic to its surroundings. Many areas of a common scale exist in the Borough from intimate lanes and courtyards to grander mansion blocks and public spaces, characterising areas of a suburban, village or town scale. In such areas established eaves heights and plot widths are likely to dictate the scale of new development and a larger scale of development will be resisted where it may harm the character of the street.

In certain locations, however, intensification may be acceptable. This will require a creative response which balances the scale of development with the massing of neighbouring buildings. To help a proposal 'tie in' with the street scene the building's façade, in terms of the pattern of vertical and horizontal elements, should repeat key horizontal elements such as banding, eaves height or the roofline for example. Additionally the set back of



taller components from the main façade in a visually lighter colour or material may reduce the impact of massing.

New development will be expected to maintain and complement the relationship between built form and spaces so that the sense of enclosure created by new development is similar to that of the rest of the street. In urban locations there is likely to be a more intimate or tightly defined relationship characterised by terraced buildings or mews courts, in suburban streets the character will be more open and detached.



Frontage

The building line forms a unifying edge which draws together individual buildings to define a street, this is then given a sense of enclosure by the rhythm of solids and voids. Since many streets in the Borough were built over a short period of time and often by the same developer they are characterised by distinct building lines. These building lines follow regular lines or sinuous curves and to look appropriate within its setting new development should conform to the established set back of neighbouring buildings. In streets where the building line between neighbouring properties is not so distinct, unity can be achieved in two ways. Either a progressive building line between the two can be created or, as may be more suitable in wider frontages, both building lines could be incorporated (perhaps with some progression between the two). A sense of harmony can be achieved through the use of similar design elements such as materials and fenestration.

At corners the sense of enclosure and definition of the street edge should be continued with suitably designed corner buildings that relate to opposing building lines and address all the streets which they front. Corner buildings should also have a relationship with opposing corners and there may be opportunities to reinforce such intersections with a change in scale or building line to highlight the junction. This could be achieved by articulating the mass of the building so that part of it sits forward or behind the building line, creating a 'pinch point' or open area. The Borough contains several interesting corner buildings such as public houses, commercial buildings and homes.





A review of local buildings types may assist the designer in finding an appropriate design response.

The informal security achieved from overlooking windows should be maximised through the location of entrances and habitable rooms so that they look on to the street. The nature and rhythm of such openings can make places feel busier and safer than blank facades. Entrances to buildings should be accessible and visible from the street so that entry and exit can be clearly monitored. Narrow plots increase the frequency of entrances and can thus foster more activity. Shop fronts, in particular, create high levels of interaction between buildings and the street, providing further animation and interest.

Detailing

The formal building lines that are characteristic of the Borough are given further definition through common design and detailing elements that lend a vertical emphasis to facades and a sense of rhythm to the street scene. Where there is a strong prevailing pattern of detailing, new development should harmonise with existing buildings by reiterating the dominant rhythm, height, proportion and plot relationships of the street. With few exceptions care should, however, be taken to avoid pastiche or mere copying and thought should be given to considering how the detailing of facades can be interpreted to provide a fresh approach. In some places there is more variety to the detailing and proportion of facades and it is accepted that the design response can take this into account. The underlying character of the street in terms of the alignment of windows and doors, any set backs or protrusions or common design features such as gables or bay windows may, however, provide some unifying cues.

New development should also have a cohesive design language within the development itself. This will be achieved as much through scale and proportion as detailing and materials. In smaller developments variation in design elements should be limited but in larger developments there may be more opportunity to diversify the street scene through detailing. Where there is variation there should, however, be a common theme and a limited set of references in order to avoid a cluttered design.



Materials

In areas where there is a strong sense of character through the use of particular materials, new development should be based on a similar palette. There may, however, be some opportunity to introduce other materials, and even in historic environments, contemporary materials may offer an elegant contrast to the more 'solid' appearance of traditional materials. Whatever the scope for introducing different materials it is important that there is still some semblance of harmony between new and existing and the compatibility of materials should be based on colour, texture and scale of use.

New development should have a strong identity based on a limited selection of materials. The colour of materials will influence how buildings sit within their landscape and colour should be selected on the basis of integration or emphasis. Contrast is better achieved through alternative applications of the same material in complementary tones rather than complicated and chaotic arrangements of different materials that often have no relationship to each other.

2.3 Public Realm - A place with attractive and successful outdoor areas

The Borough is valued not only for the design of its buildings but also the spaces in between, including the 'public realm' and private gardens and spaces. A wealth of quality open spaces are found in the Borough ranging from the internationally renowned Royal Botanical Gardens at Kew (a World Heritage Site) to lesser but 'nonetheless' important spaces such as streets, squares and neighbourhood parks which effect our everyday lives. New development should make a positive contribution to the public life between buildings so that these spaces are pleasant, flexible, safe and interesting places to be in. The creation of 'place' amounts to more than a collection of buildings and private spaces.

Public Realm Network

At the concept stage, before any detailed architectural design is undertaken, it is important that equal thought is given to outdoor areas. Public space should be planned in a strategic manner so that it plays a useful contribution to new development, exploiting its amenity and ecological value and assisting in the creation of a place. Thought should always be given to the scale of public realm in relation to the amount of development and there will be a preference for well located and defined open space as opposed to large but otherwise poorly thought through proposals. Such strategic thinking will have long term benefits in terms of the practicality, amenity, economy, aesthetics and security of the public realm.



All proposals are likely to supplement the public realm in some way and in its most basic form the street and a buildings relationship with it will be the main consideration. The Borough is recognisable for its tree lined streets and avenues and new development will be expected to supplement and enhance this enduring character. In all but the most traffic intensive proposals, new routes should be designed on the basis of shared use streets which centre on the experience of the pedestrian and cyclist as opposed to access for the motorist (see 2.5 Ease of Movement for further advice).

Delineation and Definition

New open space such as squares, courtyards and pocket parks should have an intended and feasible use which fosters social activity to ensure that it makes a positive contribution to both the development and the local area. Public space located in highly visible, well overlooked and busy places is likely to be more successful and can create an attractive focal point to development. Many examples of high quality open space exist in the Borough from the traditional greens of Richmond, Twickenham or Kew to modern developments such as Parkleys in Ham or Mallard Place in Twickenham. In order to foster activity, new public spaces should be integrated with a convenient and attractive movement structure so that people can pass through or linger where appropriate. Places feel safer when there are lots of people and the safety and security of the public realm should be based on generating activity and natural surveillance in the first place rather than additional security measures such as CCTV cameras.

Existing on site characteristics can help to define the nature or location of open space. Natural features not only have an ecological value but can also create a mature setting for the development. There should always be a preference for the protection of any existing natural habitats or trees. This will enhance the potential for open space to support neighbouring wildlife through the forming of wildlife or 'green' corridors. The appraisal stage will also reveal other site characteristics which may provide a useful setting or basis for open space such as an interesting view or a retained natural feature.

Building proposals fronting new or existing areas of public space (including streets) should articulate the space through their layout and there should be an adequate sense of enclosure. To create adequate enclosure and avoid spaces that are out of scale, the heights of building frontages will need to have a proportional relationship to the size of the space.



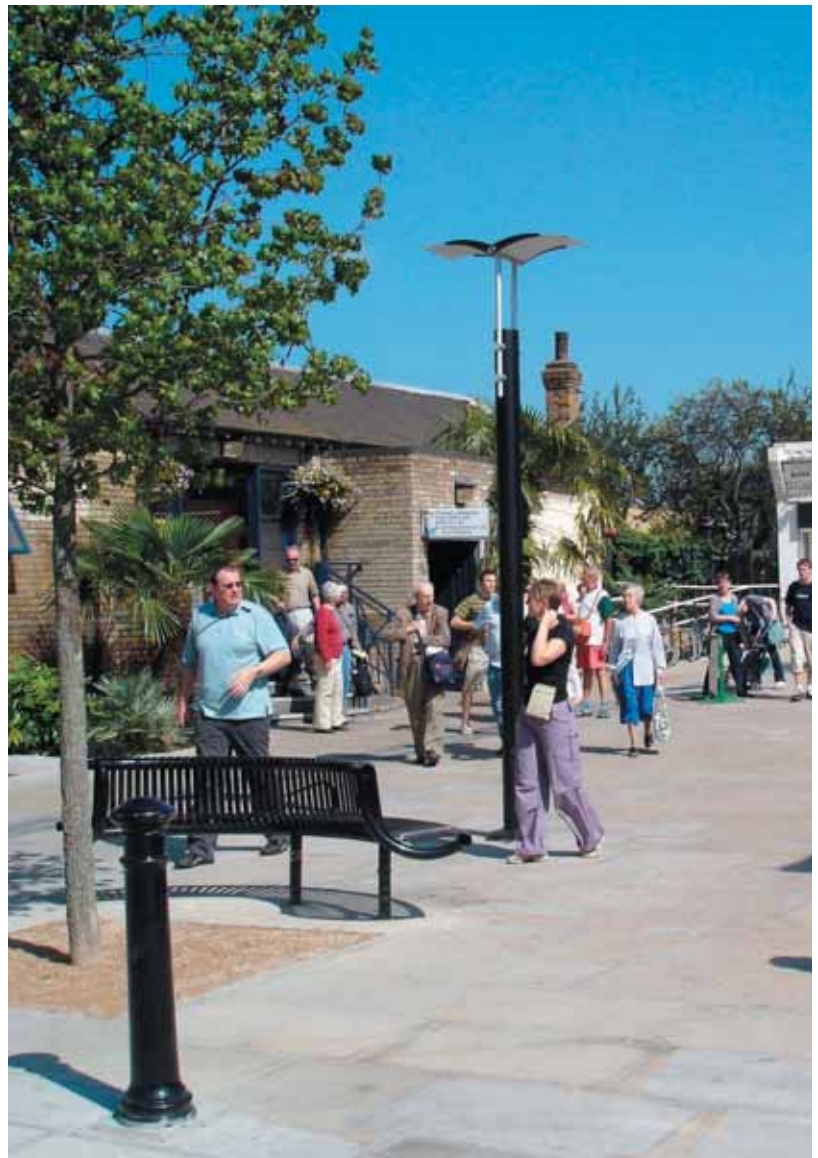
Public Realm Design

Having established the basic location and form of the public realm the detailed landscape design of surfaces, street furniture and planting will need to be designed in co-operation with the architectural design of buildings so that the final proposal is coordinated. Where possible any existing traditional paving materials such as cobbles or York stone paving should be retained. New materials should be selected on the basis of colour and texture so that they match or contrast with the tones of landscape and building materials, however, the palette of materials must be kept to a minimum.

The design of open spaces should be simple and avoid excessive street 'clutter' through the coordinated and sparing use of street furniture. An inundation of safety barriers, traffic bollards and signage for example can create obstacles to movement. Street furniture should relate well to the appearance and use of the public realm and promote interesting and usable spaces. In the interests of security the public realm will need to be well lit and high pressure sodium (white light) is generally used in preference to amber light.

The Council will seek where appropriate the 'percent for the arts' scheme, whereby an element of public art is incorporated into new public and private building developments. It is, however, important that the commissioning of public art is not an isolated process of selecting a set 'piece.' Public art should be viewed in its widest sense as the detailed design of buildings and public realm may incorporate opportunities

for public art. Footway design, street furniture and lighting effects are all opportunities for public art and the involvement of an artist professional from an early stage may generate a more interesting design response. The Borough has produced a **Public Space Design Guide** where more detailed information can be found on public realm design.



2.4 Ease of Movement - A place that is easy to move around and get to

The quality of movement linkages is important since it affects people's experience of the public realm in terms of how they get about and how busy and safe a place feels. People prefer places which are easy to walk around and where traffic does not dominate. New development will need to reconcile the various kinds of movement that a development will generate to create an inclusive and interesting environment.

Street Structure

The movement structure should be defined at the concept stage since it will provide the basic framework for public space and buildings. Movement should not necessarily dominate the location of development. It is important that the network of routes is identified at an early stage so that a permeable and legible structure is formed. Permeable streets provide a series of connections as opposed to dead end or cul-de-sac streets and are preferable since they promote activity in the public realm and can thus feel safer.

The basic network will be informed by the surrounding pattern of routes, dominant land uses and local services identified during the context and character appraisal as well as the proposed use of the development; good connections to the surrounding network is essential. The appraisal will ascertain how existing and proposed users may get to and move around the site and identify opportunities for new



connections based on desire lines. In less intensive places where there may be less opportunity for passers by, it is better to concentrate movement on existing routes where there is more opportunity for natural surveillance.

Pedestrian Priority

New routes and connections should prioritise pedestrians and be based on the tradition of shared use streets, overlooked and enclosed by buildings. Separate pedestrian routes to the rear of properties should always be avoided. There are, however, several examples of interesting segregated routes such as the pedestrian lanes of Richmond. New segregated pedestrian routes will need the utmost consideration since the surveillance potential of passing traffic can make places feel safer. Where pedestrian only routes are planned they should be located in highly visible, busy or overlooked locations and have good levels of lighting.

Any new road proposals are unlikely to be of sufficient scale to serve more than the immediate vicinity of development, opening up the opportunity for a pedestrian centred approach to the road layout. Minor streets in the hierarchy will tend to define a low key setting for development and the carriageway will need to be designed accordingly to reflect low levels of traffic penetration and slow travelling speeds. It is essential, however, that the design and layout of buildings in relation to the street is used to influence driver behaviour rather than the use of 'add on' measures such as speed humps. In traditional layouts a traffic calming effect

has persisted through the obstruction of forward vision as a result of tight corners, short sight lines and frequent junctions and where the design of buildings can create such an effect the overall composition is likely to appear more attractive. In some instances it may also be possible to create a shared surface route without a separate footway. Such arrangements should be designed to make motorists feel and act as visitors, slowing traffic to a walking pace and may be acceptable in certain types and scales of development, particularly for housing.



In many proposals there will be a requirement for an element of car parking within the Council's maximum parking standards, however, the demands of car parking can often be in conflict with the quality of place. It is important that car parking areas are designed to accommodate vehicles in a manner which reduces the vastness that large areas of parked cars can create. This can be achieved through the location of parking within the interior of development blocks so that they are hidden from open view. Areas should also be broken up into more manageable areas through the juxtaposition of buildings and planting and the use of surfacing materials to reduce the impact of tarmac. Safe and convenient routes through areas of parking can also soften the dominance of cars. Permeable materials should be used wherever possible to reduce run off.



2.5 Legibility - A place that has a clear image and is easy to understand

The term legibility is a measure of the ease with which the various parts of the townscape can be understood and organised into a coherent pattern of buildings and the routes and spaces between them. People feel more comfortable in places which have good legibility and a clear structure since they are easier to comprehend and thus move about in. New development should contribute to legible and memorable townscape.

Development Blocks

The Borough's street patterns form an identifiable network of streets, some regular and grid like, others organic and sinuous. A grid like network assists in legibility as streets follow a logical route. New development should contribute to the block structure of the Borough. The context and character appraisal will identify the appropriate pattern of streets for a site.

As well as creating an understandable movement network the principle of the development block can also satisfy safety and security needs. Within the alignment of streets development parcels are formed. This arrangement creates a secure island of development whereby building elevations frame and overlook adjoining streets (providing natural surveillance) and in turn enclose and defend the rear open spaces of properties.



Way-finding

It is important that any opportunities to assist in way finding identified at the context and character appraisal stage are used to influence the movement network. Of particular consequence will be an understanding of the site's topography, views into and out of the site as well as existing and possible locations for landmarks.

Memorable and navigable townscape is often the result of a sequence of views terminated with landmarks. An understanding of the local context and its effect on views into and out of the site should influence the layout of streets in terms of any opportunities to exploit sight lines. Focal points should then be created where they can aid legibility, typically at corners or gateway locations to signal an entrance or particular use. The skyline of the Borough is punctuated with spires, towers and corner features that sit above the established eaves height and this may be appropriate in certain locations when of the highest architectural quality. Significant skyline features will, however, be resisted, especially in historic or sensitive locations such as Richmond Hill. The topography of a site can highlight any dominant buildings and in general it is important that development follows the form of the land through a series of tiers relating to the site's topography rather than significant areas of cut and fill.



2.6 Adaptability - A place that can be adapted easily

The flexibility of many of the Borough's traditional buildings and environments has ensured their continual use giving them a sense of permanence. This adaptability has spared the cost and trauma of demolition and secured layers of history within the urban environment. New developments should adapt to the complexities of urban life in order to meet changing needs and aspirations as the Borough matures.

Reusing Older Buildings

The retention, refurbishment and reuse of historic or older buildings should be considered where, as a result of the context and character appraisal, they are deemed to make a positive contribution to the site. Not only does the existing built environment contain an amount of embodied energy which can be preserved through refurbishment but the built heritage of the Borough defines the character of place. Buildings often become redundant when their original use has expired and it is important that if a similar use cannot be incorporated an alternative is found. New uses should not harm the character, appearance, setting or original fabric of a historical building. Adaptation to new uses should bring old buildings to life, but should be essentially compatible with their character, appearance, fabric and setting.

Any change of use to a building will ideally involve little change to the valued elements of its built appearance. However, in some cases where change of use cannot be achieved solely through



the redesign of internal space, or ill considered alterations can be remedied, exterior alterations may be necessary. Where such alterations are required the architectural integrity of the building should not be lost and extensions which overwhelm the scale of the original building and are disproportionate to a building's established mass, fenestration pattern and rhythm will not be acceptable. Alterations do not necessarily need to be built in a traditional style and contemporary design may offer convincing results.

Changes of use and refurbishment also need to consider the setting of the building. Car parking, plant equipment and service needs can all harm the final proposal and will need to be particularly sensitive to the character of the building.

Flexible Buildings

Adaptable buildings allow users to personalise and adjust their local environment as their needs change. Designing for adaptability can be somewhat complicated, as changing social, environmental and technological needs are difficult to predict over a long lifespan. Fortunately the Borough was mostly spared from the large scale redevelopments of the mid to late twentieth century that have proved less suited to modification. The Borough's typically domestic scale has allowed individual buildings to adapt without the need for major intervention. New development should respect this fact even where opportunities for a proportionally larger scale of development exist. The Richmond Riverside development for example,

accommodates a significant amount of development but within a traditional scale of townscape which will allow the various forms and activities it accommodates to adapt independently.

Sustainable Development

In view of the heightened environmental consciousness in planning and design it is important that proposals have a low impact on the natural environment not only in terms of construction but operation as well. The predicted reduction in natural resources in the future could seriously affect the function of buildings if they are reliant on a high consumption of energy and are unable to adapt. The Council is to publish a 'Sustainable Construction' checklist to influence those making planning applications to take a more considered response to sustainability and developers of major applications will be expected to follow this advice.



2.7 Diversity - A place with variety and choice

It is a responsibility of the planning system to secure development which is non-discriminatory and provides for the needs of all. Such social diversity sustains vibrant and mixed places which are also more interesting and adaptable. In the interests of social inclusion new development should cater for the wide range of lifestyles and activities that sustain communities.

Inclusive Design

New development should be accessible to all, and under the requirements of the Building Regulations Part M (Access to and Use of Buildings) new non-domestic development should provide for the needs of people with impaired mobility. Such a requirement has wider benefits not only for disabled people but for everybody, particularly elderly people, people with pushchairs or prams and delivery services. The Council additionally supports proposals which increase the supply of wheelchair accessible housing.

At the concept stage opportunities to exploit the accessibility of new development will need to be considered. Topography and the existing movement network will have most consequence on the layout of buildings which should ideally connect with the existing public realm in a direct and unhindered manner, free from steep slopes (more than 1:20) and barriers or clutter. Building entrances should thus be located where they are most accessible to the pedestrian, taking advantage of crossing points, public transport stops and the building's street frontage.

Mixed Uses and Sizes

Within the Borough's main centres and even in some outer lying suburban areas there is more than one land use. These mixed use areas, combining living, working, leisure or recreation uses help to make the Borough a more vibrant and interesting place to be and can also reduce the need to travel. Within existing mixed use areas or at particularly accessible locations (near a train station for example) the Council is keen to consider opportunities to introduce a variety of uses.

In view of the relatively intensive use of land in the Borough a mixture of uses on any one site is more likely to be vertically rather than laterally arranged and upper floors offer scope to widen the range of activities. Offices or residential accommodation increase the possibility for natural surveillance and can help to animate the public realm when directly accessible from the street. Not all uses will be compatible with each other and where mixed use proposals involve residential development, consideration will need to be given to how design can best mitigate any 'un-neighbourly' issues such as loss of privacy, pollution, visual intrusion, noise and disturbance. Primarily, this will involve the clear separation of different uses both internally and externally through zoning and design in order to delineate distinct access arrangements, servicing and car parking for example.

Whether development is designed for a single use or a mix of uses, diversity can also be introduced by providing a variety of 'unit' sizes. Smaller house types mixed with family homes, can for example, widen the opportunities for first time buyers and provide a mixed community. Smaller commercial, retail or leisure units can also provide niche accommodation for business start ups and small firms



Chapter 3: Borough Character

The environmental quality of the Borough is one of its most valuable assets. This chapter considers the essence of the Borough's character in terms of its natural and man made environment which have formed the unique place it is today. At the heart of good design lies an awareness of context and it is important that developers understand the broader setting and environmental quality of a site.

This chapter considers the issues of character not only at a site level, but also beyond. It looks at the Borough as a whole in order to understand the significance that individual proposals can have on a wider area. In addition, Conservation Area Studies provide more detailed descriptions for many of the Borough's conservation areas.

3.1 Physical Setting

The Borough is located on the River Thames at the centre of the London Basin and is unique in being the only London Borough on both banks of the river. Its topography is a result of the effects of the river valleys and layers of gravel deposits laid down from the Ice Age onwards. The dominant surface geology is river terrace gravels deposited in successive cycles of glaciation, cut by the present course of the Thames and its tributaries like the Crane where the older settlements of Barnes, Hampton, Richmond and Twickenham are located. The geology of the Borough is depicted in figure 2.

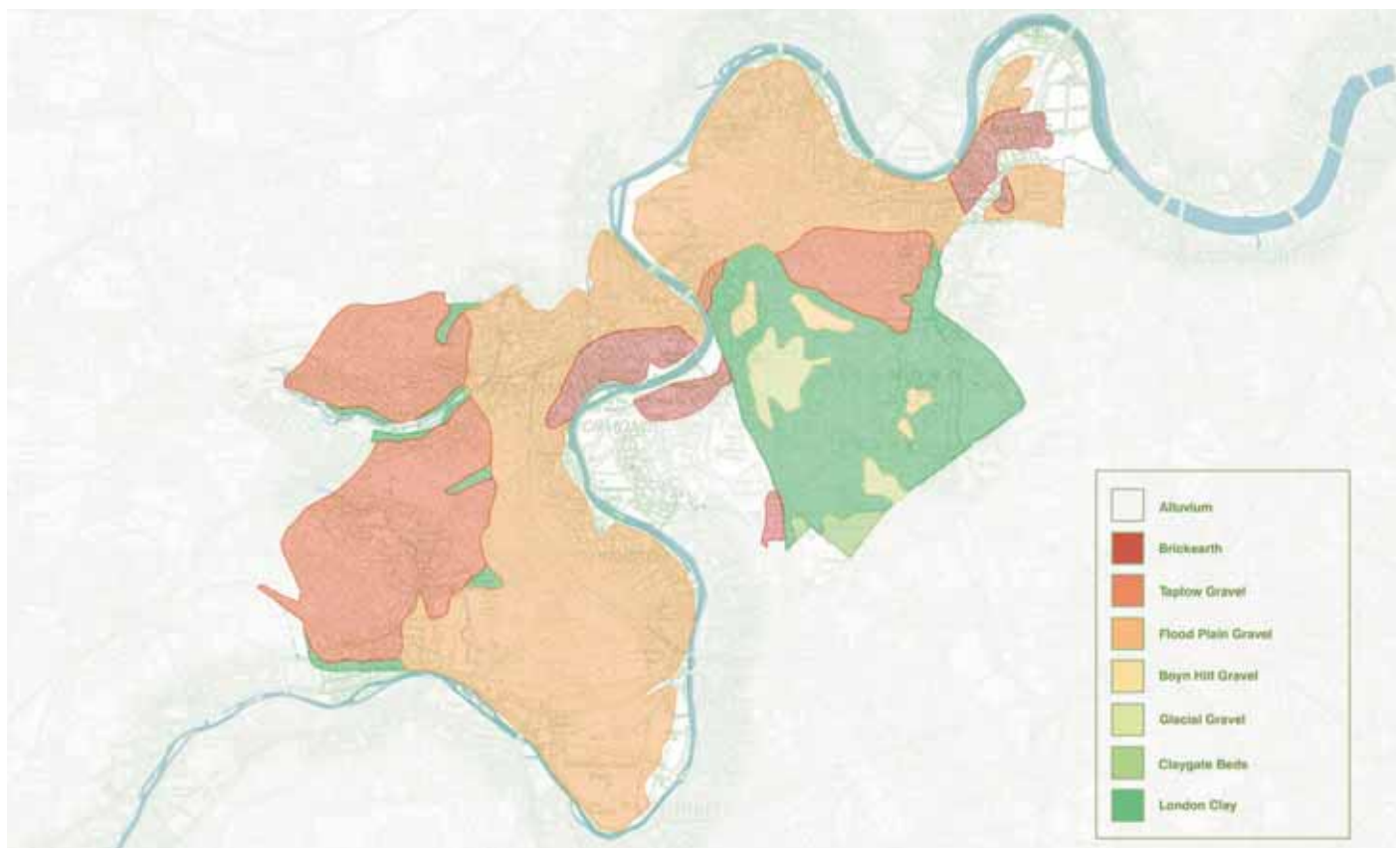


Figure 2 - Geology

The Borough lies mostly at a range between 7.6m and 15.2m above sea level. Richmond Hill rises to a height of 55.8m in Richmond Park, forming a particularly exceptional topographical feature (see figure 3). The River Thames and Richmond Hill in particular have traditionally determined communications and the pattern of settlements.

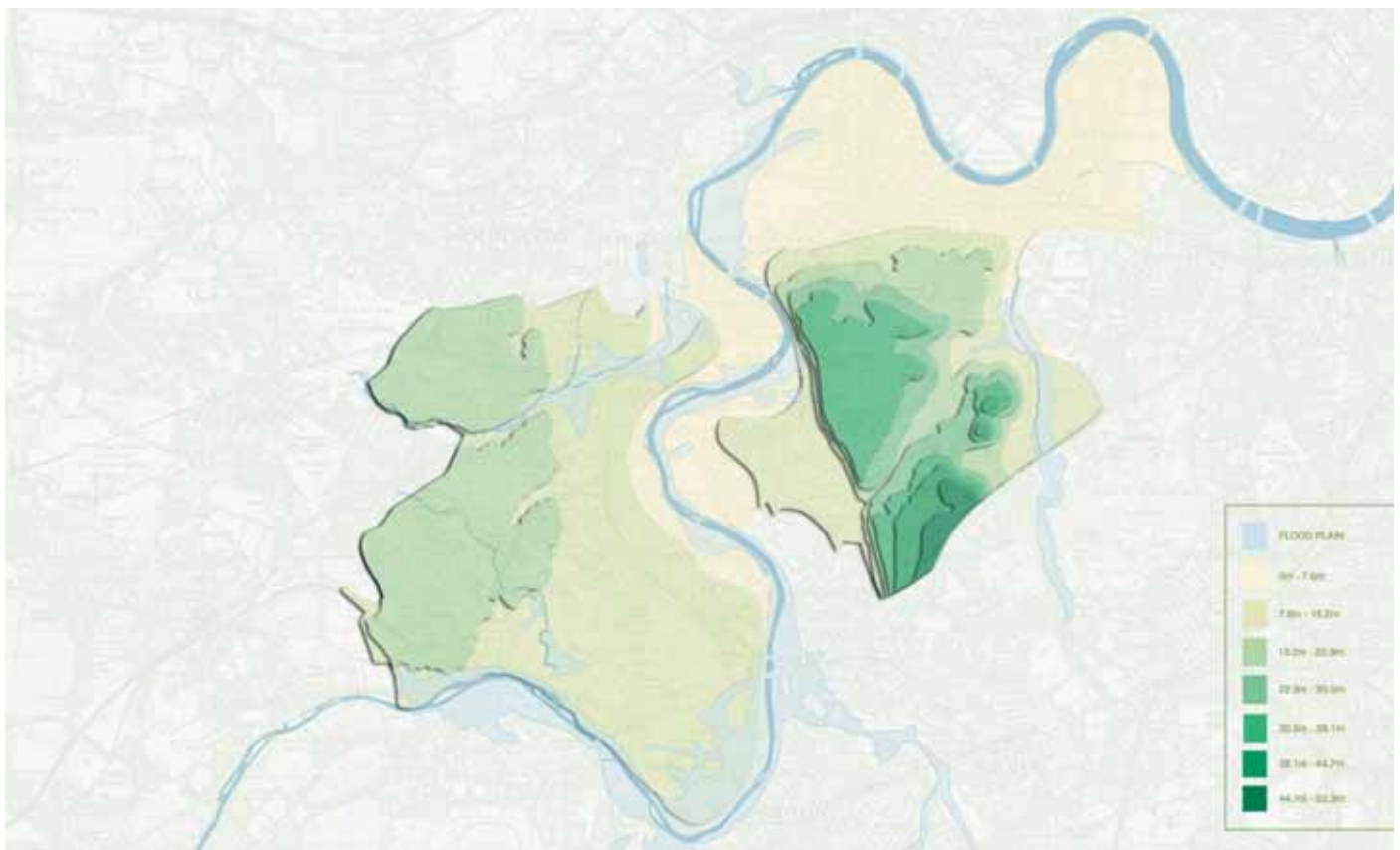


Figure 3 - Topography

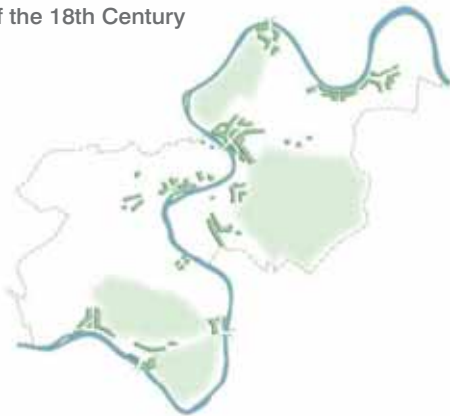
3.2 Historical Development

A number of settlements and villages can be traced back to Saxon times when places such as Barnes, Mortlake, Hampton and Totyngton existed. These self contained villages and small settlements with churches, manors and inns remain contained for many years. Their location was probably influenced by the potential for fishing from the River Thames, the rich alluvial soil of the river bank, high ground free from flooding and the proximity to bridges or ferries. The historical development of the Borough is shown in figure 4 and the basic urban form of the Borough today in figure 5.

Royal associations and their effect

The attraction of Royalty to the Borough in Tudor times generated considerable growth and influence on the environment and character of the area. It is said that Henry I owned a house at Sheen in 1125 which was eventually rebuilt as Richmond Palace by Henry VII in 1497. Hampton Court Palace (begun by Cardinal Wolsey) was extended by Henry VIII but (largely) completed by Wren and William III 150 years later. Henry VIII enclosed both Bushy and Hampton Court Parks. Charles I enclosed a hunting ground known as Richmond Park around one hundred years later and Kew was a popular home for courtiers, Kew Palace being a place of royal residence from the mid to late eighteenth century.

1. End of the 18th Century



2. End of the 19th Century



3. Up to 1940



4. Present Day



Figure 4 - Historic Growth

The creation of large houses and estates

The prestige of royalty, the quality of its surroundings and the nearness to London meant that the Borough became a draw for the rich and famous of the seventeenth and eighteenth centuries. Large houses in extensive estates were built in attractive and prominent parts of the Borough such as Richmond, Twickenham and Petersham and particularly along the riverside.

The spread of development was well advanced to the south of the river by the seventeenth century. The construction of 'workers' cottages meant that the villages of Barnes and Mortlake merged

pushing the more fashionable people towards Richmond. During this period Kew gained in popularity and fine houses were built around the Green. Richmond was already considered a smart residence. Houses spread along Petersham Road and up Richmond Hill until urban pressures led to the establishment of another fashionable but rural settlement around Ham Common.

The effects of the Enclosure Acts

The first Enclosure Act of 1709 and subsequent Acts brought great change to the Borough by the forming of new farmland, orchards and estates on what had been heath and common land. The settlement of Hampton Hill was

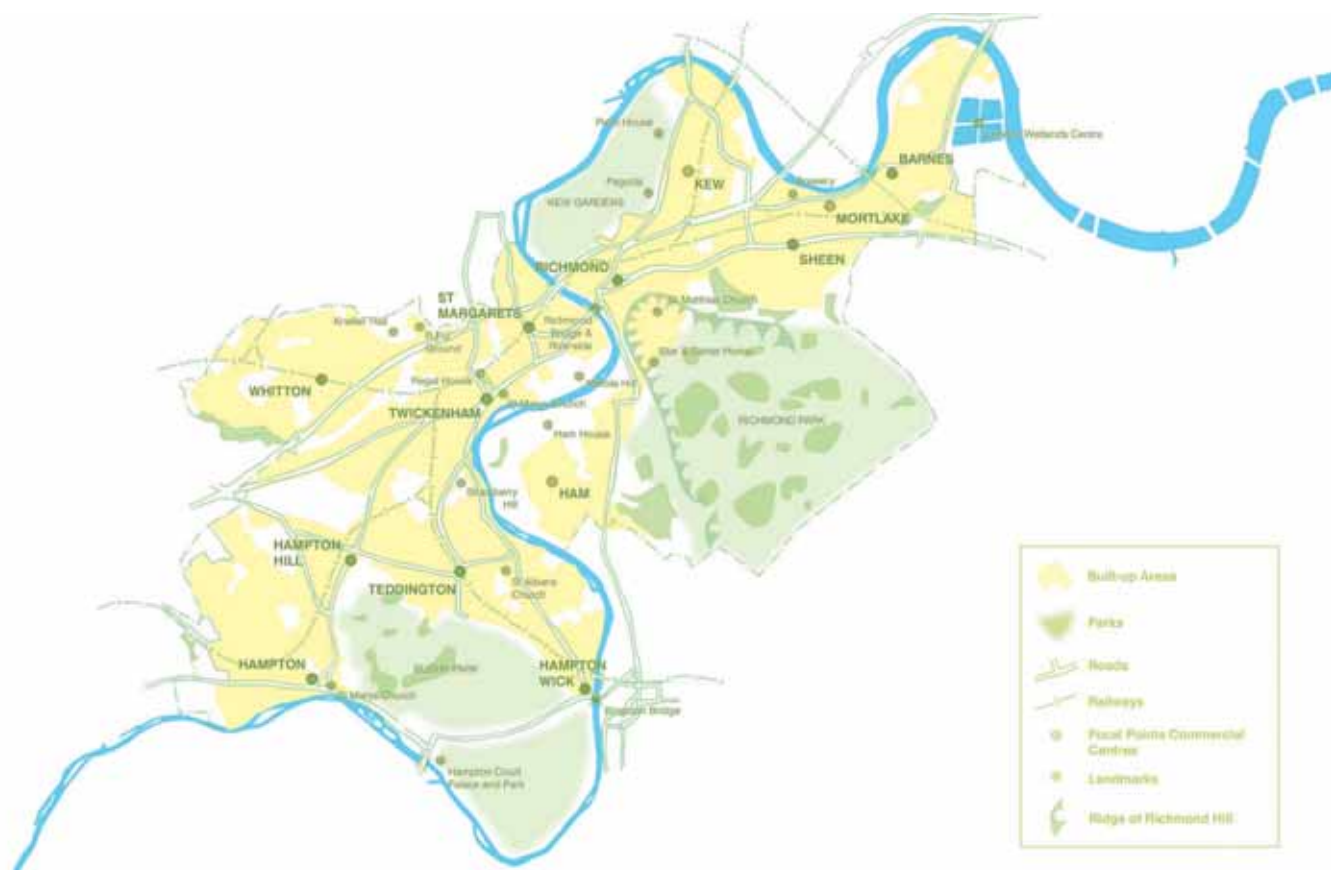


Figure 5 - Basic Urban Form

established on part of Hounslow Heath and existing villages continued to spread and intensify. The Borough, at this time, was still essentially a rural landscape made up of large parks and common land, small and distinct villages and the larger settlement of Richmond.

Railways and expansion

Railway travel brought faster and more frequent transport to the capital. Richmond station opened in 1847 and heralded a boom in housing construction during the next fifty years which dramatically altered its character from that of a large village into a town. Over the next thirty years the railways spread to most parts of the Borough and many of the original settlements grew in size. East Twickenham was established after the break up of the Twickenham Park Estate and areas of growth independent of the railway occurred in St. Margaret's as well as Castlenau in Barnes.

Twentieth century growth

By the turn of the century the Surrey side of the Borough was made up of well developed villages. However, building pressures before the First World War brought rapid outward growth and the merging of settlements at Kew, Richmond and Mortlake. On the Middlesex side the original scattering of isolated settlements was largely urbanised by the Second World War. Whitton saw the most dramatic expansion after the sale of the Whitton Park estate for housing development. Into the mid twentieth century Ham and Petersham still remained as independent settlements. Land along Sandy Lane and west of Ham Street was developed for housing after the Second World War.



The end of the twentieth century to today

The special quality and character of the Borough has led to the designation of conservation areas and many Listed Buildings which along with the protection of the Royal Parks has reduced the potential for comprehensive change. The most recent large scale development occurred at Hampton Nursery Lands during the late 1970s and early 1980s. The redevelopment of former industrial land to commercial and residential uses as well as the intensification of large residential plots to smaller courtyard and cul-de-sac housing schemes has supplied most development land since the 1980s. The challenge today remains the demand for housing, but of a type which meets changing aspirations and needs. The London Plan states that intensification to higher densities is most appropriate in sustainable locations putting pressure on land close to public transport interchanges and in town centres.

3.3 Urban Form & Character Areas

The environmental character of the Borough since its nineteenth century expansion has resulted in a group of urbanized areas, connecting former villages, divided by the Thames, interspersed with open space, linked by roads and interwoven by railways. Urban form varies according to density, scale, settlement patterns, building styles and materials. The Borough is broadly residential. Within this wider urban form individual places of character emerge due to particular landmarks or distinctive groupings of buildings and open space or other natural elements such as the river. Twelve distinctive character areas are identifiable, defined by their cohesive

identity, or the location of both natural and man made barriers such as the river, open space and the railways. The following character area descriptions offer some insight into the qualities of these places which may prompt the designer. A plan showing all the character areas in the context of the Borough is shown in figure 6.

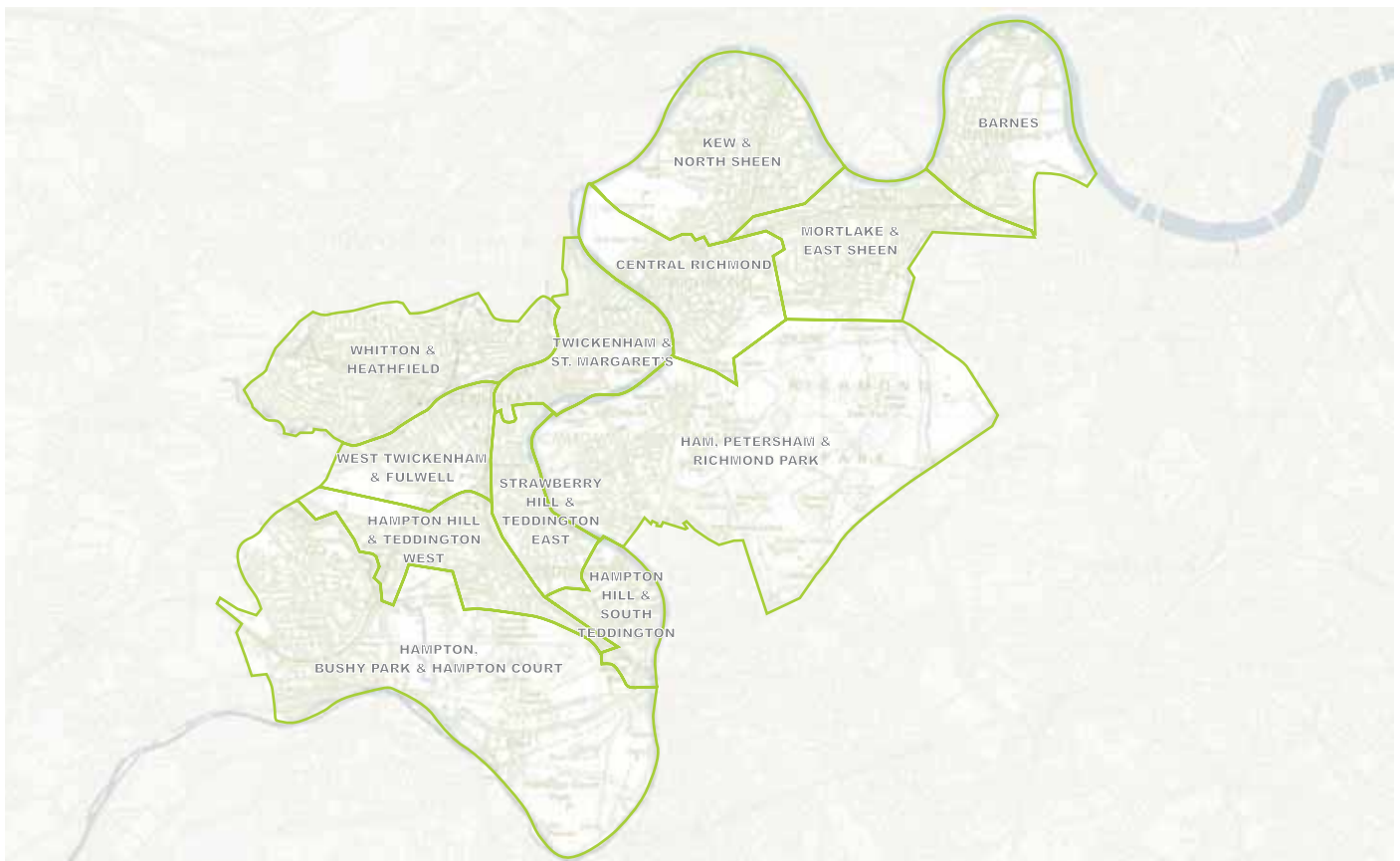


Figure 6 - Character Areas

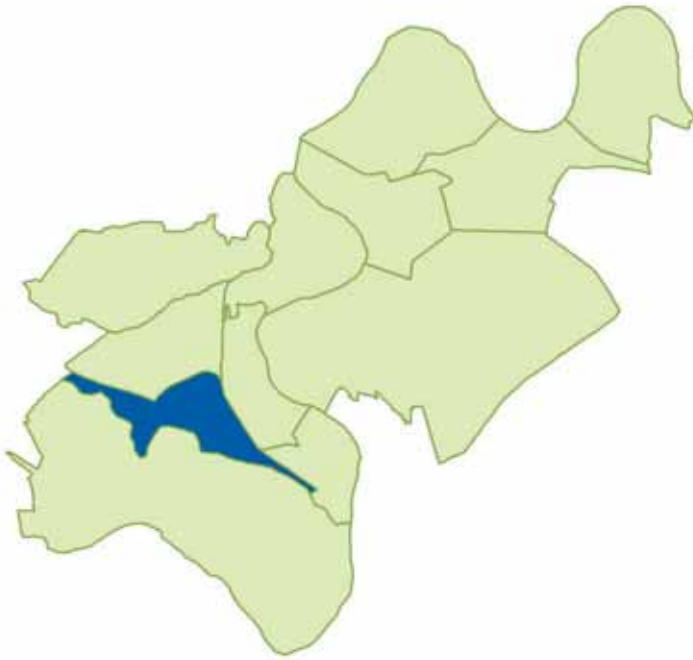
Hampton, Bushy Park and Hampton Court

The area is dominated by its river frontage, the open space of Bushy Park and Hampton Court Palace which forms a distinctive landmark. Most development lies north of Upper Sunbury Road and west of Bushy Park and is particularly concentrated north of the railway. Hampton Village has for a long time been considered as a fashionable residential district apparent by its fine historic houses and the palace itself. North of the village centre, development is more typical, mostly inter-war and post war twentieth century housing estates composed of semi-detached and detached houses. The former nursery lands have a greater variety of apartments, bungalows and houses, loosely arranged in courts and cul-de-sacs with open grassed areas.



Hampton Hill and Teddington West

Hampton Hill High Street maintains its village character, composed of Victorian shops (converted from cottages), some listed houses, a picturesque backdrop of trees from Bushy Park and a pleasant arrangement of neighbouring residential streets. Most of the area is residential with a predominately Victorian and Edwardian character of uniform semi-detached homes in avenues of mature trees. There are also many pockets of modern designed terraced housing and flats arranged in courts and parklands with high standards of landscape quality.



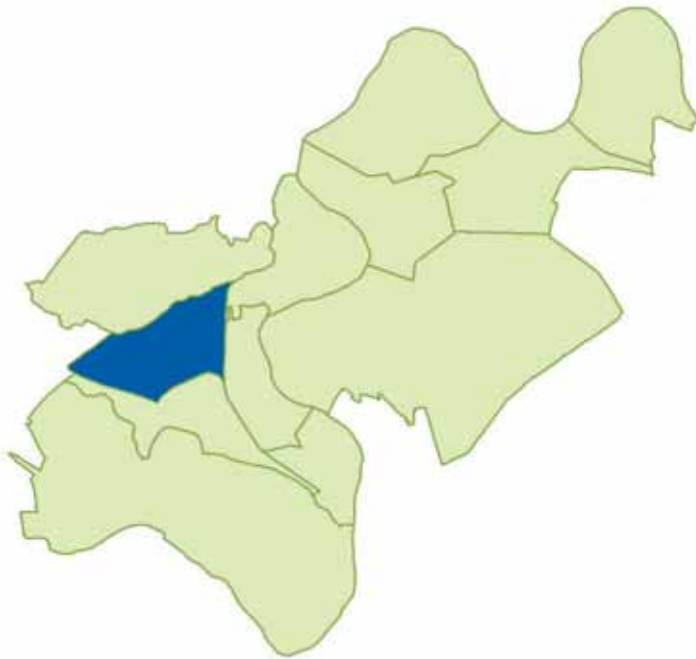
Hampton Wick and South Teddington

The old village centre of Hampton Wick has a strong village character through uniform building styles and narrow winding streets. South of the railway line development is mostly Georgian, Victorian and Edwardian and small in scale with a tree lined backdrop relating to Hampton Court Park. North of the railway there is more variation in style and age of residential development. Houses to Lower Teddington Road and the River are more substantial in scale and there are a number of modern residential apartment blocks.



West Twickenham and Fulwell

A mixed area of residential housing types which westwards along Staines Road progresses from a Victorian to interwar character along Staines Road. Twickenham Green forms an attractive open space and focal point overlooked by many Georgian and Victorian dwellings. North of the Green the character of housing is dense, arranged as terraced cottages often against the footway. To the south west the character is grander with streets of villas. The north eastern corner around Colne Road includes one of the largest concentrations of industrial uses in the Borough.



Strawberry Hill and Teddington East

A suburban character area less tightly developed than Twickenham with small pockets of open space and large gardens with a significant numbers of trees. Teddington High Street retains a mix of attractive Victorian and Edwardian shopping parades (some with original shop fronts) and Artisan Cottages in small side streets. Strawberry Hill House and grounds exhibits an exuberant Gothic style. The Strawberry Hill residential area is leafy and contains a mix of large older homes and twentieth century infill houses and flats.

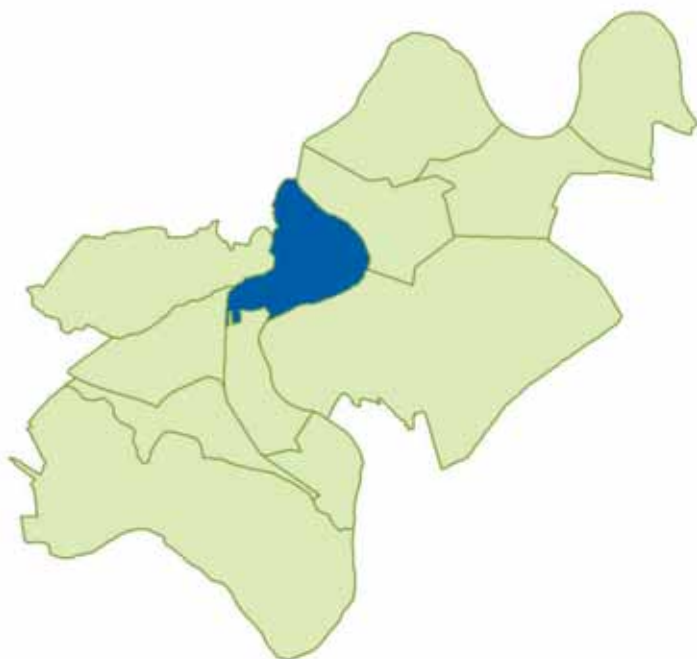


A largely residential area in the far north west, slightly isolated from the rest of the Borough as a result of heavy traffic on Chertsey Road and by the River Crane. The character of Whitton is composed almost entirely of large residential estates built between the wars in geometrical and sinuously curving streets. Most homes are arranged in similar arrangements of terraced or semi-detached house types set back from the street with hedgerows but there are few street trees. The High Street forms a focus of retail activity. Kneller Hall and Twickenham Rugby Ground are landmarks.



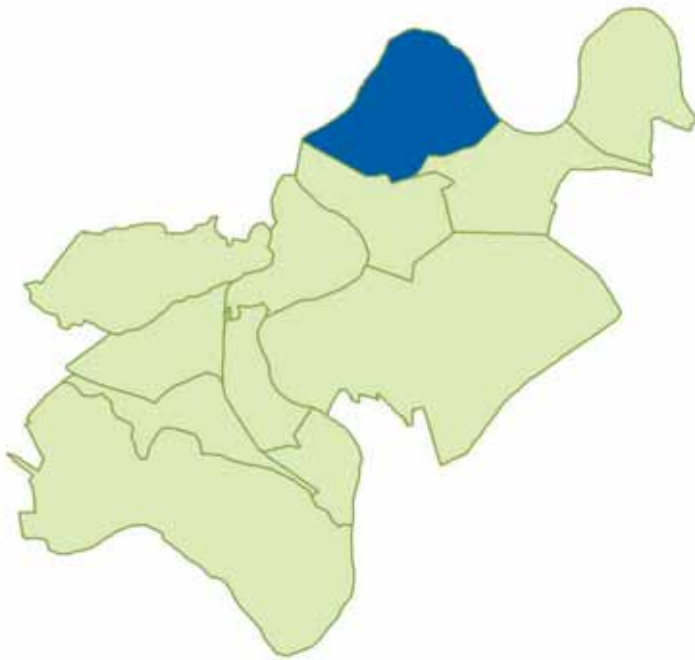
Twickenham and St. Margaret's

Twickenham is a long established settlement with a strong tradition of riverside uses and is also an important commercial centre. The centre is based on the busy streets of Heath Road, King Street, York Street and London Road fronted by continuous rows of Victorian and twentieth century mixed use parades which accommodate shops, flats and offices. Towards the south east the area contrasts with a more village character made up of winding lanes and small cottages, as well a semi rural edge with large villas to the riverside. The streets around St. Margaret's and East Twickenham form a picturesque and leafy landscape containing many fine Victorian and Edwardian villas and interwar homes.



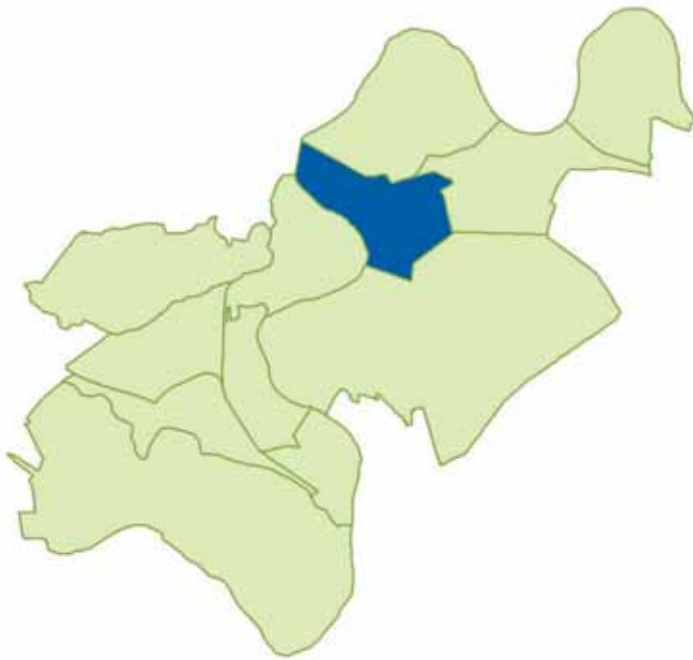
Kew and North Richmond

This character area contains a meandering river frontage and nearly half of the land is open space including the Royal Botanical Gardens at Kew, a World Heritage Site. Kew Green to the north of the area forms an important gateway to the Borough and is fronted by finely proportioned Georgian and Victorian houses. To the north east of the green densely arranged terraced cottages create an intimate urban character. Villas are more densely arranged than the rest of the Borough with shorter set backs and fewer spaces between properties. Mortlake Road is lined with tall mature trees which enclose and define the street. To the east, the redeveloped sewerage works contains grand formally arranged contemporary apartments and houses within an immaculate landscape setting. Lower Richmond Road forms the commercial centre of North Richmond with mixed use parades.



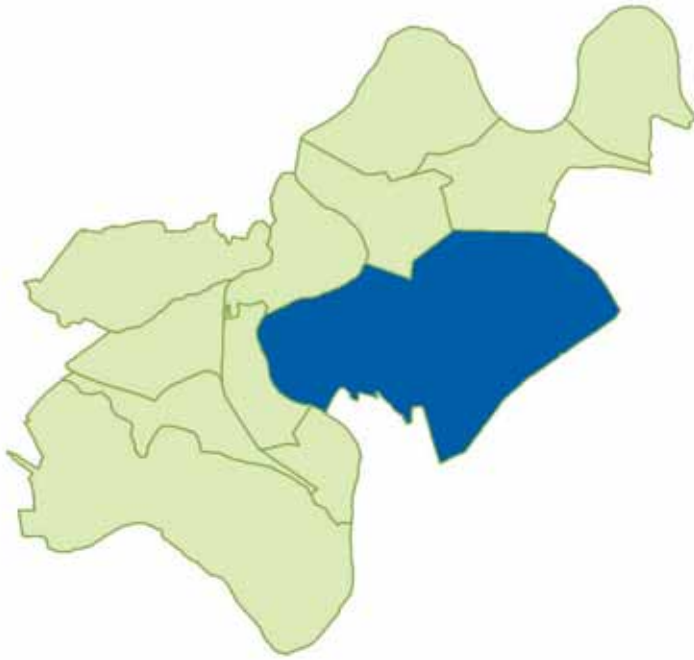
Central Richmond

Centred on the chief settlement and leading commercial and shopping centre in the Borough, the character area also includes a high proportion of residential development. It contains some of the finest buildings and most attractive landscape and open space in the Borough, reflecting its historic fashionable status. George Street is the main shopping area and is fronted with larger commercial units. Off George Street, characterful and intimate pedestrian lanes open up to the River and Richmond Green, an expansive open space overlooked by elegant Georgian buildings. On Richmond Hill, St. Matthias Church forms a landmark from which residential roads radiate downwards. It is an area of high townscape quality including Georgian and Victorian as well as a mix of housing types, unified by age and building height.



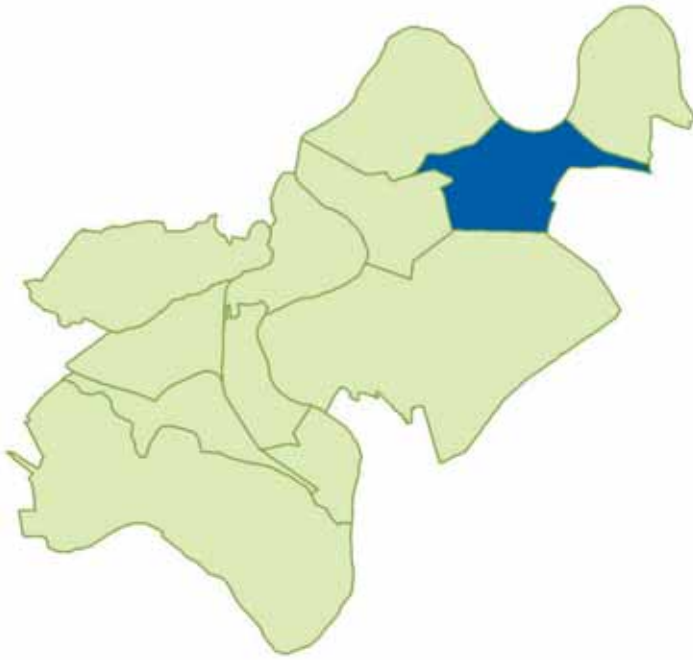
Ham, Petersham and Richmond Park

The majority of this character area is open space including 2,000 informal acres at Richmond Park. The park has a varied topography, is heavily wooded with oak and inhabited with deer. Petersham Road running north-south links the old village centres of Ham and Petersham and the route retains a semi-rural quality through mature landscape and its winding character. Petersham Village has a strong village appeal containing large eighteenth century and older houses behind high brick walls. Ham retains some characterful groupings of traditional buildings around Ham Common and Ham House and has a large area of twentieth century suburban housing to the west.

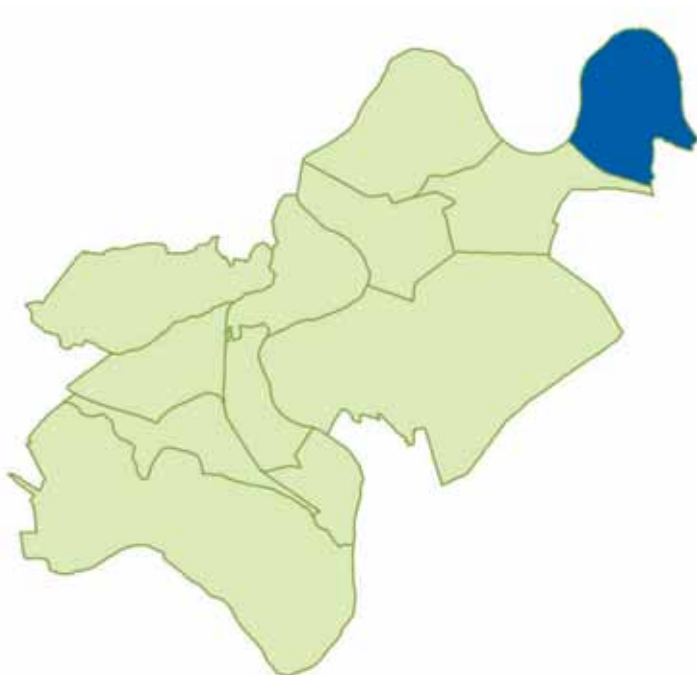


Mortlake and East Sheen

Mortlake has a dense built up character composed of regular patterns of terraced Victorian streets with some set back but little planting. A similar character prevails in parts of East Sheen, becoming more suburban towards East Sheen Common. Near the common are some of the lowest density homes in the Borough, set back from the street within extensive and mature grounds enclosed by gated high boundaries.



In the north eastern extremity of the Borough, contained by a tight curve in the River, this character area is composed of residential development and open space. In Castlenau and Lonsdale Road large early Victorian houses with formal front gardens and mature street trees face a predominately inter-war residential area of suburban private built homes and cottage like Council built homes. Barnes Green and the High Street have a village like atmosphere with areas of fairly dense but lavishly detailed villas to the east and Georgian townhouses to the riverside.



3.4 Riverside Character

The Thames plays a profound role in the natural environment of the Borough, flowing through some of its most attractive parts in London. The river frontage is 21½ miles long and it is unique in London that the Borough spans both sides of the river for more than 3½ miles. There is great variety in the landscape and townscape which borders the river passing through areas of tranquillity and intensity which combined with the meanders in the river, the changing tides and reflected light create an environment of great interest. In addition there are a number of tributaries in the Borough including the River Crane which flows west to east

from Hounslow Heath to Isleworth, the Duke of Northumberland's River, the Longford River and Beverley Brook.

Although there is a distinct Thames side character there are also areas of specific riverside character within the Borough (see figure 7). The Thames Landscape Strategies, Hampton to Kew and Kew to Chelsea are key documents in terms of the character and development of the riverside. Proposals affecting the riverside will need to adhere to the principles and guidance contained within them.

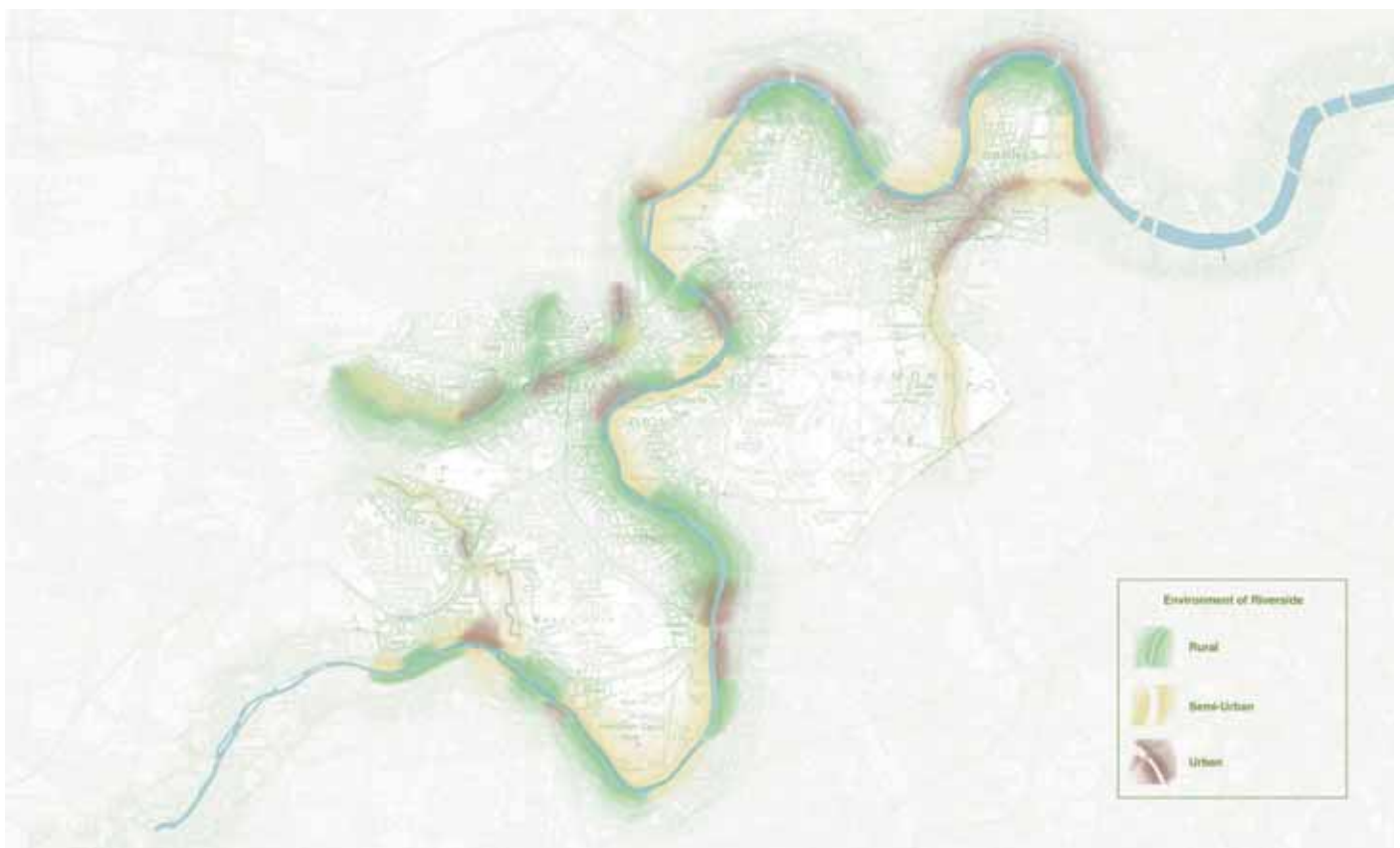


Figure 7 - Riverside Character

Introduction

This section explains the background and the reasoning for the production of the document and establishes the vision for the site.

- Purpose of statement
- Document structure
- Site location
- Background- why have the proposals come forward, what is the design process you have gone through
- Vision for the site- what is the vision for the site / building, how is it going to contribute to the locality. Give a flavour of the type of place that is being sought. How will it be locally distinctive?

Design Policy Context

This section establishes the policy context for the proposals through a review of relevant documents. It need not be a long section and should pull out the key policies and best practice relevant to the site / area.

- National policy and best practice- (PPS1, PPG3, By Design, Urban Design Compendium, etc depending upon the development proposal)
- Local Design Policy- a review of relevant design related policy and guidance in the development plan / LDF, SPD, relevant development briefs and other specific guidance prepared by the local authority.
- Value of good design
- Key questions to consider during design process

Urban Design Analysis

The level of detail required in the analysis and the size of the area assessed will depend upon the nature of the site and the proposals. The analysis should not be purely descriptive it should help identify the key drivers of the design and begin to suggest potential responses. Analysis plans should accompany the text where appropriate. Images should be used to illustrate points.

- Activities- What are the surrounding land uses and their implications? Where are local services, shops and community facilities?

-
- Linkages- consideration of movement and linkages from a strategic to local level by all modes of transport and by those who are mobility impaired.
 - Townscape- What are the predominant townscape characteristics? How do these relate to the site? Are there any key buildings, views, reference points and design cues?
 - Open space- What is the condition of the public realm? How is it defined and enclosed? What are the key spaces and what roles / functions do they provide?
 - Key features- Identify significant features of the site which make a positive contribution to their context.

Opportunities and constraints

This section summarises the key design determinants from the above analysis. It provides the link in the 'story' between the analysis and the design concept. It should help the reader understand the key physical influences which have helped to shape the scheme layout.

Design Concept / Development Framework

This section begins to give shape to the proposals and highlights in general terms the overall layout and form of development. It should contain explanatory text and diagrams which illustrate the key principles and concepts behind the design and how it responds to the opportunities and constraints presented. This section should be more diagrammatic / conceptual in appearance and should highlight aspects of the design that are definitive and vital to the creation of a successful place. It is important that this section highlights how the proposals respond to the existing context.

The Proposals / Masterplan

This section puts flesh on the bones of the concept / development framework by showing in more detail the site layout, landscaping, building orientation, etc. This could include three-dimensional urban design proposals, illustrating;

- The proposed massing, height, densities, orientation, grids and blocks,
- Movement routes (both pedestrian and vehicular),
- The location, role and use of open space.

Planning and Design Principles

This section should contain more detailed description of the proposals. This should include written descriptions and images where appropriate.

It may be useful to group the information under similar headings to those used in the analysis sections (e.g. activities, linkages etc.) to help tell the story, demonstrate the response to context and re-enforce the link between the analysis and the proposals.

It should also include a statement on access

- The philosophy and approach to inclusive design
- The key issues of the particular scheme
- The sources of advice and guidance used
- How the principles of inclusive design have been implemented into the scheme
- How inclusion will be maintained and managed

Larger schemes are likely to require more detail and will need to show that accessibility has been considered in respect of:

- Approaches to and around the development
- Car parking and setting down points
- Building entrances and approaches
- Internal circulation and layout
- Appropriate surfacing materials
- Internal facilities such as toilets
- Way finding and signage
- Lighting levels and colour/tonal contrasts
- Evacuation

Appendix 2: Planning Checklist

In order for the Council to process your application efficiently we will require the following information. Please check and tick the ones that are relevant to your application:

All applications:

1 Original and 3 copies of the completed planning application forms. Signed and dated.

1 Original and 3 copies of the completed signed and dated Ownership Certificate (A, B, C or D).

1 Original and 3 copies of the site plan (ordnance Survey based at a scale of 1:1250 or 1:2500 or larger). To include nearest road junction, site edged in red, other land owned or controlled by applicant edged in blue.

The correct fee.

Supporting visual material

1 Original and 3 copies of each (2 extra copies if application is in Conservation Area or it affects a Listed Building).

Design and Access statement

Scheme plan (ideally 1:200 or 1:500). To show:

- Proposed development within site.
- Amount of floorspace used for different activities.
- Any new and existing building works
- Any demolition work.
- Proposed vehicular and pedestrian access.
- Existing ecological features or wildlife habitats.
- The location and types of boundaries
- A tree survey stating the species, position and spread of all trees within 12 metres of proposed works, including trees or shrubs to be removed or retained and details of any new landscape planting or features
- The extent and type of hard surfacing

Floor plans (1:50 or 1:100)

Existing and proposed elevations (1:50 or 1:100). A 'strip elevation' to show the relationship of the proposal with adjoining buildings is required for applications within a Conservation Area, Thames Policy Area or affecting the setting of a Listed Building. External finish of walls and roof and their colour should be indicated. All design details such as eaves, windows etc, the height of buildings and changes in level should be shown accurately.

Appropriate sections (1:50 or 1:100)

Typical cross section drawings through façade to show construction detail including window reveals, parapets, door surrounds etc.

Applicants are strongly encouraged to add any further material which they feel might animate their proposals beyond two dimensional or black and white drawings. Such media could include:

- Perspective drawings or sketches showing the proposal in context and viewed from local streets
- A model
- Computer 3-D visualisations
- Photographs



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