REVISED AGENDA

Committee - POLICY DEVELOPMENT PANEL
Date & Time - Tuesday, 23 June 2020 at 6.30 pm
Venue - This will be a meeting held in line with The Local Authorities & Police & Crime Panels (Coronavirus) (Flexibility of Local Authority & Police & Crime Panel Meetings) (England & Wales) Regulations 2020

The meeting will be held virtually via Zoom and streamed live, via the following link:

www.facebook.com/SouthHollandDCofficial/

Membership of the Policy Development Panel:

Councillors: J R Astill, J Avery, F Biggadike, M D Booth, H Drury, R A Gibson, M Hasan, J L King, J D McLean (Vice-Chairman), P A Redgate, J L Reynolds, G T D Rudkin, S-A Slade, E J Sneath, S C Walsh and A R Woolf (Chairman)

Substitute members on the Policy Development Panel may be appointed only from members who are not on the Cabinet. Substitutions apply for individual meetings.

Quorum: 6

Persons attending the meeting are requested to turn mobile telephones to silent mode

Democratic Services
Council Offices, Priory Road
Spalding, Lincs PE11 2XE
Date: 19 June 2020

Please ask for Democratic Services: Telephone 01775 764626
e-mail: demservices@sholland.gov.uk
A G E N D A

1. Apologies for absence.

2. Minutes -
   To sign as a correct record the minutes of the following meetings:
   b) Joint Performance Monitoring Panel and Policy Development Panel -
      14 January 2020 (copy enclosed).

3. Declaration of Interests. -
   Where a Councillor has a Disclosable Pecuniary Interest the Councillor
   must declare the interest and leave the meeting without participating in
   any discussion or making a statement on the item, except where a
   councillor is permitted to remain as a result of a grant of dispensation.

4. Questions asked under Standing Order 6

5. Tracking of recommendations -
   To consider responses of the Cabinet reports of the Panel.

6. Items referred from the Performance Monitoring Panel

7. Key Decision Plan -
   To note the current Key Decision Plan (copy enclosed).

8. Policy Register -
   To note the current Policy Register (copy enclosed).

9. Planning Design Task Group Report -
   To provide an update on the work undertaken as part of the Planning Design Task Group (report of the Planning Design Task Group enclosed).

10. Commercial Assets -
    The Panel will receive a presentation from the Project Manager (Karen Lockwood).

11. Housing issues -
    The Panel will receive a presentation from the Housing Landlord Services Manager (Jason King) and the Strategic Housing Manager (Caroline Hannon).

12. Policy Development Panel Work Programme -
    That the Panel reviews its work programme and the scheduled dates of outstanding reports (report of the Executive Manager – Governance (Deputy Monitoring Officer) enclosed).
13. Any other items which the Chairman decides are urgent.

NOTE: No other business is permitted unless by reason of special circumstances, which shall be specified in the minutes, the Chairman is of the opinion that the item(s) should be considered as a matter of urgency.
Minutes of a meeting of the POLICY DEVELOPMENT PANEL held in the Meeting Room 1, Council Offices, Priory Road, Spalding, on Tuesday, 21 January 2020 at 6.30 pm.

PRESENT

A R Woolf (Chairman)
J D McLean (Vice-Chairman)

J R Astill
F Biggadike
M D Booth
H Drury
R A Gibson
J L King
A M Newton
P A Redgate

J L Reynolds
E J Sneath
S C Walsh

In Attendance: Councillors, IT Manager (Shared) and ICT Manager

Apologies for absence were received from or on behalf of Councillors M Hasan, G T D Rudkin and S-A Slade

43. APOLOGIES FOR ABSENCE

Notification had been received that Councillor A M Newton was replacing Councillor M Hasan for this meeting only.

44. MINUTES

Consideration was given to the minutes of the Policy Development Panel meeting held on 6 November 2019.

AGREED:

That the minutes be signed as a correct record.

45. DECLARATION OF INTERESTS.

Councillor Newton informed the meeting that in relation to agenda item 9, in the interests of transparency, she was a Director of PSPS.

46. QUESTIONS ASKED UNDER STANDING ORDER 6

There were no questions asked under Standing Order 6.

47. TRACKING OF RECOMMENDATIONS

There were none.
48. ITEMS REFERRED FROM THE PERFORMANCE MONITORING PANEL

There were no items referred from the Performance Monitoring Panel.

49. KEY DECISION PLAN

Consideration was given to the Key Decision Plan dated 8 January 2020.

AGREED:

That the Key Decision Plan be noted.

50. POLICY REGISTER

The Panel gave consideration to the Policy Register dated 7 January 2020.

Members were advised that work on the Asset Management Strategy was almost complete, and that officers would attend the next Panel meeting to provide an update.

AGREED:

That the Policy Register be noted.

51. INFORMATION SECURITY FRAMEWORK AND POLICIES

Consideration was given to the report of the Portfolio Holder Governance and Customer, which sought member feedback and comments on a new Information Security Framework, which aimed to ensure that a robust and secure ICT service was provided to the Council through its delivery partner, PSPS. Feedback on the Employee Access Policy, in particular, was sought as this would cover not only employees, but also members.

The following issues were raised:

- User Access Policy – a member appendix would be helpful as members and officers were covered by different codes.
- Members were not employees, but elected Councillors. Guidance was required that was specific to them.
- The document currently addressed all users however, some sections may be more appropriate to different audiences. Better signposting was required.

AGREED:

That the Policy Register be noted.
Members requested that a condensed version of the policy, specifically addressing members and their requirements, be produced.

The document, as it related to officers, was generally felt to be good.

In response to whether members could use their devices for private work, officers confirmed that this was acceptable, but that care was required around personal data while using the devices. Although this issue fell slightly out of the remit of the policies under discussion, specific, relevant guidance could be produced for members, to include useful information such as safe ways to use IT and use of Council devices. However, the main focus should still be on Council data, management and safe usage.

Members asked whether, with regard to resourcing of non-copyright material/images, there was a way for this to be sourced safely. Officers confirmed that there was a brand guide that the Council could use, but that this detail would need to be confirmed. This information could also be included in any member guidance.

How would adherence to the policy be verified, and would there be any training available? Officers advised that there is on-line training available for staff. Training could also be made available to members and consideration would be given to the best way in which this training could be delivered. Training would need to be provided for members of the current administration, and would then be delivered to all members following District Council elections.

Signing up to the policies ensured that all users had received guidance and were aware of issues around information security, to support them in carrying out their role as a councillor, safely and securely.

Where legislation changed, training would be provided where appropriate.

**AGREED:**

a) That the contents of the report, together with the attached Information Security Framework be noted and be supported;

b) That a condensed version of the document, pertinent to member requirements, be recommended; and

c) That training to members to support the information provided within the document be recommended.
52. POLICY DEVELOPMENT PANEL WORK PROGRAMME

The Panel considered a report by the Executive Manager Governance, which set out the work programme of the Panel. The work programme consisted of two sections, the first setting out the dates of future panel meetings along with proposed items for consideration, and the second setting out Task Groups that had been identified by the Panel.

Members considered the report, and the following issues arose:

- Members were advised that the Planning Design Task Group would be holding its first meeting on 28 January 2020.
- There was a debate regarding the Community Infrastructure Levy (CIL) Task Group, and whether it should be a Task Group in its own right, or whether it should be combined with the Planning Design Task Group. Agreement was reached that both task groups should remain separate however, they should both run at the same time and their findings feed into the Supplementary Planning Document, which was currently being drafted by officers.
- The Community Infrastructure Levy (CIL) and Supplementary Planning Document (SPD) Task Group should be re-named the Community Infrastructure Levy (CIL) Task Group.
- Membership of the Task Group would be Councillors Drury, McLean and Woolf. Councillor Avery was also suggested as a member and, as he was not at the meeting, his agreement would be sought.
- Appendix A of the report stated that the Panel would consider the Long Term Empty Homes draft strategy when it was available. Members requested that a timeframe for consideration of the strategy be sought, and the item programmed into the Panel’s Work Programme at the appropriate time.

AGREED:

a) That the Work Programme be noted;

b) The work commence on the CIL Task Group, independently but alongside the Planning Design Task Group, with both Task Groups’ recommendations feeding into the Supplementary Planning Document;

c) That the CIL Task Group be composed of Councillors Drury, McLean and Woolf, and that Councillor Avery be asked to confirm if he also wished to be a member of the Task Group; and
d) That confirmation of a timeframe for the Long Term Empty Homes draft strategy be sought, and the item be programmed into the Panel’s Work Programme accordingly.

53. **ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT.**

   There were no urgent items.

(The meeting ended at 8.11 pm)

(End of minutes)
Minutes of a meeting of the JOINT PERFORMANCE MONITORING PANEL AND POLICY DEVELOPMENT PANEL held in the Council Chamber, Council Offices, Priory Road, Spalding, on Tuesday, 14 January 2020 at 6.30 pm.

PRESENT

B Alcock  J L King  R A Gibson
J R Astill  J D McLean  N H Pepper
M D Booth  J L Reynolds  P A Redgate
C J T H Brewis  A R Woolf  S C Walsh
H Drury  J Avery  M Hasan
R Grocock  A C Beal  A M Newton

Apologies for absence were received from or on behalf of Councillors F Biggadike, S A Slade, E J Sneath, A C Tennant, A C Cronin, G P Scalese, D J Wilkinson and G T D Rudkin

In Attendance: Executive Director, Commercialisation (S151), Strategic Finance & Compliance Manager, Head of Financial Services and Head of Finance (Interim).

5. ELECTION OF CHAIRMAN

Councillor B Alcock was elected as Chairman for the duration of this meeting.

6. APOLOGIES FOR ABSENCE

There were none.

7. DECLARATION OF INTERESTS

8. DRAFT BUDGET, MEDIUM TERM PLAN AND CAPITAL STRATEGY (FOR CONSULTATION).

Consideration was given to the report of the Portfolio Holder for Finance and the Executive Director Commercialisation (S151) which asked the Joint Panel to consider and scrutinise the Draft General Fund, Housing Revenue and Capital Programme Budgets and the Draft Financial Medium Term Plan.

The Joint Panel was provided with a presentation by the Executive Director Commercialisation which covered the following areas – Revenue Budget and the Medium Term Financial Plan.
JOINT PERFORMANCE MONITORING
PANEL AND POLICY DEVELOPMENT
PANEL - 14 January 2020

(MTFP); the Housing Revenue Account (HRA); Capital; the General Fund Capital Programme; HRA Capital and Reserves. It also highlighted key challenges, the future and key dates in the progression of the budget to its consideration by the Council in February 2020.

Following consideration of the report and the presentation, the following issues were raised:

- Would it be possible for references to drainage board levies to be renamed precepts in order to remove them from district expenditure?
  - The Executive Director Commercialisation agreed to look at that with regard to terminology.

- What impact will the business rates changes and fair funding decision on the Council?
  - Currently the Authority has limited information regarding this matter which could have a major impact if funding was directed towards counties, resulting in a knock on effect to business rate distribution for example. With regard to the second part of the question, they are intrinsically bound together so the Authority are expecting an announcement regarding a programme of activities in the Spring.

- How is Council Tax calculated into the budget for current and future housing developments and if there was a year where 800 properties were completed, would this reflect in the Council Tax base?
  - The Authority prudently looks at historical trends of delivery irrespective of planning applications. Historically we are starting to over-perform which is why there is a modest increase of 1.6 to 2% growth on Council Tax base to reflect the uplift in terms of completions. Planning Service is regularly monitoring completions to track these figures which are consistently maintaining that level, but only based on delivery on the ground rather than approved applications. Median figures are used on the collection fund and business rate fund in order to track relatively smoothly throughout years of good and bad. If 800 properties were built it would create a collection fund surplus in the following year however the authority hypothecates forward to take these scenarios into account with the collection fund going into surplus or deficit dependent on performance.
The Authority’s current stance on business rates is on the basis that districts would keep business rates in order to encourage businesses to move to the area. How do we predict and balance business rates with opening and closure of businesses?

When the idea was originally put forward it was to achieve 100% retention. The Authority is at 50% retention or 75% retention in the pilots so can only speculate as to what the final proposition will be. Regarding the second question, the majority of smaller businesses will be receiving 100% relief, the larger businesses will not cause an impact due to their size and their void allowance only being for a short space of time so landlords will still be liable for business rates and therefore keen to find a new tenant.

Is internal borrowing more attractive than PWLB borrowing due to the increase of 1% in the interest rate?

It is a far more effective way of borrowing over the shorter term. Longer term borrowing would be better aimed at taking advantage of cheaper interest rates available on long term loans.

With regard to seeking additional security and challenges on accessing capital resources; several members are hopeful that replacement and refurbishment of leisure facilities could be part of the medium term financial plan?

The Place Manager is overseeing consideration of these opportunities, which will need to be built into the MTFS as more detail becomes available.

With regard to major projects and taking into account that Works Public Loan Board isn’t the cheapest to go to for funding, where else could funding be sought?

The Authority would consider the Mutual or other parties looking to set up bonds but would take expert advice before taking decisions to members.

On the point of needing to be able to fund revenue repayment costs (interest payment and capital payment) do both need to come out of the revenue account or could one come out of capital account?

This matter would depend on how they were financed. If the Authority had capital receipts, this can be taken out of the project and borrowing requirements could be
reduced. The residual borrowing requirement would have to be financed in principle and interest from the revenue account.

Members commented that if the Authority was looking at keeping existing businesses and attracting new ones, when business look to relocate, the attractiveness of the local facilities will make a difference. Officers confirmed that the Authority is working to put project management in place for this purpose which will include ensuring the appropriate expertise is available in order to maximise any new government initiatives which may arise.

Members requested clarification of Council Tax Base figures. Officers advised there was a Council tax increase of £241,000 which consist of 2 elements; an extra £4.95 proposed increase on the properties across the total tax base generating £141,000 plus tax from the additional 561 properties which is approximately £100,000 equalling a total of £241,000.

- Could the £232,000 HRA budgeted rent loss figure be improved?
  - Officers advised that this figure is an allowance and if there are improvements they will be seen as an overachievement in terms of income so the Authority is assuming an extent of bad debt which may not materialise. HRA is generally doing better than that.

- When Crease Drove starts can officers provide assurances regarding timescales of delivery?
  - Officers advised that the situation was similar to HRA where the Authority provided additional resources and will look to do same in the property area. Sourcing additional resources was successful in housing but has proved to be more difficult on the property side and the Authority would be exploring a variety of options on how to get expertise in those areas.

- Where are agency and consultancy costs shown?
  - Officers advised that this depends which sort it is. Agency costs are within employees and are all budgeted for as part of normal business as usual. Supplies and Services cover specialist consultants which depends if costs are budgeted for or an additional requirement (usually). There are funds set aside for development of a project which will cover these costs.
• As tenants on Universal Credit are now personally responsible for paying their rent (instead of rent being received directly from Housing Benefit to the Authority), will Universal Credit increase in line with rental increase? Also, will tenants be served with notice of rent increase and what will the policy be if there is resistance from tenants to any increases?
• Officers agreed to ask the service to provide a written answer.

Members commented that housing stock should include smaller accommodation (1 bed) in order to meet demand and that the Authority should be able to anticipate resource problems of this type. Officers advised that the Authority may need to build these types of properties if the market is not bringing appropriate stock forward and that there will be discussions with the team around additional resources being in place.

• As there is a £2m underspend regarding repairs and maintenance, should the Authority be seeking to invest the money built up in HRA account (which is tenants’ money) on repairs and maintenance as well as purchasing new stock? In the HRA revenue accounts capital programme, roof and gutters have been added where they weren’t before.
• Officers advised that more detail would be required from relevant teams and questions will be posed to Housing.

• Can officers advise what the whole pension cost is for the Authority?
• The whole cost covers all employee related expenses in employers contributions for pensions and National Insurance. Contributions we make to the fund are in 2 tranches: 1) Fixed percentage employer’s contribution sum of £1,041,000 on our gross pay bill of approximately £6m. 2) A lump sum top up of £744,000. The total paid out in pension contributions by the Authority is approximately £1.8m.

• Is the Authority prepared for any unforeseen issues regarding Business Rates and Fair Funding?
• Significant shifts in business rate support to District
Councils will be extremely challenging.

- Would it be possible for the Authority to use Right to Buy funds on reduction of debt in order to avert losing those funds to central government?
  - Officers advised that the Authority would look at all options.

- Would it be possible for the Authority to start charging for pre-application advice, which is currently offered as a free service?
  - Officers advised that members could consider this if they wish.

Members thanked the team for making the report clear and concise. They felt that they had learnt something and enjoyed the presentation.

**ACTIONS**

Officers will provide information regarding costs relating to leisure facilities repair and renewal.

Officers agreed to ask the service to provide a written answer regarding whether tenants on Universal Credit will receive increases in line with rental increases and what the policy will be regarding resistance from tenants to any increases.

Officers agreed to refer questions to Housing regarding repairs and maintenance to existing stock and to provide an explanation regarding figures for replacement kitchens and bathrooms.

**9. ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT**

There were none.

(The meeting ended at 8.00 pm)

(End of minutes)
Representations in respect of all the matters shown should be sent in writing, at least one week before the date or period the decision is likely to be made, to:
Democratic Services, Council Offices, Priory Road, Spalding, Lincolnshire, PE11 2XE
Telephone: 01775 764451 Fax: 01775 711253 Email: demservices@sholland.gov.uk

The Key Decision Plan shows all Key decisions that the Council is likely to make over the next twelve months

The Key Decision Plan is updated on a rolling basis and shows the decisions that will be considered and the date when the decision is expected to be made. In accordance with the Council’s Constitution the DECISIONS detailed within this document, unless otherwise stated, come into force and may then be implemented on the expiry of a 5 working day call-in period from the date of publication of any decision.

**Key decisions are:** “A decision which, in relation to an executive function, has a significant effect on communities in two or more Wards of the Council and / or is likely to result in the Authority incurring expenditure, generating income or making savings in any single financial year above the threshold of £75,000 in respect of revenue expenditure and £180,000 in respect of capital expenditure.”

**Significant decisions are:** 1. A decision made in connection with setting the Council Tax; 2. A decision to approve any matter relating to a Policy or Strategic Plan; 3. Any non-Executive decision which significantly affects the community in two or more wards or electoral divisions. Some of the decisions will be recommendations to full Council, particularly if they impact on the Budget and the Policy Framework (comprising of statutory plans and strategies)

<table>
<thead>
<tr>
<th>PORTFOLIO HOLDER / SUBJECT</th>
<th>PURPOSE OF DECISION</th>
<th>CONSULTEES AND METHOD OF CONSULTATION</th>
<th>SUPPORTING DOCUMENTS</th>
<th>LIKELY DATE OF DECISION AND WHO WILL MAKE DECISION</th>
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Agenda Item 7.
<table>
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<tr>
<th>PORTFOLIO HOLDER / SUBJECT</th>
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<th>CONSULTEES AND METHOD OF CONSULTATION</th>
<th>SUPPORTING DOCUMENTS</th>
<th>LIKELY DATE OF DECISION AND WHO WILL MAKE DECISION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portfolio Holder for Communities and Facilities</td>
<td>To seek approval to set up South Holland Community Lottery</td>
<td></td>
<td>Cabinet 28 Apr 2020, or Leader</td>
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<td>Community Lottery</td>
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<tr>
<td>Portfolio Holder for Place</td>
<td>Consider the options for market stalls provision at Spalding market.</td>
<td></td>
<td>Cabinet 16 Jun 2020 South Holland District Council 29 Jul 2020</td>
<td></td>
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<tr>
<td>Spalding market stall provision</td>
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<tr>
<td>Portfolio Holder for Housing and Health</td>
<td>Contract with Tunstall for the provision of maintenance and telecare services for our Sheltered Housing alarm monitoring system</td>
<td></td>
<td>Executive Director - Place or any other officer with delegation Before 31 Jul 2020</td>
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<tr>
<td>Contract for alarm monitoring service for sheltered housing</td>
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<tr>
<td>Portfolio Holder for Housing and Health</td>
<td>To award contract for Pitched Roofing Replacement and Repairs, and Chimney Repairs and Removal</td>
<td></td>
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<td>Housing Landlord Manager or any other officer with delegation Before 31 Jul 2020</td>
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<tr>
<td>Pitched Roofing Replacement and Repairs, and Chimney Repairs and Removal</td>
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<td>Portfolio Holder for Housing and Health</td>
<td>To award contract Flat Roofing Repairs and Replacement</td>
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<td>Housing Landlord Manager or any other officer with delegation Before 31 Jul 2020</td>
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<tr>
<td>Flat Roofing Repairs and Replacement</td>
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<td>Property acquisition to support Housing Options service delivery.</td>
<td>The authority is exploring the purchase of residential property to improve options to address housing need in the district.</td>
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<td></td>
<td>Portfolio Holder for Housing and Health, or Leader Before 31 Jul 2020</td>
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<tr>
<td>Portfolio Holder for Place</td>
<td>To provide an update on potential improvements to the Daffodil Route between Pinchbeck Road and Johnson Hospital utilising section 106 funding to improve health and well being opportunities</td>
<td></td>
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<td>Cabinet 15 Sep 2020 or Leader</td>
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<tr>
<td>Daffodil Route Improvements</td>
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<tr>
<td>Portfolio Holder for Communities and Facilities</td>
<td>The procurement of a contract to undertake works to the Councils assets is required. The contract will allow use by the HRA if required</td>
<td></td>
<td></td>
<td>Executive Director – Place, or any other officer with delegation Before 30 Sep 2020</td>
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<tr>
<td>Plumbing and General Maintenance Contract</td>
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<tr>
<td>Portfolio Holder for Housing and Health</td>
<td>There is a requirement to procure a contract for works to commercial assets owned by the Council. The contract is intended to enable occasional use if required for the Councils properties</td>
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<td></td>
<td>Executive Director – Place, or any other officer with delegation Before 30 Sep 2020</td>
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<tr>
<td>Electrical Works Contract</td>
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<tr>
<td>Portfolio Holder for Housing and Health</td>
<td>To update policies and enable South Holland District Council to further assist a range of vulnerable and/or disadvantaged households</td>
<td></td>
<td></td>
<td>Cabinet 27 Oct 2020</td>
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<tr>
<td>Housing Assistance Policy</td>
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<tr>
<td>Portfolio Holder for Housing and Health</td>
<td>To consider the business case relating to a potential acquisition project to purchase 7 s106 units within the district.</td>
<td></td>
<td></td>
<td>Cabinet 27 Oct 2020</td>
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<tr>
<td>Acquisition project to purchase S106 units</td>
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<td>South Holland District Council 25 Nov 2020</td>
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</tbody>
</table>

*Cabinet Membership

The Lord Porter of Spalding CBE (Leader)
Councillor C N Wort (Deputy Leader of the Council)
Councillor G J Taylor (Deputy Leader)
Councillor T Carter (Portfolio Holder)
Councillor A Casson (Portfolio Holder)
Councillor P E Coupland (Portfolio Holder)
Councillor R Gambba-Jones (Portfolio Holder)
Councillor C J Lawton (Portfolio Holder)
If you have any comments or queries regarding any of the entries in the Key Decision Plan please contact:

Democratic Services, Council Offices, Priory Road, Spalding, Lincolnshire, PE11 2XE
Telephone: 01775 764451 Fax: 01775 711253 Email: demservices@sholland.gov.uk
### Asset Management Strategy

<table>
<thead>
<tr>
<th>Policy Title</th>
<th>Policy Type</th>
<th>Can Policy be influenced (flexible scope)</th>
<th>Approved Date</th>
<th>Policy Review Cycle</th>
<th>End Date</th>
<th>Policy Status</th>
<th>Latest Note</th>
<th>Assigned To</th>
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<tbody>
<tr>
<td>Asset Management Strategy</td>
<td>Constitutional</td>
<td>Yes</td>
<td>18-Jun-2014</td>
<td>5 years</td>
<td>18-Jun-2019</td>
<td>Pending Approval</td>
<td>The work to develop an Asset Management Strategy requires cross service input from Growth and Commercialisation and the Place directorate. The work to develop a strategy will predominantly be led by the Strategic Property Manager which is currently an unfilled post. Work is being undertaken by the Assets Team to develop a new Lettings policy which is considered to be...</td>
<td>Jason King/Richard Hodgson</td>
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</tbody>
</table>

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<table>
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</tr>
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<tbody>
<tr>
<td>Health &amp; Safety Policy</td>
<td>Statutory</td>
<td>No</td>
<td>22-Nov-2017</td>
<td>3 years</td>
<td>01-Jun-2020</td>
<td>Approved</td>
<td>This has been agreed by PSPS to be a 3 yearly policy review cycle in line with other organisations, when this policy is reviewed in June it will go via the panel and the relevant committees.</td>
<td>Emily Ferrier; Nick Kendrick</td>
</tr>
<tr>
<td>Constitution</td>
<td>Statutory</td>
<td>No</td>
<td>18-Jan-2018</td>
<td>1 year</td>
<td>18-Jan-2020</td>
<td>Approved</td>
<td>Changes continue to be made when and where necessary and agreed at Council on a regular basis.</td>
<td>Rhonda Booth</td>
</tr>
<tr>
<td>HR Policy Handbook</td>
<td>Non Statutory</td>
<td>Yes</td>
<td>18-Jan-2017</td>
<td>3 years</td>
<td>18-Jan-2020</td>
<td>Approved</td>
<td>The policy handbook is currently under review, a clause states in this handbook that unless significant changes are made then this</td>
<td>Claire Burton</td>
</tr>
<tr>
<td>Policy Title</td>
<td>Policy Type</td>
<td>Can Policy be influenced (flexible scope)</td>
<td>Approved Date</td>
<td>Policy Review Cycle</td>
<td>End Date</td>
<td>Policy Status</td>
<td>Latest Note</td>
<td>Assigned To</td>
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</tr>
<tr>
<td>AHM Collections Development Policy</td>
<td>Non Statutory</td>
<td>No</td>
<td>01-Feb-2018</td>
<td>2 years</td>
<td>01-Feb-2020</td>
<td>Pending Review</td>
<td>Approval will be sought in Feb 2020.</td>
<td>Julia Knight</td>
</tr>
<tr>
<td>AHM Collections Care and Conservation Policy</td>
<td>Non Statutory</td>
<td>No</td>
<td>01-Feb-2018</td>
<td>2 years</td>
<td>01-Feb-2020</td>
<td>Pending Review</td>
<td>Approval will be sought in Feb 2020.</td>
<td>Julia Knight</td>
</tr>
<tr>
<td>Corporate Plan</td>
<td>Constitutional</td>
<td>Yes</td>
<td>08-Mar-2018</td>
<td>1 year</td>
<td>01-Mar-2020</td>
<td>Approved</td>
<td>Plan is reviewed annually</td>
<td>Greg Pearson</td>
</tr>
<tr>
<td>Capital Strategy</td>
<td>Constitutional</td>
<td>Yes</td>
<td>27-Feb-2019</td>
<td>1 year</td>
<td>31-Mar-2020</td>
<td>Approved</td>
<td>This will be reviewed as per the schedule</td>
<td>Samantha Knowles</td>
</tr>
<tr>
<td>Corporate Charging Policy - Accounting Services</td>
<td>Constitutional</td>
<td>Yes</td>
<td>08-Mar-2018</td>
<td>1 year</td>
<td>31-Mar-2020</td>
<td>Approved</td>
<td>This will be reviewed as per the schedule</td>
<td>Samantha Knowles</td>
</tr>
<tr>
<td>Medium Term Financial Strategy</td>
<td>Constitutional</td>
<td>No</td>
<td>08-Mar-2018</td>
<td>1 year</td>
<td>31-Mar-2020</td>
<td>Approved</td>
<td>This will be reviewed as per the schedule</td>
<td>Samantha Knowles</td>
</tr>
<tr>
<td>Policy Title</td>
<td>Policy Type</td>
<td>Can Policy be influenced (flexible scope)</td>
<td>Approved Date</td>
<td>Policy Review Cycle</td>
<td>End Date</td>
<td>Policy Status</td>
<td>Latest Note</td>
<td>Assigned To</td>
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</tr>
<tr>
<td>Treasury Management Strategy Statement</td>
<td>Constitutional</td>
<td>No</td>
<td>08-Mar-2018</td>
<td>1 year</td>
<td>31-Mar-2020</td>
<td>Approved</td>
<td>This will be reviewed as per the schedule</td>
<td>Samantha Knowles</td>
</tr>
<tr>
<td>Treasury Policy Statement &amp; Clauses to be Adopted</td>
<td>Constitutional</td>
<td>No</td>
<td>08-Mar-2018</td>
<td>1 year</td>
<td>31-Mar-2020</td>
<td>Approved</td>
<td>This will be reviewed as per the schedule</td>
<td>Samantha Knowles</td>
</tr>
<tr>
<td>Minimum Revenue Provision Policy Statement</td>
<td>Constitutional</td>
<td>No</td>
<td>08-Mar-2018</td>
<td>1 year</td>
<td>31-Mar-2020</td>
<td>Approved</td>
<td>This will be reviewed as per the schedule</td>
<td>Samantha Knowles</td>
</tr>
<tr>
<td>Corporate Debt Policy - Accounting Services</td>
<td>Non Statutory</td>
<td>Yes</td>
<td>25-Jul-2017</td>
<td>3 years</td>
<td>25-Jul-2020</td>
<td>Approved</td>
<td>This will be reviewed as per the schedule</td>
<td>Samantha Knowles</td>
</tr>
<tr>
<td>Sexual Establishments Policy Statement</td>
<td>Non Statutory</td>
<td>Yes</td>
<td>06-Sep-2017</td>
<td>3 years</td>
<td>06-Sep-2020</td>
<td>Approved</td>
<td></td>
<td>Donna Hall</td>
</tr>
<tr>
<td>Counter Fraud and Corruption Policy</td>
<td>Non Statutory</td>
<td>Yes</td>
<td>14-Dec-2017</td>
<td>3 years</td>
<td>14-Dec-2020</td>
<td>Approved</td>
<td></td>
<td>Faye Haywood</td>
</tr>
<tr>
<td>Whistleblowing Policy - Confidential Reporting Code</td>
<td>Statutory</td>
<td>Yes</td>
<td>14-Dec-2017</td>
<td>3 years</td>
<td>14-Dec-2020</td>
<td>Approved</td>
<td></td>
<td>Faye Haywood</td>
</tr>
<tr>
<td>Statement of Licensing Policy</td>
<td>Constitutional</td>
<td>Yes</td>
<td>07-Jan-2016</td>
<td>5 years</td>
<td>07-Jan-2021</td>
<td>Approved</td>
<td>Statutory requirement to review every 5 years</td>
<td>Donna Hall</td>
</tr>
<tr>
<td>ICT Incident Management</td>
<td>Non-Statutory</td>
<td>Yes</td>
<td>21-Jan-2020</td>
<td>Annual</td>
<td>19-Feb2021</td>
<td>Approved</td>
<td></td>
<td>Jackie Wright (PSPS)</td>
</tr>
<tr>
<td>Policy Title</td>
<td>Policy Type</td>
<td>Can Policy be influenced (flexible scope)</td>
<td>Approved Date</td>
<td>Policy Review Cycle</td>
<td>End Date</td>
<td>Policy Status</td>
<td>Latest Note</td>
<td>Assigned To</td>
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<tr>
<td>Employee Access Policy</td>
<td>Non-statutory</td>
<td>Yes</td>
<td>21-JAN-2020</td>
<td>Annual</td>
<td>19-FEB-2021</td>
<td>Approved</td>
<td>Jackie Wright (PSPS)</td>
<td></td>
</tr>
<tr>
<td>Data Protection Policy</td>
<td>Statutory</td>
<td>No</td>
<td>29-May-2018</td>
<td>3 years</td>
<td>29-May-2021</td>
<td>Approved</td>
<td>Agreed at 29th May Cabinet</td>
<td>Kirsty Mallett</td>
</tr>
<tr>
<td>Corporate Enforcement Policy</td>
<td>Non Statutory</td>
<td>Yes</td>
<td>29-May-2018</td>
<td>3 years</td>
<td>29-May-2021</td>
<td>Approved</td>
<td>Sarah Shipley</td>
<td></td>
</tr>
<tr>
<td>Equalities Policy</td>
<td>Non Statutory</td>
<td>Yes</td>
<td>26-Jun-2018</td>
<td>3 years</td>
<td>26-Jun-2021</td>
<td>Approved</td>
<td>Ross Bangs</td>
<td></td>
</tr>
<tr>
<td>Freedom of Information (FoI)</td>
<td>Statutory</td>
<td>No</td>
<td>26-Jun-2018</td>
<td>3 years</td>
<td>26-Jun-2021</td>
<td>Approved</td>
<td>Ross Bangs</td>
<td></td>
</tr>
<tr>
<td>Street Naming and Numbering Policy</td>
<td>Statutory</td>
<td>Yes</td>
<td>01-Nov-2018</td>
<td>3 years</td>
<td>01-Nov-2021</td>
<td>Approved</td>
<td>Clinton Bell</td>
<td></td>
</tr>
<tr>
<td>Hate Crime Policy</td>
<td>Non Statutory</td>
<td>No</td>
<td>01-Nov-2018</td>
<td>3 years</td>
<td>01-Nov-2021</td>
<td>Approved</td>
<td>Superseded by county policy - internal procedures will be updated as per agreement with policy panel</td>
<td>Dee Bedford</td>
</tr>
<tr>
<td>Safeguarding Policy</td>
<td>Statutory</td>
<td>No</td>
<td>20-Nov-2018</td>
<td>3 years</td>
<td>01-Nov-2021</td>
<td>Approved</td>
<td>Policy approved at SHDC cabinet 20/11/18</td>
<td>Donna Hall</td>
</tr>
<tr>
<td>Gambling Policy - Statement of Principles</td>
<td>Constitutional</td>
<td>Yes</td>
<td>28-Nov-2018</td>
<td>3 years</td>
<td>28-Nov-2021</td>
<td>Approved</td>
<td>Approved at SHDC full council 28/11/18</td>
<td>Donna Hall</td>
</tr>
<tr>
<td>Records Management Policy</td>
<td>Yes</td>
<td></td>
<td>01-Jan-2022</td>
<td>3 years</td>
<td>01-Jan-2022</td>
<td>Pending Approval</td>
<td>Kirsty Mallett</td>
<td></td>
</tr>
<tr>
<td>Strategic Tenancy Policy</td>
<td>Statutory</td>
<td>No</td>
<td>01-Feb-2019</td>
<td>3 years</td>
<td>01-Feb-2022</td>
<td>Approved</td>
<td>Caroline Hannon Picaden PDP in</td>
<td>Matthew Hogan</td>
</tr>
<tr>
<td>Policy Title</td>
<td>Policy Type</td>
<td>Can Policy be influenced (flexible scope)</td>
<td>Approved Date</td>
<td>Policy Review Cycle</td>
<td>End Date</td>
<td>Policy Status</td>
<td>Latest Note</td>
<td>Assigned To</td>
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</tr>
<tr>
<td>Anti-Social Behaviour Policy</td>
<td>Statutory</td>
<td>Yes</td>
<td>01-May-2019</td>
<td>3 years</td>
<td>01-Mar-2022</td>
<td>Approved</td>
<td>The ASB Policy has been approved, as it is currently that of the Lincolnshire County Council one. The County one is currently out for consultation as it has been updated in line with new recommendations</td>
<td>Dee Bedford</td>
</tr>
</tbody>
</table>

Feb where it was agreed to go to Senior Officers to determine the appetite for reviewing, the Panel were satisfied that officers would determine if there was an appetite for this.

All councils are told to have a strategic tenancy policy, but this isn’t one that needs a formal review at this stage.
<table>
<thead>
<tr>
<th>Policy Title</th>
<th>Policy Type</th>
<th>Can Policy be influenced (flexible scope)</th>
<th>Approved Date</th>
<th>Policy Review Cycle</th>
<th>End Date</th>
<th>Policy Status</th>
<th>Latest Note</th>
<th>Assigned To</th>
</tr>
</thead>
<tbody>
<tr>
<td>South Holland Common Housing Allocations Policy</td>
<td>Statutory</td>
<td>No</td>
<td>01-Jun-2013</td>
<td>3 years</td>
<td>01-Mar-2022</td>
<td>Approved</td>
<td>This policy has been approved by PDP and is now going through the final process of approval</td>
<td>Phil Stacey</td>
</tr>
<tr>
<td>Affordable Housing Policy Page 29</td>
<td>Non Statutory</td>
<td>Yes</td>
<td>01-Jan-2009</td>
<td>3 years</td>
<td>01-Apr-2022</td>
<td>Approved</td>
<td>This Policy has approved within the Local Plan, It has been agreed there doesn't need to be a separate housing strategy, this has now been formally adopted in line with the Local Plan</td>
<td>Matthew Hogan</td>
</tr>
<tr>
<td>Taxi Licensing Policy</td>
<td>Non Statutory</td>
<td>Yes</td>
<td>01-Jun-2019</td>
<td>3 years</td>
<td>01-Jun-2022</td>
<td>Approved</td>
<td></td>
<td>Donna Hall</td>
</tr>
</tbody>
</table>
1.0 BACKGROUND

1.1 A report was presented to Policy Development Panel (PDP) regarding the issue of Planning Design, which had been requested so that further consideration could be given as to whether a task group needed to be convened to consider some of the key issues identified by the panel.

1.2 In June 2019 a task group was added to the Panel’s Work Programme and membership of the following Councillors was agreed:

- Councillor J Astill (Chairman)
- Councillor J K King
- Councillor P A Redgate
- Councillor J L Reynolds
- Councillor S C Walsh

1.3 Some of the key points that had been raised for consideration had been identified following a tour of implemented planning decisions that took place in September 2019. This was subsequently discussed at the November meeting of Performance Monitoring Panel where it was raised that comments from the tour should be incorporated into the task group.

1.4 At the November 2019 meeting of PDP, the Panel agreed that the Task Group commence its work in the New Year. The task group commenced its first meeting in January 2020 in which the scope of the group was agreed. It was at this meeting that the group were advised of the progress of the Supplementary Planning Documents (SPD) on Planning Design. This is a document that is within the work programme of the Local Plan Team, which is shared with Boston Borough Council and reports to the Joint Strategic Planning
Committee, which is made up of Members from South Holland District, Boston Borough and Lincolnshire County Council.

1.5 Due to the necessity for the Local Plan team to progress with the SPD during the months since the adoption of the Joint Local Plan, the group were presented with the opportunity to review the SPD that had been drafted. It was agreed that a copy of the document be provided to task group members in advance of the next meeting in order to review the document and scrutinise its contents at the following meeting.

1.6 The second meeting of the group concentrated on the policy document that had been drafted and the Head of Planning and Interim Joint Policy Unit Manager were present to provide context and answer questions posed by the group.

1.7 There were a number of key concerns raised at the meeting which included:

- Reuse of historic buildings
- Open Space
- Private drives/Waste collection

1.8 Advice was provided from officers regarding these issues. Namely that the use of historic buildings is often governed by national legislation that must be adhered to but that there should be a balance struck regarding these issues.

1.9 Open space concerns were raised and questions asked regarding the authorities input on this. The planning officers advised that work with parishes were vital to this and that these questions may likely be scrutinised further in the open spaces task group that was currently ongoing. There is also be a separate SPD that will relate to issues about Open space in the future.

1.10 Private drives and waste collections were discussed at the final meeting of the group. Members wanted to discuss the potential for a limit on the number of properties that could be on a private drive in order to design out collection points and the associated issues with these. The Head of Environmental Services confirmed that this would be a good approach to have in the SPD but that it would still need to be considered on a case by case basis.

1.11 The Interim Joint Policy Unit Manager confirmed that the SPD could contain recommendations regarding private drives, potentially no more than 5 properties and 30 meters maximum, but that this would also need to be taken on a balanced view of each applications as to whether this would always be enforceable. It was agreed that this was a good step forward to removing potential ongoing collection point issues, but would not address current sites that were problematic.

1.12 The final meeting of the group reflected upon the influence that had been available for the members of the group.

1.13 Members raised their concerns that, as the document had already been drafted, there seemed to have been little input from members on the shaping of the document. Officers tried to re-assure the group that the comments and feedback of all members over the years had been noted and were reflected in the document. The Interim Joint Policy Unit Manager confirmed that the skeleton of the SPD is set by the Local Plan Design policy and therefore
whilst we can explain and interpret what the policy means, we could not introduce wholly new issues.

1.14 The document submitted to Members was a working draft and has undergone change during the last couple of months, with comments made by Members helping to mould the newest version of the document.

1.15 Members wanted it noting that given the timescales that were available, members were content with the policy and agreed that they would like to see the SPD recommended to the South East Lincolnshire Joint Strategic Planning Committee.

2.0 OPTIONS

2.1 Option one – recommend the Supplementary Planning Document to the South East Lincolnshire Joint Strategic Planning Committee. This will provide weight to the document given that it will have received member scrutiny and consent when being presented to the members of the Joint Committee.

2.2 Option two – do nothing. The document will still need to be presented to the South East Lincolnshire Joint Strategic Planning Committee but will have received no backing from South Holland scrutiny members.

3.0 REASONS FOR RECOMMENDATION(S)

3.1 It is recommended that option one be agreed, this will ensure the document goes forward to the joint committee with the backing and support of South Holland scrutiny and support the proposal to implement the SPD.

3.2 As the Local Plan policy function is devolved to the South East Lincolnshire Joint Strategic Planning Committee, it is important that the document goes forward with the support and recommendation of the South Holland members in order to assist with the process of adopting this document to address the issues raised by South Holland members.

3.3 It should be noted that in due course the draft SPD will be subject to public consultation, prior to formal adoption by the Joint Strategic Planning Committee.

4.0 EXPECTED BENEFITS

4.1 The adoption of the SPD would support South Holland with the determination of planning applications that adhere to the planning design principles as set out in the SPD. Without this document, it is difficult for the planning officers and committee to make decisions on design elements that members have raised concerns about.

4.2 Therefore it is hoped that planning design in South Holland would be improved through adoption of this SPD.

5.0 IMPLICATIONS

In preparing this report, the report author has considered the likely implications of the decision - particularly in terms of Carbon Footprint / Environmental Issues; Constitutional & Legal; Contracts; Corporate Priorities; Crime & Disorder; Data Protection;
5.1 **Constitutional & Legal**

5.1.1 The South East Lincolnshire Joint Strategic Planning Committee will adopt the final version of the document which the individual Councils can then use to support their future planning decisions.

5.1.2

5.2 **Stakeholders / Timescales**

5.2.1 The SPD will be presented to the South East Lincolnshire Joint Strategic Planning Committee for consideration, prior to public consultation. It is intended that the document will be first presented to the meeting in June 2020, and following public consultation, adopted before the end of the year.

6.0 **WARDS/COMMUNITIES AFFECTED**

6.1 As this report relates to the development of a draft document, it currently will not have an impact on any ward.

7.0 **ACRONYMS**

7.1 **PDP** – Policy Development Panel

7.2 **SPD** - Supplementary Planning Document

<table>
<thead>
<tr>
<th>Background papers:-</th>
<th>None</th>
</tr>
</thead>
</table>

**Lead Contact Officer**

<table>
<thead>
<tr>
<th>Name and Post:</th>
<th>Charlotte Paine Environmental Services Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone Number</td>
<td><a href="mailto:cpaine@sholland.gov.uk">cpaine@sholland.gov.uk</a></td>
</tr>
</tbody>
</table>

**Key Decision:**

N

**Exempt Decision:**

N

**This report refers to a Mandatory Service**

**Appendices attached to this report:**

<table>
<thead>
<tr>
<th>Appendix</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Overview of SPD</td>
</tr>
<tr>
<td>B</td>
<td>Supplementary Planning Document Draft</td>
</tr>
</tbody>
</table>
1. What is Design

Noun “a plan or drawing produced to show the look and function or workings of a building, garment, or other object before it is made.”

Good Design

“A good design is intuitive. Intuitive design explains itself and makes a user manual unnecessary. A design makes how to use, perceive, and understand a product obvious. A good design explains its function. “It clarifies the product’s structure. Better still, it can make the product clearly express its function by making use of the user’s intuition.”

“In a broader sense there are two schools of design philosophy which designer knowingly or sub-consciously follow… one in which, it is believed that the form follows function; the other in which aesthetics is the most important aspect of design”

In terms of Planning the Government say

“Good design should: ensure that development can deliver a wide range of planning objectives… enhance the quality buildings and spaces, by considering amongst other things form and function; efficiency and effectiveness and their impact on wellbeing…. address the need for different uses ..”.

And

“Good urban design is essential if we are to produce attractive, high-quality, sustainable places in which people will want to live, work and relax. It is fundamental to our objective of an urban renaissance”.

And

The NPPF stresses that ‘good design is a key aspect of sustainable development, is indivisible from good planning, and should contribute positively to making places better for people.’

2. How to achieve good design as a Council

a. Pay for it

In all projects where you have a financial interest, as landowner, developer or provider of grant funding, you can set design requirements as you consider are reasonable. You can seek to lift the standard through exemplar schemes.

b. By setting Planning requirements

This is the main part of this discussion. Considering how through the reasonable operation of your Planning powers as a Council, you can influence development within the district. Decisions on Planning applications should be “in accordance with the (development) Plan unless material considerations indicate otherwise”

3. South East Lincolnshire Local Plan adopted March 2019

Design issues feature throughout the Plan, notably in Policy 2 on Development Management, but specifically in terms of Policy 3 on Design (Copy attached)

The Policy is around a page long, an introductory paragraph and 15 issues (criteria) against which proposals are required to demonstrate how the issue will be ‘secured’, where relevant. It contains
a lot of very general terms, across a myriad of considerations and whilst aspirational, it is difficult to easily apply to address the benefits or difficulties of a scheme when negotiating with applicants or proposing to refuse an application.

For these reasons a Supplementary Planning Document is being produced in order to build on the policy to clearly articulate what will be required.

The approach is seen like this:

<table>
<thead>
<tr>
<th>Policy 3 - Design</th>
<th>SPD</th>
<th>Specific advice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sets out the criteria we can base Planning decisions on.</td>
<td>Articulates Policy meaning, adding explanation and guidance.</td>
<td>Sets out simple steps to take in order to improve design and address the policy requirements.</td>
</tr>
</tbody>
</table>

The Policy is the strength of any decision notice, as it provides the Local Plan basis for any refusal. A copy of it is attached to this briefing note.

The SPD (Draft circulated) must be based on the policy and can only interpret and explain the policy, not create issues not covered by the policy. It is therefore a lengthy document as it sets out the whole policy position and its role within that. It also provides links to other documents and guidance.

The specific advice, or Key Design considerations we intend to add to the document will guide developers understanding of what they need to do to bring an acceptable scheme forward.

4. The Design Supplementary Planning Document

There are seven main parts to the SPD, which are:

1. Introduction – Explaining the SPD
2. National Policy Context – Considering the National Planning Policy Framework (NPPF) the National Design Guide and other national approaches
3. Local Policy – Considering the Local Plan, the Polices and looking in depth at each criteria
4. Design Approach – Recommendations on how to approach the design of a scheme and things to consider
5. Pre –application advice – Looking at the service the Council can offer and advice we would give
6. Design Reviews – Looks at the use of design review panels to consider special or major schemes, and the requirements for a design and Access statement
7. Submitting an application – Explains the basics of the application process
Policy 3: Design of New Development

All development will create distinctive places through the use of high quality and inclusive design and layout and, where appropriate, make innovative use of local traditional styles and materials. Design which is inappropriate to the local area, or which fails to maximise opportunities for improving the character and quality of an area, will not be acceptable. Development proposals will demonstrate how the following issues, where they are relevant to the proposal, will be secured:

1. creating a sense of place by complementing and enhancing designated and non-designated heritage assets; historic street patterns; respecting the density, scale, visual closure, landmarks, views, massing of neighbouring buildings and the surrounding area;
2. distinguishing between private and public space;
3. the landscape character of the location;
4. accessibility by a choice of travel modes including the provision of public transport, public rights of way and cycle ways;
5. the provision of facilities for the storage of refuse/recycling bins, storage and/or parking of bicycles and layout of car parking;
6. the lighting of public places;
7. ensuring public spaces are accessible to all;
8. crime prevention and community safety;
9. the orientation of buildings on the site to enable the best use of decentralised and renewable low-carbon energy technologies for the lifetime of the development;
10. the appropriate treatment of facades to public places, including shop frontages to avoid visual intrusion by advertising, other signage, security shutters, meter boxes and other service and communication infrastructure;
11. residential amenity;
12. the mitigation of flood risk through flood-resistant and flood-resilient design and sustainable drainage systems (SuDS);
13. the use of locally sourced building materials, minimising the use of water and minimising land take, to protect best and most versatile soils;
14. the incorporation of existing hedgerows and trees and the provision of appropriate new landscaping to enhance biodiversity, green infrastructure, flood risk mitigation and urban cooling;
15. the appropriate use or reuse of historic buildings.
### Key Design Considerations

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<tr>
<td>Seek local inspiration, create character.</td>
<td>Provide convenient, secure, and accessible refuse and recycling storage facilities for all</td>
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<tr>
<td>Avoid standard design of buildings and layouts</td>
<td>House communal storage in well-designed enclosures that complement the scheme.</td>
</tr>
<tr>
<td>Use interesting materials, landscaping, street furniture</td>
<td>Ensure good quality cycle storage is provided on all new developments</td>
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<tr>
<td>Consider durability, colour, texture and style of materials</td>
<td>Avoid car parking that is not adjacent to and within the curtilage of the responsible property</td>
</tr>
<tr>
<td>Vary densities, respond to the character of the surroundings</td>
<td>Ensure roadways serving more than 5 dwellings are of an adoptable standard and are adopted</td>
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<tr>
<td>Alter heights and massing to increase architectural interest,</td>
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<tr>
<td>Use light and shadow, shape vistas and views</td>
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<th>6) The lighting of public places</th>
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<tr>
<td>Clearly define public and private spaces</td>
<td>Integrate lighting into the overall design</td>
</tr>
<tr>
<td>Make boundaries between spaces easy to maintain.</td>
<td>Illuminate vulnerable areas and danger spots</td>
</tr>
<tr>
<td>Use natural surveillance over public spaces.</td>
<td>Avoid light pollution impacting on amenity.</td>
</tr>
<tr>
<td>Create understandable, legible places</td>
<td>Apply BS-EN standards to the public realm</td>
</tr>
<tr>
<td>Avoid dead frontages to minimise opportunity for graffiti and antisocial behaviour.</td>
<td>Highlight landmarks and prominent buildings</td>
</tr>
<tr>
<td>Ensure outdoor private spaces are safe, accessible, inviting and secure</td>
<td>Design lighting to suit the use of the space.</td>
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<tr>
<th>3) The landscape character of the location</th>
<th>7) Ensure public places are accessible to all</th>
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<tbody>
<tr>
<td>Understand the character of the site and its broader setting</td>
<td>Design public spaces so that they are attractive, clear of obstruction and accessible areas for all users,</td>
</tr>
<tr>
<td>Promote the character in townscape and landscape.</td>
<td>Consider a public realm strategy that is a guiding aspect of any spatial masterplan.</td>
</tr>
<tr>
<td>Consider the context of the area and the key features of the locality.</td>
<td>Reduce the need for steps,</td>
</tr>
<tr>
<td>Use a LVIA to identify the impact of the proposal on views and the landscape</td>
<td>Avoid street clutter;</td>
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<tr>
<th>4) Seek to use public transport, public rights of way and cycleways</th>
<th>8) Crime prevention and community safety</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase travel choices within areas</td>
<td>Make crime prevention and community safety an inherent part of the design process.</td>
</tr>
<tr>
<td>Prioritise pedestrians and cyclists needs, above those of vehicles.</td>
<td>Seek safe and secure environments through good site planning of the layout of buildings and spaces.</td>
</tr>
<tr>
<td>Create good connections within the site and with the surroundings.</td>
<td>Provide high-quality layouts with good natural surveillance to create safe, useable spaces.</td>
</tr>
<tr>
<td>Provide direct, well-lit and safe links to existing pedestrian and cycling networks.</td>
<td>Consider the road pattern, layout and orientation of buildings and the interface between public and private realms.</td>
</tr>
<tr>
<td>Ensure convenient, secure cycle parking for all</td>
<td>Avoid blackspots and impasses, by designing in lighting; security and surveillance measures.</td>
</tr>
<tr>
<td>Improve links to village or town centres or along public transport corridors.</td>
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<tr>
<td>Design to meet the needs of all people including the mobility and visually impaired.</td>
<td></td>
</tr>
<tr>
<td>9) Orient buildings for decentralised and renewable low-carbon energy technologies</td>
<td>12) Mitigation of flood risk</td>
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</tr>
<tr>
<td><strong>Incorporate</strong> energy-saving measures into the design and construction of buildings.</td>
<td><strong>Manage</strong> surface water flood risk on-site by using sustainable drainage systems (SuDS).</td>
</tr>
<tr>
<td><strong>Prioritise</strong> natural ‘passive’ measures over active measures to reduce energy requirements.</td>
<td><strong>Consider</strong> SuDS measures early in the site evaluation and planning process, as well as at the detailed design stage.</td>
</tr>
<tr>
<td><strong>Orient</strong> buildings to reduce space heating needs and increase natural daylight levels.</td>
<td><strong>Replicate</strong> natural drainage where possible.</td>
</tr>
<tr>
<td><strong>Integrate</strong> energy-efficiency into the design to maximise solar gain and use of daylight</td>
<td><strong>Identify</strong> opportunities to use water as a natural resource through rainwater reuse and harvesting and as part of the landscape.</td>
</tr>
<tr>
<td><strong>Use</strong> insulation, thermal materials, ventilation, heating and control systems.</td>
<td><strong>Integrate</strong> Sustainable drainage approaches within the layout of the development.</td>
</tr>
<tr>
<td><strong>Consider</strong> prevailing wind direction as they can impact on energy efficiency</td>
<td><strong>Allow</strong> for future maintenance as part of the design</td>
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<thead>
<tr>
<th>10) Facades to public places,</th>
<th>13) Use of local materials, and minimising the use of water and land take</th>
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<tbody>
<tr>
<td><strong>Minimise</strong> visual intrusion and clutter</td>
<td><strong>Seek</strong> sustainable local products and materials to aid sustainability</td>
</tr>
<tr>
<td><strong>Use</strong> outdoor advertising to make a positive contribution to the visual environment.</td>
<td><strong>Manage</strong> potable water demands by limiting consumption, and using grey water</td>
</tr>
<tr>
<td><strong>Avoid</strong> bland, poorly designed shop fronts, dominating external roller shutters and overbearing signs</td>
<td><strong>Maximise</strong> the opportunities to include water-saving measures and appliances.</td>
</tr>
<tr>
<td><strong>Relate</strong> materials, lighting, colour and scale of advertisements to the whole building</td>
<td><strong>Seek</strong> suitable brownfield land within settlements for homes and other needs.</td>
</tr>
<tr>
<td><strong>Locate</strong> utilities and services on side or rear elevations.</td>
<td><strong>Consider</strong> how to limit the any impact on best and most versatile soils.</td>
</tr>
<tr>
<td><strong>Limit</strong> satellite dish visibility from public areas</td>
<td><strong>14) Hedgerows, Trees and Landscaping</strong></td>
</tr>
<tr>
<td><strong>Ensure</strong> substation facilities fit in with the surrounding development</td>
<td><strong>Incorporate</strong> existing natural features</td>
</tr>
<tr>
<td><strong>Seek</strong> to create active, shop frontages,</td>
<td><strong>Protect</strong> good quality trees and take opportunities for new prominent tree planting</td>
</tr>
<tr>
<td><strong>Provide</strong> details of signage, position and materials, in relation to any shopfront.</td>
<td><strong>Plan</strong> for replacement trees if necessary.</td>
</tr>
<tr>
<td><strong>Design</strong> projecting or Hanging Signs as an integral part of the shop front</td>
<td><strong>Ensure</strong> trees have space to reach maturity.</td>
</tr>
<tr>
<td><strong>Use</strong> unobtrusive light fittings where signage illumination is required.</td>
<td><strong>Design</strong> in appropriate root protection zones</td>
</tr>
<tr>
<td><strong>Avoid</strong> identical frontage treatment extending across buildings of different characters.</td>
<td><strong>Seek</strong> specialist arboricultural advice</td>
</tr>
<tr>
<td><strong>Consider</strong> ‘Secured by Design’ principles</td>
<td><strong>Demonstrate</strong> how biodiversity has been incorporated at an early stage.</td>
</tr>
<tr>
<td><strong>Retain</strong> valuable architectural features.</td>
<td><strong>Provide</strong> ecological surveys</td>
</tr>
<tr>
<td><strong>11) Residential Amenity</strong></td>
<td><strong>Design</strong> in enhancement, restoration and creation of wildlife features or habitats</td>
</tr>
<tr>
<td><strong>Avoid</strong> overlooking of neighbouring property to an unreasonable degree.</td>
<td><strong>15) Use or reuse of historic buildings</strong></td>
</tr>
<tr>
<td><strong>Carefully</strong> consider the impact of proposals on daylight or sunlight to neighbouring properties.</td>
<td><strong>Conserve</strong> buildings by ensuring appropriate use and avoiding dereliction.</td>
</tr>
<tr>
<td><strong>Avoid</strong> overshadowing or creation of an unacceptable sense of enclosure</td>
<td><strong>Reuse</strong> Heritage buildings in a way compatible with their character and preservation.</td>
</tr>
<tr>
<td><strong>Consider</strong> any disturbance which may be caused by established lawful uses.</td>
<td><strong>Design</strong> new uses to avoid adverse impact on their significance</td>
</tr>
<tr>
<td><strong>Provide</strong> noise and/or vibration surveys and reports will be required for all types of noise generating developments</td>
<td><strong>Conversions</strong> should retain the character and appearance of the original building.</td>
</tr>
<tr>
<td><strong>Consider</strong> scale, height, massing, alignment, materials and use in all proposals.</td>
<td><strong>Consider</strong> the historic fabric wherever possible, architectural features should be repaired and retained.</td>
</tr>
<tr>
<td><strong>Retain</strong> the historic fabric wherever possible.</td>
<td><strong>Retain</strong> the historic fabric wherever possible.</td>
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1 Introduction

1.1 The South East Lincolnshire Local Plan (SE LLP) was adopted by the Joint Strategic Planning Committee on 8th March 2019. The Joint Committee is a partnership of South Holland, Boston Borough and Lincolnshire County Councils (‘the Councils’) who have worked together to create a single Local Plan for South East Lincolnshire.

1.2 The SELLP will guide development and the use of land in South East Lincolnshire until 31 March 2036 and will help to shape how the area will change over this period. The SELLP sets out an overall vision of how South East Lincolnshire and the settlements within it should develop, supported by planning policies.

1.3 Chapter 3 of the SELLP relates to the promotion of sustainable communities in South East Lincolnshire, with Policy 3 setting out the requirements in terms of the ‘design of new development’. Good design has a role in achieving sustainable development and adapting to or mitigating climate change. Section 3.4 of the Local Plan relates to the design of new development and identifies the issues that should be considered when preparing schemes.

1.4 This Supplementary Planning Document (SPD) supplements the SELLP policies which promote well-designed, sustainable development and will ensure that a consistent approach is applied to the assessment of design proposals in South East Lincolnshire.
1.5 This SPD has been developed in accordance with the National Planning Policy Framework\(^1\), and Planning Practice Guidance\(^2\). The National Planning Policy Framework defines ‘Supplementary Planning Documents (SPD) as:

“Documents which add further detail to the policies in the development plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. Supplementary planning documents are capable of being a material consideration in planning decisions but are not part of the development plan.”

1.6 This document is intended to be a practical guide for all key parties involved in the planning process and supplements and expands on the policies and aims of the SELLP. It sets out a general approach to addressing the requirements of Policy 3: Design, both in terms of the key considerations which the Councils will apply in coming to a view on whether an individual application is in line with policy; and in a manner that can be incorporated into planning statements supporting the proposal.

1.7 The importance of design is illustrated through both generic and site-specific ‘SUE’ policies in the SELLP. This ‘golden thread’ running through the SELLP shows the importance placed on design.

1.8 In supplementing the adopted policy, the Design SPD will be used by:
- planning officers to assess the design quality of development proposals when determining planning applications and offering pre-application advice.
- council members when assessing development proposals in advance of and at the planning committee; and
- Applicants and developers when preparing their schemes

1.9 Once adopted, the SPD will be a material consideration which will have weight in making decisions on planning applications.

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\(^2\) https://www.gov.uk/government/collections/planning-practice-guidance
2 National Policy Context

National Planning Policy Framework (NPPF)

2.1 The National Planning Policy Framework (NPPF)\(^3\) establishes that good design is a key aspect of sustainable development, creates better places in which to live and work and helps make development acceptable to communities. As a core planning principle, plan-makers and decision takers should always seek to ensure high-quality design.

2.2 Achieving good design is about creating places, buildings or spaces which work well for everyone, look good, last well and adapt to the needs of future generations.

2.3 Planning policies and decisions should ensure that developments:

a) will function well and add to the overall quality of the area, not just for the short term but over the lifetime of the development.

b) are visually attractive as a result of good architecture, layout and appropriate and effective landscaping.

c) are sympathetic to local character and history, including the surrounding built environment and landscape setting, while not preventing or discouraging appropriate innovation or change (such as increased densities).

d) establish or maintain a strong sense of place, using the arrangement of streets, spaces, building types and materials to create attractive, welcoming and distinctive places to live, work and visit.

e) optimise the potential of the site to accommodate and sustain an appropriate amount and mix of development (including green and other public space) and support local facilities and transport networks; and

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\(^3\) MHCLG – National Planning Policy Framework February 2019
f) create places that are safe, inclusive and accessible and which promote health and well-being, with a high standard of amenity for existing and future users; and where crime and disorder, and the fear of crime, do not undermine the quality of life or community cohesion and resilience.

2.4 The NPPF states that:

“Design quality should be considered throughout the evolution and assessment of individual proposals. Early discussion between applicants, the local planning authority and local community about the design and style of emerging schemes is important for clarifying expectations and reconciling local and commercial interests. Applicants should work closely with those affected by their proposals to evolve designs that take account of the views of the community. Applications that can demonstrate early, proactive engagement with the community should be looked upon more favourably than those that cannot.” (Paragraph 128)

2.5 Furthermore, the NPPF states that planning permission should be refused for development of a poor design that fails to take the opportunities available for improving the character and quality of an area and the way it functions, taking into account any local design standards or style guides in plans or supplementary planning documents (Paragraph 130).

2.6 Local planning authorities should also seek to ensure that the quality of approved development is not materially diminished between permission and completion, as a result of changes being made to the permitted scheme (for example through changes to approved details such as the materials used).

2.7 National guidance requires local planning authorities to ensure that they make appropriate use of tools and processes for assessing and improving the design of development.

National Planning Policy Guidance (NPPG)

2.8 The importance of good design is set out in the updated National Planning Practice Guidance (NPPG).

2.9 The NPPG states that:

“Permission should be refused for development of poor design that fails to take the opportunities available for improving the character and quality of
an area and the way it functions, taking into account any local design standards or style guides in plans or supplementary planning documents.

Conversely, where the design of a development accords with clear expectations in plan policies, design should not be used by the decision-maker as a valid reason to object to development.”

2.10 The NPPG refers to ‘local design guides’ which are prepared by local planning authorities and neighbourhood planning groups, setting out the general design principles and standards that development should follow in an area, building on policies in the development plan.

2.11 Local design guides should be informed by the ten characteristics of good places set out in the National Design Guide⁴.

2.12 The National Design Guide (NDG) was produced by MHCLG and published on 1st October 2019. The NDG reinforces the aim of the NPPF to create high-quality places and buildings and illustrates how well-designed places can be achieved in practice. It forms part of the Government’s collection of planning practice guidance on design process and tools. The document is based on national planning policy, practice guidance and objectives for good design as set out in the National Planning Policy Framework.


**Figure 2 National Design Guide**

2.13 The NDG has been prepared in the context of anticipated climate change, changing home ownership models and changing technology. The document addresses the question of how we recognise well-designed places, by outlining and illustrating the Government’s priorities for well-designed places in the

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form of ten characteristics (see Image 1 below) which are set out in part 2 of the NDG:

- **Context** – enhances the surroundings
- **Identity** – attractive and distinctive
- **Built Form** – a coherent pattern of development
- **Movement** – accessible and easy to move around
- **Nature** – enhanced and optimised
- **Public spaces** – safe, social and inclusive
- **Uses** – mixed and integrated
- **Homes and Buildings** – functional, healthy and sustainable
- **Resources** – efficient and resilient
- **Lifespan** – made to last

2.14 The ten characteristics reflect the Government’s priorities and provide an overarching framework to relate to when creating design guides.

2.15 The NDG makes it clear that specific, detailed and measurable criteria for good design are most appropriately set out at the local level. They may take the form of local authority design guides, or design guidance or design codes prepared by applicants to accompany planning applications. These will set out clear parameters for what good quality design looks like, following appropriate consultation.

2.16 The National Design Guide can be used by all those involved in the shaping places including in plan-making and decision making.
National Model Design Code

2.17 The Government is intending to publish a National Model Design Code setting out detailed standards for key elements of successful design. This will be subject to consultation and consider the findings of the Building Better, Building Beautiful Commission who published their final report in January 2020, including recommendations to the Government on how to promote and increase the use of high-quality design for new build homes and neighbourhoods.

Building for Life (BfL)

2.18 The NPPF states that local planning authorities should ensure that they have access to, and make appropriate use of, tools and processes for assessing and improving the design of development. These include workshops to engage the local community, design advice and review arrangements and assessment frameworks such as Building for Life.

2.19 Building for Life 12\(^5\) (BfL12) is a design tool to help structure discussions about proposed new residential development between home builders, Urban Development Corporations, local authorities, communities and other stakeholders. BfL12 is England's leading process for creating well-designed homes and neighbourhoods – used by an increasing number of home builders, local authorities and community groups.

2.20 BfL12 was created in 2012 to support the Government's commitment to:

- Building more homes
- Building better-designed homes and neighbourhoods
- Creating a more creative and collaborative planning system
- Involving local communities in shaping development proposals

2.21 BfL12 is about creating better places by promoting the basic principles of urban design. BfL12 is designed to be used as a design dialogue tool, a basis for discussion with 12 simple, easy to understand questions around which ideas can be shared and explored. These questions are set out in Appendix 2.

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2.22 BfL is ideal for facilitating local community participation in the place-making process. It is also ideal for Neighbourhood Plans and Local Plans. BfL12 can be used to support planning applications and planning applications - but only where it has been used as a basis for discussion throughout the pre-application process.

2.23 This SPD builds upon the NPPF, as well as the wide range of published guidance, in particular, the National Planning Practice Guidance and other national guidance such as BfL, Manual for Streets and best practice guidance from organisations such as Design Council CABE.

**Inclusive Design (The Design Council and CABE)**

2.24 CABE was the government’s advisor on architecture, urban design and public space and has now become part of the Design Council. As a public body, they encourage policymakers to create places that work for people. They seek to help local planners apply national design policy and offer expert advice to developers and architects.

2.25 Inclusive design is about creating places everyone can use. Buildings and public spaces should be designed so that they are accessible and inclusive to all users. An inclusive approach to design enables everyone to participate equally confidently and independently in everyday activities.

2.26 The five key principles of inclusive design as set out by CABE include:

- Placing people at the heart of the design process.
- Acknowledging diversity and difference.
- Offering a choice where a single design solution cannot accommodate all users.
- Providing for flexibility in use; and
- Providing buildings and environments that are convenient and enjoyable for use by everyone.

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6 https://www.designcouncil.org.uk/
2.27 Further guidance on inclusive design is provided in:

- CABE – The Principles of Inclusive Design (they include you)\(^7\)
- DfT – The Inclusive Transport Strategy: achieving equal access for disabled people\(^8\)

2.28 ‘The Value of Good Design’\(^9\) published by Cabe draws together key research from the UK and abroad to show that investment in good design generates economic and social value. Collectively the studies provide evidence of the value of design in the areas of healthcare, educational environments, housing, civic pride and cultural activity, business and crime prevention.

2.29 The research concludes that we cannot afford NOT to invest in good design. Good design is not just about the aesthetic improvement of our environment, it is as much about improved quality of life, equality of opportunity and economic growth.


\(^8\) https://www.gov.uk/government/publications/inclusive-transport-strategy/the-inclusive-transport-strategy-achieving-equal-access-for-disabled-people

\(^9\) Cabe – The Value of Good Design
In 2016 Savills published the findings of research ‘Development: The Value of Placemaking’\textsuperscript{10}. The research found that the attraction of a new development is not governed solely by the quality of the homes but by the quality of the place around it. Investing earlier in key features that give the development a sense of place and community pays off.

**Secured by Design**

Secured by Design (SBD)\textsuperscript{11} is the UK flagship initiative supporting the principles of ‘designing out crime’. The initiative helps to improve the security of buildings and their immediate surroundings to provide safe places to work, shop and visit through the use of effective crime prevention and security standards.

A number of SBD development guides have been published as follows:

- Secured by Design Self Build May 2019
- Secured by Design Homes 2019 March 2019 (Version 2)
- Secured by Design Commercial Developments 2015 (Version 2)
- Secured by Design Sheltered Accommodation
- Secured by Design New Schools 2014
- Secured by Design Hospitals 2005
- National Planning Policy Framework (NPPF)
- National Planning Policy Guidance (NPPG)
- National Design Guide (NDG)
- National Model Design Code
- Building for Life 12 (BfL12)
- Secured by Design


\textsuperscript{11} https://www.securedbydesign.com/ - Official Police Security Initiative website
3 Local Policy Context

3.1 The development plan for this area is the South East Lincolnshire Local Plan (SELLP) adopted in March 2019.

3.2 It is important to note that design considerations run through the South East Lincolnshire Local Plan (SELLP) and affects many issues and elements of the Plan in a variety of ways. However, the purpose of this SPD is to consider the overarching Policy 3, “Design of New Development”. The policy is set out in full in Appendix 1.

3.3 The opening paragraph of the policy states:

“All development will create distinctive places through the use of high quality and inclusive design and layout and, where appropriate, make innovative use of local traditional styles and materials. Design which is inappropriate to the local area, or which fails to maximise opportunities for improving the character and quality of an area, will not be acceptable. Development proposals will demonstrate how the following issues, where they are relevant to the proposal, will be secured:”

3.4 This is an aspirational first paragraph to the policy, clearly intended to encourage developers to embrace good design for its own value. It is hoped that we all would accept that a better design gives a development greater value by making it more attractive and improving the environment within which it is located. Aspiring to good design is, therefore, something we should all support.

3.5 Indivisible from good design are the general principles of sustainability. Whilst specific issues of sustainability are addressed within the policy, we need to consider the advice within the NPPF. This requires that in determining applications, great weight should be given to outstanding or innovative designs which promote high levels of sustainability or help raise the standard of design more generally in an area, so long as they fit in with the overall form and layout of their surroundings.

3.6 Sustainable design creates buildings and developments that are environmentally friendly, socially cohesive, promote a healthy lifestyle, are more resilient to climate change and are economically viable. All these aspects will need to be addressed for a development to be truly sustainable.

3.7 Therefore, it is considered that there is significant justification for the Councils to promote the importance of design through the application of this policy and the detailed advice which follows. The first paragraph of the policy closes by recognising that proposals that do not embrace a positive approach to good design, will not be
acceptable. This does not mean that every scheme has to address every issue. It is recognised that there always needs to be a proportional approach to what is required of any application. However, this should never be taken as a reason not to lay out the approach that was taken to the design of any proposal to justify its acceptability.

3.8 The 15 criteria of the design policy are set out in the following sections as follows:

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1) Creating a Sense of Place

3.9 The first criterion of Policy 3 seeks to ensure new proposals will be:

“creating a sense of place by complementing and enhancing designated and non-designated heritage assets; historic street patterns; respecting the density, scale, visual closure, landmarks, views, massing of neighbouring buildings and the surrounding area”.

3.10 ‘Sense of place’ is a term often cited, but rarely defined. Places that are said to have a strong ‘sense of place’ have a clear identity which is recognised by residents and visitors. Creating a sense of place is a guiding principle in designing liveable and high-quality built environments. This concept is supported by the NPPF particularly criterion d) of paragraph 127 (see reference in paragraph 2.3 above).

3.11 Sense of Place is also considered in Building for Life 12 (see paragraphs 2.18 - 2.21 above). The second chapter of BfL relates to ‘Creating a place’ and considers matters such as creating a locally inspired or distinctive character, taking advantage of and relating the proposal to landscape features and recognising important buildings, layouts, spaces and views.

3.12 Some modern developments lack an identifiable character and sense of place. This is often due to the unimaginative design of buildings and their layout, as often buildings are grouped in a haphazard or fragmented way. The layout of buildings and spaces is therefore critical to achieving a sense of identity.

3.13 There are no magic formulae for designing development which contributes to ‘sense of place’, but it is largely made up of two factors – form and function.

3.14 Somewhere with a sense of place will be connected to the character of the area or possess a unique character of its own where people feel safe. Usually such places possess a sense that something is happening there –
activities and movement of people. These places are aesthetically pleasing with high quality buildings, streets and landscaping.

3.15 In large residential developments, character areas can add diversity allowing parts of the development to feel different from one another, responding to their varying contexts. This can help people to feel that they 'belong' to a street or a defined neighbourhood.

3.16 Buildings of different designs and ‘stand out’ buildings, important open spaces, or water features, tell people where they are. Creating notable views into and out of the site also aids the legibility of a development.

3.17 The use of different surface materials, trees, street furniture and layout help create a sense of place. Indiscriminate use of street furniture and signage should be avoided, as this can take away from the quality of the street as the public realm. Main issues to consider are:

- **Materials** – Should be of good quality, with long-term durability and limited maintenance needs. The local character can be reflected by the choice of materials, colour, texture and style. Good quality materials can pay dividends in terms of uplift in value, resilience and longevity. In South-East Lincolnshire, a high-quality palette of materials is expected for all development proposals.

- **Density** – Generally, the density of proposed developments should be an appropriate response to the character of the surrounding area. Densities do not need to be uniform across a scheme and will vary in terms of housing type, street layout and variations in building type, all of which will give different local densities.

- **Scale** - The consideration of scale is more than just pursuing a development which fits in with the adjoining buildings, the site and its context. A potential development site might contain or be close to existing buildings which needs to be retained for heritage value. Copying the scale of the building may detract from it but varying the scale of the new development might reinforce the original impact of the building. Varying heights and massing through development will increase architectural interest, influence light and shadow, shape vistas and influence the microclimate.

- **Visual Closure** – Visual closure is a vital element in creating spaces that are well defined and have a sense of identity. Visual closure gives a feeling of safety and helps to create places in which people feel comfortable. Spaces that lack visual closure can feel rather unwelcoming and daunting. For example, long spaces can lack visual closure. The width of a street and the height of buildings can be varied to create places with different visual character. Open gaps between buildings reduce the sense of visual closure along a street. Visual closure will be greatest where continuous or linked buildings are used.
• **Landmarks** – People identify with places when features they recognise help them to orientate themselves and find their way around. Highway-dominated layouts and homogenous architecture make some new housing estates difficult to navigate. Future developments can help to overcome this by respecting or adding new local landmarks through buildings, landscaping or community art. Distinctive buildings help to provide reference points, but the idea loses its effectiveness if the same building is repeated within a development scheme.

• **Views** – One of the characteristics of South East Lincolnshire is its flatness. This means that the existing topography rarely results in views and vantage points. It is therefore important to safeguard important views between places and if possible, create new ones. Views and vistas can be used to create and reinforce a sense of place. Views also help people to find their way around and understand the relationship between buildings and connecting streets. Making the most of the views within a layout does not necessarily mean maximising the visibility of a certain feature. Greater impact can be achieved through designing in sudden contrasts when moving through development. Restricting views into part of development can create intrigue and curiosity. Similarly, varying the alignment of streets, so that not all buildings are visible from a single point, with views opening and closing progressively, can ensure that visual interest is maintained. Designers of residential layouts can design in serial vision which can be achieved more easily when designing from the perspective of a pedestrian.

• **Vistas** – Vistas are framed views, and this requires the designer to consider how the buildings and planting can be arranged and located in order to create successful vistas. In so doing it is necessary to have particular regard to views from key vantage points, such as site entrances. It is important to ensure that vistas are not overly long or meandering and that they are suitably framed and terminated. Vistas should be terminated with high quality, distinctive buildings or mature planting that frame an attractive long view (such as out into the countryside). Development should retain, enhance and/or create views, vistas, skylines, landmark buildings and other features such as trees, hedgerows and other landscape features where possible. Views of local landmarks should remain visible to enable legibility. Where appropriate, development can frame locally important views through the creation of avenues which direct the eye or strategic gaps in development.

• **Massing** – relates to the combined effect of height, bulk and silhouette of a building or group of buildings. The detailed composition of massing is concerned with how elements of each building are organised in terms of rhythm and proportion. The massing of development should complement and potentially reinforce the
existing urban grain and character. This may be at building scale in terms of the overall shape or silhouette of the building form) or conveyed in more detailed ways such as patterns of openings, porches, chimneys, boundary treatments and other features.

3.18 Policy 3 highlights, that together with other features, the historic environment plays an important role in contributing to a sense of place. 2009 research commissioned by English Heritage\(^{12}\) produced evidence demonstrating a strong link between the historic environment and a stronger sense of place.

![Figure 6 Ayscoughfee Hall Museum and Gardens, Spalding](https://historicengland.org.uk/research/heritage-counts/)

3.19 The approach to the historic environment has changed in recent years from a set of objects selected for preservation by experts, to those places which are significant to communities, where the wider historic environment has a resonance in creating a sense of place and cultural identity, which contribute to the quality of the environment in which people live and work.

3.20 Proposals may have an impact on the wider setting of a heritage asset even if the asset is not located directly on or adjacent to a development site. Therefore, where an important view or vista includes a heritage asset, a setting assessment should be carried out in line with Historic England guidance ‘The Setting of Heritage Assets’ \(^{13}\)

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3.22 Investment in heritage assets to bring them back into productive use or a good state of repair can result in them providing a focal point in the area to attract visitors, encourage spending and contribute to a sense of place. (see also Section 15 - The appropriate use or reuse of historic buildings)

3.23 This issue also relates to Section 7.3 and Policy 29 of the SELLP on the Historic Environment.

- **Seek** local inspiration, create character.
- **Avoid** standard design of buildings and layouts.
- **Use** interesting materials, landscaping, street furniture.
- **Consider** durability, colour, texture and style of materials.
- **Vary** densities, respond to the character of the surroundings.

- **Alter** heights and massing to increase architectural interest.
- **Use** light and shadow, shape vistas and views.
2) Distinguishing between private and public space


3.25. Public and private space should be clearly distinguished. Land which is not clearly private can get neglected by the owner or occupier and be used inappropriately by members of the public.

3.26. As a general principle, site layouts should provide for legible and well-connected places:

- **Clearly defined boundaries**, marking out public spaces and secure private spaces. For example, substantive well-defined demarcation such as railings, walls and gates indicate ownership, but do not obstruct the natural surveillance onto the street.

- **Natural surveillance** should be deemed as an important asset to the design of public space. It is vital that public spaces are visible by residents to see the streets and spaces from within their homes.

3.27. A clear visual definition between public and private spaces helps to increase the awareness of intrusion. Public areas should be accessible, attractive and have a clear function to avoid becoming neglected and a target for crime. Places should create opportunities for residents to see streets and spaces from within their homes.

3.28. Dead frontages should be avoided to minimise the opportunity for graffiti and antisocial behaviour. Dead frontage on the side of dwellings which face out towards public space should be avoided. Where possible open space should be multi-functional providing for all age homes. It is important to provide opportunities to view up and down the street, for further surveillance of the area. Where there are existing hedges and walls, these should be retained as far as possible to contribute to the character and sustain the biodiversity of the site.

Figure 8 Development fronting onto public open space, with railings giving clear visual definition between public and private spaces.
groups where possible, while also enhancing biodiversity.

3.29 A good public realm will emerge from a creative response to site analysis and context appraisal, which creates a clear differentiation between private and public space. Public space provides a public arena to contribute to the community’s social life. Well-designed public spaces encourage social interaction and is open and accessible to all communities. Shared spaces are visible and easy to access, so they are attractive to their intended users.

3.30 Private dwellings should front onto and have access from the street to public space, creating a public front to the development. There should be amenity space which is accessible to residents. A private space for houses should be located at the rear where possible and ideally with no public access.

3.31 All outdoor private spaces need to be safe, accessible, inviting and secure, and of an appropriate type and amount. These private spaces should not be overlooked, overshadowed or awkwardly spaced. Front gardens should be clearly defined and clearly relate to a particular dwelling.

- **Clearly** define public and private spaces.
- **Make** public and private spaces easy to maintain.
- **Use** natural surveillance to oversee public spaces.
- **Create** understandable, legible places.
- **Avoid** dead frontages to minimise opportunity for graffiti and antisocial behaviour.
- **Ensure** outdoor private spaces are safe, accessible, inviting and secure.

*Figure 9 Public space in Boston Town Centre*
3) The Landscape Character of The Location

3.32 Criteria 3 of Policy 3 promotes regard for the landscape character, to ensure that new development makes a positive contribution to the landscape, including the key characteristics and features in which it is located. Understanding the character of a site and its broader setting is fundamental to the creation of a successful development scheme.

3.33 Natural England\textsuperscript{14} is the Government’s adviser for the natural environment in England, helping to protect England’s nature and landscapes. Natural England’s publication ‘An Approach to Landscape Character Assessment’\textsuperscript{15}, defines landscape character as “a distinct and recognisable pattern of elements or characteristics in the landscape that make one landscape different from another, rather than better or worse”.

3.34 South East Lincolnshire lies within The Fens National Character Area. The area is notable for its large-scale, flat, open landscape with extensive vistas to level horizons. The level, open topography shapes the impression of huge skies which convey a strong sense of place, tranquillity and inspiration.

3.35 All development should respond to and reinforce locally distinctive patterns of development and landscape character and protect or enhance heritage assets. Development should seek to promote character in townscape and landscape. It should respond to and reinforce locally distinctive patterns of development, local man-made and natural heritage and culture, and not avoid appropriate innovation. The character of the landscape in rural locations can influence the size, shape and orientation of buildings as a result of its ability to absorb development, indicated by the description and the sensitivities of the landscape.

3.36 The opportunity for high quality hard and soft landscape design that helps to successfully integrate development into the wider environment, should be carefully considered at the outset, to ensure it complements the architecture of the proposals and improves the overall quality of the townscape or landscape. Good landscape design can help the natural surveillance of an area, creatively help differentiate between public and private space and where appropriate, enhance security. It can also be a crucial and symbiotic part of Sustainable Drainage Systems (SuDS, see criteria 12).

3.37 An understanding of the broader landscape setting and character requires consideration of the area around the site and the key features that lie within it. A simple

\textsuperscript{14} https://www.gov.uk/government/organisations/natural-england - Natural England website

\textsuperscript{15} An Approach to Landscape Character Assessment – Natural England October 2014
annotated site context plan can be a useful source of information and provide an understanding of the key features of the locality. This should include for example:

- The topography of the land (contours)
- Areas of different vegetation types
- Position of any significant buildings or roads
- Location of water features
- Boundary features such as walls, hedgerows and fencing
- Location of any historic landscape features
- Any public rights of way
- Designations (SSSIs/Conservation Areas/LWS/TPOs)
- Visual qualities (views in/out, dominant features etc)

3.38 Landscape Character Assessment (LCA) explains the differences in landscapes; it recognises local distinctiveness and can be used as a framework for decision-making. LCAs identify the characteristics that make a particular landscape unique or distinct, and by using this information, help to understand how to plan and manage landscape change. The main role of the LCA is to identify what features require protection and enhancement, what is valued and distinctive about the landscape and therefore the area.

3.39 Development proposals can show that they have taken into account the latest Landscape Character Assessment and guidelines. Proposals should conserve, and where appropriate, enhance the primary characteristics and important features of the landscape. To protect landscape character and quality, skyscape and visual amenity, developers should consider:

- Landscape Character Assessment of Boston Borough or the Strategic Landscape Capacity Study for South Holland.
- Lincolnshire Historic Landscape Characterisation Project.
- Lincolnshire Historic Environment Record (HER).
- Boston Town and Rural Historic Environment Baseline Studies.
- Conservation Area Appraisals

![Figure 10 Landscape Character Areas Boston Borough](image)

**Landscape and Visual Impact Assessment (LVIA)**

3.40 For major development proposals and other proposals where they are likely to have a significant impact on the
landscape, a Landscape and Visual Impact Assessment (LVIA) will be required. LVIA helps to identify the effects of new developments on views and the landscape itself. Depth of analysis and understanding of these two interrelated aspects is required to produce a successful LVIA.

3.41 The 3rd Edition of the Landscape Institute’s Guidelines for Landscape and Visual Impact Assessment (GLVIA3)\(^\text{16}\) offers detailed guidance on the process of assessing the landscape and visual effects of developments and their significance.

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\(^{16}\) Landscape Institute and IEMA - Guidelines for Landscape and Visual Impact Assessment (GVLIA3) (2013)
4) Accessibility by a Choice of Travel Modes Including the Provision of Public Transport, Public Rights of Way and Cycleways

3.42 Public transport and other modes of sustainable travel have a key role to play in encouraging a modal shift to a low carbon economy by encouraging zero-carbon options (e.g. cycling and walking) encouraging more sustainable patterns of travel behaviour (e.g. car sharing, car clubs) and reducing the need to travel.

3.43 Chapter 9 of the NPPF promotes sustainable transport and states that transport issues should be considered from the earliest stages of plan-making and development proposals (Paragraph 102).

3.44 Planning proposals provide an opportunity to seek to modify travel demands and habits to promote sustainable development. The aim is to increase the choice of travel for end-users and encourage healthier workforces/residents where people choose to walk or cycle.

3.45 The needs of pedestrians and cyclists should be put before the needs of vehicles, with appropriate traffic calming measures that are integral to the overall design. All significant new development should be accessible by public transport, cycling and walking.

3.46 Increased walking and cycling trips reduce the number of car trips, which in turn improves air quality. Furthermore, ‘active travel’ improves peoples physical and mental health and helps build social cohesion. Increasing the numbers of people on the street make neighbourhoods feel safer and more vibrant through the creation of streets which encourage social interaction.

3.47 New development should allow for good connections with within the site and with the surroundings. Pedestrians and cyclists need safe, direct and secure routes and facilities for both recreational and commuting use.

3.48 The layout of streets throughout developments must enable permeability for pedestrian and cycle movements. Key junctions and access points must be designed with pedestrian and cyclists in mind. All routes should provide direct, well-lit and safe links to the existing pedestrian and cycling network.
3.49 Within new residential development, pedestrian access should be convenient, safe, pleasant and thereby the preferred mode of travel. Where pedestrian links are provided, they should provide direct routes, have good intervisibility, be well lit and have good natural surveillance. Bollards or similar should be used to prevent access by motorists, while at the same time maintaining access for pedestrians, including those with pushchairs and wheelchairs. Any such measures should be well integrated into the landscape design of proposals and be visually unobtrusive.

3.50 Providing convenient and secure cycle parking at people’s homes for both residents and visitors is crucial to increase cycle use. Cycle parking needs to be considered from the outset and should ideally be within a covered, lockable enclosure. For individual houses, this could be a shed or garage. For flats, this could be individual lockers or cycle stands within a covered enclosure. The cycle parking should be secure, easily accessible and convenient to use (see criterion 5).

3.51 The DfT guidance Delivering Sustainable Low Carbon Travel (2009) identifies that in developing a sustainable transport approach, the following three pillars should be taken into account:

- Creating positive choices for travellers
- Holistic package of measures which lock-in benefits
- Local application tailored to local circumstances

3.52 Applicants will need to consider and show evidence that the development:

- Includes safe and convenient pedestrian and cycle routes that connect the development to the wider pedestrian and cycle network and transport interchanges.
- Includes sufficient secure cycle parking facilities.
• Incorporates quality public realm which encourages cycling and walking.
• Is connected to or within close proximity to public transport networks.

3.53 All developments which generate significant movement will be required to provide a Travel Plan in line with the requirements set out in the NPPF. Such applications should be supported by a Transport Statement or a Transport Assessment so that the likely impacts of the proposal can be assessed. The DfT identifies that Travel Plans are important for new major developments in order to:
• Support increased choice of travel modes
• Promote and achieve access by sustainable modes
• Respond to the growing concern about the environment, congestion, pollution and poverty of access
• Promote a partnership between the authority and the developer in creating and shaping ‘place’.  

3.54 Guidance on producing Transport Assessments, Transport Statements and Travel Plans is set out in the Governments Planning Practice Guidance.

3.55 Public transport and other modes of sustainable travel have a key role to play in encouraging modal shift to a low carbon economy. The Councils encourage zero-carbon options (e.g. cycling and walking) and more sustainable patterns of travel behaviour (e.g. car sharing, car clubs) and reducing the need to travel (e.g. through communications). These measures will also generate health benefits for its communities, contribute to providing a cleaner and greener environment and promote sustainable economic growth.

3.56 New development sites should ideally be close to town or village centres or on public transport corridors to reduce the levels of car usage and parking associated with the development. Sites with good public transport links should, where possible, be reserved for uses or densities which generate a high number of trips. Higher densities, together with mixed uses, are encouraged to reduce the length of journeys and the need to drive.

3.57 Development should create public spaces and routes that are attractive, safe and uncluttered and which work effectively for all in society, including the elderly and disabled people. Development should make places that connect with each other and are easy to move through, putting people before traffic and integrating land uses and transport networks.

3.58 Development sites should be designed having regard to the needs of all people including the mobility and visually impaired, in order to promote greater activity, and so increase the surveillance. Developments which are easy

17 Good Practice Guide: Delivering Travel Plans through the planning process DfT and DLG (April 2009)

18 https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements
to navigate and are well connected should, in turn, make residents and visitors feel safe and secure.

- **Increase** travel choices within areas.
- **Prioritise** pedestrians and cyclists' needs, above those of vehicles.
- **Create** good connections within the site and with the surroundings.
- **Provide** direct, well-lit and safe links to existing pedestrian and cycling networks.
- **Ensure** convenient, secure cycle parking for all.
- **Improve** links to village or town centres or along public transport corridors.
- **Design** to meet the needs of all people including the mobility and visually impaired.
5) The Provision of Facilities for the Storage of Refuse/Recycling Bins, Storage and/or Parking of Bicycles and Layout of Car Parking

3.61 New buildings need to meet the requirements of their users, by providing suitable places to store refuse, cycles and park cars. This will encourage the sustainability of the development by supporting recycling, encouraging the use of cycles to reduce traffic congestion and support the initial stages of the evolution of transport away from the internal combustion engine, which together with cycling will benefit air pollution and activity rates.

Refuse/Recycling Bins

3.62 The two local authorities have a legal duty under the Environment Act 1990 to collect household waste and, if requested, to make provisions for the collection of commercial waste. Developers are also encouraged to ensure that adequate facilities are provided to enable residents to increase their recycling rate.

3.63 Providing suitable refuse and recycling storage facilities need to be considered at the beginning of the design process when scheme layouts are being formulated. If not carefully considered, significant problems can arise for residents, the public and those responsible for refuse collection and transportation. Common issues include:

- **Impact on Visual Amenity** – adverse impact caused by storage containers/ refuse sacks standing in forecourts, front gardens and the footpath both for residents and the passing public.
- **Threat to Public Health** – vermin are attracted to uncontained refuse which can result in disease and infection. Unpleasant odours from bins and storage areas can have a negative impact on the amenity of neighbouring residents.
- **Highway Obstruction** – due to bins and sacks standing on the street and restricting the access for footpath users. This can be particularly difficult for wheelchair users and people with pushchairs. This can also impact the view of drivers, thus having an adverse impact on highway safety.
- **Unadopted Cul-de-sacs** – Leading to people having to store their waste further from their dwelling and exacerbating the above issues.
3.64 At present, Boston Borough Council operates a blue (recycling), green (general waste) and brown (garden waste) bin collection system. Further bins may be required as a result of paper and food waste trials. South Holland District Council operates a refuse sack collection system.

3.65 In order to avoid bins and refuse sacks being left out on the kerbside between collections (see Images below), appropriate external storage areas must be provided. In residential areas, this must be a purpose-designed space. Lack of consideration of these aspects can negatively impact the functionality and attractiveness of a space over time (see images below).

3.66 All new development must provide accommodation for the external or ventilated storage of waste, organics and dry recyclables. There are a number of issues to consider in the design of appropriate storage. A number of these will depend upon the character, scale and location of new development. Different solutions may apply depending on local characteristics and house type.

3.67 It is important that guidance is offered to assist designers in achieving adequate refuse and recycling storage facilities. The following guidelines should be taken into account when designing new schemes:

- The location of refuse storage should be accessible and secure.
- Refuse storage areas should be screened so that they do not have a negative visual impact on the street scene.
- Refuse storage areas should be located away from windows and ventilators and be in areas of shade.
- The need to take bins through buildings for collection should be avoided.
- The security of bins should be considered to minimise the risk of theft, arson or other vandalism.
- Storage should be designed to enable the safe and convenient collection of waste for a bin lorry.
- The design should ensure that the storage facility is fully accessible from the public highway and...
achieves the minimum carry-distances as required by Local Highway Authority standards.

**General Design Requirements for Waste Storage**

3.68 There should be sufficient space for the storage of bins. For details of the amount of space required, carry distances and other technical requirements, developers should make early contact with *****. Whilst South Holland does not have a bin based system presently, waste storage facilities should be provided for the storage of sacks at this time.

3.69 During the construction phase, a housing developer should provide a temporary communal bin storage area on the nearest accessible highway. This area should be well maintained, managed by the developer and designed to allow easy emptying and maintenance; and sited where there is a need.

**Litter Bins**

3.70 Developers should consider if litter or dog waste bins need to be installed for use by the public to maintain a clean environment. This is particularly relevant in larger developments, on areas of public open space or where the development includes retail outlets which could generate litter.

3.71 Bins should be dual use for dog waste and litter and installed:

- At every entry point
- As close as possible to adjacent hardstanding for ease of maintenance and to avoid ground damage in wet weather
- Near to vehicular access points for ease of collection.

3.72 Any litter bins included in areas which the Councils will adopt for maintenance, should be allowed safe and easy access by maintenance teams. The location of litter bins should be open and overlooked to prevent fly-tipping and anti-social behaviour.

3.73 All public litter bins should be a standardised size unless the demands of the space override this consideration. The Council’s suppliers are *****
Cycle Storage

3.74 Good quality cycle storage is a key element in developing a cycle-friendly environment. Research has shown that proximity to the destination is the key factor in influencing a cyclist’s choice of where to park, regardless of the journey purpose.

3.75 Cycles are not suited to long-term outdoor storage as they are vulnerable to theft and adverse weather. In the majority of larger homes (4 bedrooms and over) and homes with garages, space for cycle storage can be reasonably accommodated without dedicated facilities. In smaller dwellings, more bespoke solutions may be needed for internal cycle storage. Internal storage areas should be located as near as possible to a main point of access to prevent the need to bring cycles into living spaces. Hallways, balconies and terraces do not make appropriate places for cycle storage.

3.76 Cycle storage in garages must not prevent them from being used for their primary purpose of parking a vehicle. Any property with an accessible rear garden will be assumed to be capable of accommodating secure and covered cycle storage.

3.77 A common solution for groups of smaller properties or apartment buildings is to provide communal cycle parking facilities. These should be secure, indoor and located on the ground floor. Where space is tight, vertical storage solutions may provide a solution. Access should only be provided to the residents of the building.

3.78 Outdoor communal cycle parks should be as close to the building as possible, subject to effective surveillance, well-lit and constructed using robust materials to resilient design. Depending on the amount of provision required, facilities can be purpose-built outbuildings within enclosed courtyards or in several smaller facilities integrated with car parking and amenity space. Outbuildings should relate to the architectural approach taken for the main buildings and ‘off-the-shelf’ bike parks should be avoided.
3.79 The publication ‘Secured by Design HOMES 2019’ sets out detailed guidance on the standards required in providing external storage facilities and bicycle security (See Section 3).

**Layout of Car Parking**

3.80 Parking provision can have a significant effect upon development quality, the amenity of occupiers and users as well as the efficient and safe use of the highway. The amount of parking provided can also influence peoples transport choices: an over-provision of car parking can lead to unattractive, car-dominated environments that are unsafe for non-car users, whilst an under-provision can lead to unsuitable or unsafe on-street parking.

3.81 A balanced approach to parking provision can promote sustainable transport choices and provide attractive and safe environments while ensuring that sufficient parking is provided to meet local needs.

3.82 Car parks can become targets of criminal activity, especially the theft of, and from, vehicles. Parking in new development should seek to provide convenient and safe facilities.

3.83 A range of design measures can be used to provide a safe and attractive environment with good natural surveillance in residential parking and public car parks.

3.84 Any car park design should seek to achieve the following:

- Pedestrian areas segregated from vehicle movements
- Avoidance of congestion allowing ease of movement
- Avoidance of dead ends, blind corners, solid walls which restrict visibility

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Figure 15 Cycle storage solutions

• Location of footways to avoid areas such as high walls or dense landscaping which may conceal an attacker or victim.

3.85 Policy 36 of the SELLP (Vehicle and Cycle Parking) sets out the standards required on all new development. Appendix 6 of the SELLP sets out minimum parking standards which should be used in accordance with Policy 36. This Policy is set out in full in Appendix 3.

3.86 Residential parking ideally should be within the domestic curtilage. Measures should be taken to mitigate its impact on the building by locating the garage or carport alongside the house and set back from the building line. Where garages are provided, the entrances should be located towards the front of the dwellings where they can be easily seen and accessible.

3.87 For clarity, the term ‘curtilage parking’, means that it should be adjacent to the house on land clearly associated with the dwelling, which would normally be seen as the front, side or rear garden areas. Land away from the dwelling, even if in the same ownership as the dwelling and sold as a package with the dwelling, will not be considered as ‘curtilage’ parking.

3.88 ‘Curtilage’ parking has the following advantages:
• Visual clarity of ownership so that it is clear who has the right to park there and who doesn’t, reducing potential community conflict situations

• Provides greater security and surveillance opportunities as it is clearly private property associated with a specific dwelling
• Cleaning and maintenance of vehicles can take place utilising the facilities of the dwelling (water and power)
• Provides for far easier provision for car charging points and greater encouragement for people to move towards electric cars as they can be easily changed in a safe and convenient location.

3.89 Where driveways, by virtue of their length, can accommodate 2 or more cars parking end to end, no more than 2 of these spaces will be counted towards the parking provision.

Private (unadopted) Drives

3.90 New development serving more than 5 dwellings (or any existing private road which will serve more than 5 dwellings after completion of new development) should be laid out to an adoptable standard and be able to be offered for adoption. The Council does not normally adopt roads on developments of 5 dwellings or less.

• Provide convenient, secure, and accessible refuse and recycling storage facilities for all.
• House communal storage in well-designed enclosures that complement the scheme.
• **Ensure** good quality cycle storage is provided on all new developments.
• **Avoid** car parking that is not adjacent to and within the curtilage of the responsible property.
• **Ensure** roadways serving more than 5 dwellings are of an adoptable standard and are adopted.
6) The Lighting of Public Places

3.91 Lighting is a very important element of the public realm. Streets, spaces and parking spaces should be well lit. Lighting should be integrated into the overall design of a place.

3.92 Good quality lighting provision can help to improve the quality of the built environment and increase pedestrian safety after dark, as well as increase levels of natural surveillance. However, poor quality lighting can be a form of pollution (see Policy 30 Pollution), and it is therefore important that the approach to lighting ensures it is fit for purpose and designed to only illuminate where needed.

3.93 It is important to consider the positive benefits to be gained from any lighting proposal, particularly for the safety of movement and enhancing the amenity value of important buildings and settlements. Lighting also helps to reduce the fear of crime.

3.94 Lighting fixtures and fittings can be designed in such a way that adds to the overall street scene and townscape as well as being positioned in a way that contributes to key features such as listed buildings or pedestrian routes.
3.95 Lighting should be designed to:

a) Illuminate potentially vulnerable areas and danger spots without casting shadows, causing light pollution or being detrimental to residential amenity.
b) Lighting to the public realm should be provided to BS-EN standards and designed to minimise light pollution.
c) Provide illumination of landmarks and prominent buildings to aid wayfinding and increase the legibility of an area.
d) Designed to suit the use of the space.
e) Light fixtures should be appropriate to their context in material, scale and design. Conservation areas do not necessarily require imitation copies of period style lighting, but in sensitive areas, the choice of the fitting is especially important.

h) Illuminate the desired building or space without spilling out beyond the boundary as this contributes to overnight light pollution.
i) Avoid obtrusive lighting and to be aware of badly designed and poorly lit areas pose a threat to crime.
j) The potential impacts on wildlife should be considered to avoid a detrimental impact on the environment.

- Integrate lighting into the overall design.
- Illuminate vulnerable areas and danger spots.
- Avoid light pollution impacting on amenity.
- Apply BS-EN standards to the public realm.
- Highlight landmarks and prominent buildings.
- Design lighting to suit the use of the space.
- Use appropriate lighting fixtures and fittings, consider the areas context.

3.96 The lighting of public spaces should seek to:

f) Accommodate a wide range of uses (live, work, shop and enjoy leisure time) allowing for an increase in safe pedestrian activity after dark. Provision of floodlighting for community facilities such as sports pitches in the evening can allow for greater use.
g) Provide a functional purpose in the streetscape, but also a design feature to enhance character and quality of place.
7) Ensuring Public Places are Accessible to All

3.97 Being accessible to all means the creation of inclusive environments. The NPPG states that an inclusive environment is one that can be accessed and used by everyone. It recognises and accommodates differences in the way people use the built environment.

3.98 Public places are areas which are accessible to the public, free to use, move through and enjoy. It is usually public spaces which connect origins and destinations, for example, squares, parks, streets, public buildings, open spaces and footpaths and trails.

3.99 Inclusive design acknowledges diversity and difference and is more likely to be achieved when it is considered at every stage of the development process, from inception to completion. Public spaces need to be clear of obstruction and accessible areas for all users, especially the young with children, the elderly and people with disabilities.

3.100 Good public realm design will emerge from a creative response to site analysis and context appraisal. It should show a network of safe, accessible spaces with different functions and a clear definition between public, semi-public and private space. Existing landscape features will be maintained to reinforce these aspects and will give the development a sense of place and local identity.

For significant development schemes, a public realm strategy should be integral and a guiding aspect of any spatial masterplan with a clear understanding of what the public places will be like and how they will be connected to each other.

Figure 17 Accessible Public Places

3.101 Inclusive design can help break down unnecessary physical barriers and exclusions caused by the poor design of buildings and places. To create accessible public spaces which are inclusive and accessible to all development should seek to:

- **Reduce the need for steps.** Make better use of level or slightly gradient surfaces, ramps and lifts to move around the public realm and enter and exit.
buildings. Entrances to buildings should be clearly identified, on primary frontages and at ground level. They should be reached by a level or gently sloping approach and be well lit.

- **Encourage the principles of creating accessible environments**, including the provision of parking spaces and setting down points in proximity to entrances; easily understandable pedestrian routes; proximity and links to public transport; the positioning and visual contrast of street furniture and the design of approach routes to meet the needs of wheelchair users and people with visual impairments.

- **Reduce the need for unnecessary street clutter** in the public realm, such as signage, lamp columns, bollards, railings, street furniture.

- **Legible design** - It is easier to find your way around and to feel safe and comfortable in a place if you can understand it. New development should maintain the hierarchy of street widths and functions and respect the hierarchy of existing buildings in scale, height and function and ensure that entrances are welcoming and easy to find.

- **Well-designed Buildings** - Buildings that are well-designed contribute to the quality of the street scene and provide a good living, working and social environments for their occupiers and the community within which they are located. The Council welcomes proposals for contemporary buildings which are of their age as long as they respect the streets and spaces within which they sit.

- **Design** public spaces so that they are attractive, clear of obstruction and accessible areas for all users.
- **Consider** a public realm strategy that is a guiding aspect of any spatial masterplan.
- **Reduce** the need for steps.
- **Avoid** street clutter.
8) Crime Prevention and Community Safety

3.102 Reducing crime is a key aim of central government. Section 17 of the Crime and Disorder Act 1998 requires local authorities to exercise their functions with due respect to crime and disorder and to do all they reasonably can to prevent crime and disorder.

3.103 Crime should not be addressed separately from other design considerations. The NPPF promotes healthy and safe communities which are safe and accessible, so that crime and disorder, and the fear of crime, do not undermine the quality of life or community cohesion – for example through the use of clear and legible pedestrian routes and high-quality public space which encourage the active and continual use of public areas.

3.104 It is important that crime prevention and community safety considerations are an inherent part of the design process and should inform development at an early stage. This allows for an integrated approach with density, layout, massing, access and other primary design considerations being made with the consideration of their potential to reduce crime.

3.105 Safety and security are the results of good site planning and the layout of buildings and spaces. High-quality layouts should provide good natural surveillance to create safe and useable spaces. This will contribute to reducing the potential for crime, the fear of crime and anti-social behaviour.

3.106 Developers should think carefully about planting. Where good visibility is required, planting should not hinder the opportunity for natural surveillance and must avoid the creation of potential hiding places.

3.107 Physical and psychological barriers can be used to define ‘defensible space’ (see Criterion 2) Entrance routes into developments should have features that help to create the perception of a barrier, giving the message that the area beyond is private property and under the control and ownership of the community who occupy it.

3.108 When preparing a design for development, applicants and developers should consider:

- road pattern.
- layout and orientation of buildings.
- interface between public and private realms.
- blackspots and impasses.
- lighting; and
- security and surveillance measures.

3.109 Dwellings should face onto the most public side of the road. Rear gardens should back onto areas that are themselves secured. Housing should be situated so that maximum views can be obtained by increasing natural and passive surveillance. Developments should avoid ‘windowless’ elevations and blank walls adjacent to
public spaces. Buildings should turn corners well – all elevations facing the street should have active windows.

Figure 18 Corner development – ensure that all elevations facing street have active windows

3.110 Parking areas should be well viewed and located in places where people can see their own car. Where rear parking courtyards are absolutely necessary, they should be overlooked by active windows.

3.111 The design of road layouts should facilitate an appropriate flow of traffic at a speed where casual observation is achieved. Footpaths and open-spaced areas should be visible and open to natural passive surveillance.

3.112 Further advice on designing out crime is available from the Police Secured by Design Initiative 20. This is an industry-standard which focuses on crime prevention of homes and commercial premises and promotes the use of security standards for a wide range of applications and products.

- Make crime prevention and community safety an inherent part of the design process.
- Seek safe and secure environments through good site planning of the layout of buildings, spaces and planting.
- Provide high-quality layouts with good natural surveillance to create safe, useable spaces.
- Consider the road pattern, layout and orientation of buildings and the interface between public and private
- Avoid blackspots and impasses, by designing in lighting, security and surveillance measures.
- Increase visibility and ‘put eyes on the street’.

9) The Orientation of Buildings on the Site to enable the Best Use of Decentralised and Renewable Low-Carbon Energy Technologies for the Lifetime of the Development

3.113 All new developments create demand for energy use. Reducing this demand by integrating energy efficiency is essential to minimise the need to generate energy and be more sustainable. This also helps to minimise emissions of CO2 and reduces the impacts of climate change.

**Decentralised, renewable or low carbon technologies**

3.114 Decentralised energy is a broad term used to denote a diverse range of technologies, including micro-renewables, which can locally serve an individual building, development or wider community and includes heating and cooling energy.

3.115 Decentralised energy supply is from low-carbon sources on a small or community scale (i.e. on-site and near-site, not remote off-site) including electricity generation that is connected to a local distribution network rather than directly to the national grid.

**Renewable energy** covers natural energy flows in the environment (wind, water, sun and biomass) **Low carbon** energy technologies are those that can help reduce carbon emissions.

3.116 Incorporating energy-saving measures into the design and construction of a building can significantly reduce the amount of energy consumed, the CO2 emitted and the running costs of a building over its lifetime. Natural ‘passive’ measures should be prioritised above active measures to reduce energy requirements.

3.117 Correct orientation will reduce space heating needs and increase natural daylight levels. The ideal orientation of buildings is with the longest face of the building orientated towards the south. To maximise solar gain, buildings should be generally orientated with the longest face within 30° south. South-easterly orientation is generally preferable to south-westerly as this maximises early morning gains and reduces the likelihood of overheating in the afternoon.
3.118 **Overshadowing** can be caused by nearby buildings, trees or fences casting a shadow on the southerly face of a building and reduce solar gains.

3.119 **Careful layout** can still maximise solar gain within the constraints of a high-density development if the following general principles are applied:

- Energy-efficient design requires an integrated approach to solar gain, access to daylight, insulation, thermal materials, ventilation, heating and control systems. These measures are likely to have health and well-being benefits overactive or mechanical, measures. A building which is naturally more efficient in retaining heat in cooler months and dissipating heat in warmer months are more likely to help reduce health risks of older and vulnerable groups, particularly those that suffer from fuel poverty
- Make the most of daylight entering the building, minimising the need for artificial lighting
- Size, angle and shape of openings together with room height depth and decoration determine the distribution of daylight
- Carefully design the windows to maximise the amount of daylight entering rooms to meet the needs of the intended use
- Parking and garaging are best placed to the north of the housing as these do not benefit from exposure to sunlight
- In mixed height developments, the taller properties should generally be sited towards the north
- Higher density properties i.e. terrace properties should generally be sited north of detached properties because they cast a greater shadow
- Care should be taken when planting trees within 30° of the southerly aspect as they can significantly reduce passive solar gain. Deciduous trees can, however, be useful for providing shading from glare and overheating during the summer, whilst the bare branches will allow the sun to penetrate through the branches during the winter.
Consider the height and pitch of roofs, lower-pitched roofs help to reduce overshadowing.

Combined heat and power (CHP) and district heating schemes

3.121 Opportunities will vary as the potential for integrating sustainable energy technologies will differ greatly between different developments and sites. Suitable sustainability installations are likely to be affected by the physical nature of the development such as aspect, building height, amount of onsite open space and the ecology of the area.

Incorporate energy-saving measures into the design and construction of buildings.

Prioritise natural ‘passive’ measures above active measures to reduce energy requirements.

Orient buildings to reduce space heating needs and increase natural daylight levels.

Integrate energy-efficiency into the design to maximise solar gain and use of daylight.

Use insulation, thermal materials, ventilation, heating and control systems.

Consider prevailing wind direction as they can impact on energy efficiency.

Figure 20 Building orientation should face 30° south

3.120 Prevailing wind direction needs to be taken into account when orientating buildings as it can have an impact on the energy efficiency of a building as well as affecting how comfortable the living environment can be. Renewable technologies that should be considered are:

- Solar thermal (solar water heating)
- Photovoltaics (PV)
- Wind turbines
- Ground source heating/cooling
- Air /water source heat pumps
The overall impact of development in public places can be eroded by the inappropriate design, sighting and lighting of signs, the design and incorporation of security shutters into buildings and the position of meter boxes on the public faces of buildings. In addition, poorly positioned service and infrastructure cabinets and substations produce an unsightly impact on the locality, which undermines the overall benefit that the development may achieve.

**Utilities**

Utility metre boxes, vents and flues can be visually disruptive when installing on main external walls or private paved areas of individual dwellings. Early planning of service connections can enable requirements to be discreetly located on the side or rear elevations to avoid the introduction of interrupting elements within the street scene.

Ideally, satellite dishes should not be visible from the public realm. Within large developments, satellite transmissions can be provided via a main satellite receiving station to minimise visual clutter. Underground
cable and/or shared satellite receiver stations should be considered in all major residential schemes.

3.125 Substation facilities must be located and designed to fit in with the surrounding development. It is often necessary to accommodate substations within enclosures and these are more successfully disguised as single garages, rather than utility housing.

**Burglar alarms/fire alarms**

3.126 Burglar and fire alarms are necessary for many premises, their insensitive siting can be visually detrimental to a building. They should not be mounted on key architectural features, be positioned on the soffit or on the door returns of recessed entrances. On new shop fronts, they should be incorporated into the design of the frontage, where it should be possible to modify part of the design to successfully accommodate the unit.

**Roller Shutters**

3.127 Roller shutters covering the whole of the frontage of an individual ground floor façade will be discouraged as they inevitably detract from the architectural integrity of the building. Where they form part of a continuous run of security shutters along a shopping parade, they have a particularly deadening effect on the street scene. Façade transparent shutters are a useful alternative (see images below).

![Figure 22 The ‘deadening’ effect of roller shutters on street scene](image)

Left: roller blinds and shutters give the impression of a ‘dead’ streetscape when they are down. They often attract graffiti and anti-social behaviour. This makes the street look uncared for and uninviting.
3.128 Proposals should:

a. Plan for and accommodate roller shutters internally, where possible.
b. Incorporate security glass in shop windows as an alternative to shutters.
c. Only provide security grilles, where absolutely necessary and these should be open mesh and located internally.
d. Mount all box housings containing roller shutters or grilles internally behind the fascia.
e. Consider removable external window security grilles of an open mesh form in certain circumstances.

3.129 Solid roller shutters give the impression that an area is particularly unsafe and tend to provide a canvas for graffiti artists or flyposting to the further detriment of the local visual amenity, especially if the premises are vacant.

3.130 The following are recommended as suitable alternatives:

- Security (laminated) glass that has the capacity to remain intact even when broken.
- Internal security grilles that can be fitted discreetly behind the shop window. These should be perforated and designed to be in keeping with the design of the shop front.
3.131 Signs and advertisements are a long-established feature of the urban environment. All advertisements are intended to catch the eye of passers-by if only fleetingly. As set out in the NPPF, the quality and character of places can suffer when advertisements are poorly sited and designed.

3.132 Areas can be blighted by bland, poorly designed shop fronts; external roller shutters and overbearing signs which can negatively impact on the visual environment and lead to clutter and visual confusion. It is therefore important that advertisements and signs are a conscious consideration and are integrated into the overall design of a development.

3.133 Advertising and signs should not impact the visual amenity of the surrounding area and should not pose any danger to highway safety.

3.134 Advertising should respect and enhance its locality and use materials of high quality. Extra care and consideration will be necessary for the display of signs within conservation areas or on Listed Buildings.

3.135 The erection, creation or alteration to signs and signboards may require consent under the Advertisement Regulations. These are subject to control only in the interests of amenity and public safety, taking account of cumulative impacts.

**Shopfronts**

3.136 Shopfronts and their associated advertisements play a vital role in determining the character of our town centres and shopping streets, primarily because they are the part of the building which has direct interface with the public realm and has an immediate relationship with people. The design of new shop fronts, therefore, needs careful consideration. Poorly designed and maintained shop frontages can have a significant adverse impact on the character of the area and can create an environment where crime and vandalism thrive.

3.137 Shopping areas comprise a mix of uses operating at different times of the day and into the evening. It is therefore important that a high standard of appearance is maintained at all times and not just when the shops are open.

3.138 Shopfronts are the main visible element of a street and are important in setting the character of a shopping area. Good shop front design gives an impression of quality and permanence and makes the shopping environment more attractive for everyone. This also increases business confidence.

3.139 Active shop frontages are those not blanked out by internal or external installations or applications to the glazing. Good shop front design requires careful consideration of the shop front and its location, skill and sensitivity.

3.140 Designs for shop fronts should take into account the age and character of the building. High-quality shop
frontages designed in sympathy with the age and architectural style of the building concerned, achieving a satisfactory relationship between the ground floor and the rest of the building.

3.141 The opportunity will be taken with each proposal to apply this guidance in conjunction with SELLP policies to inspire good design adapted to individual circumstances. The cumulative effect of better shopfront designs will be the enhancement of the visual appearance of South East Lincolnshire’s shopping streets, thereby improving first impression and quality for users, visitors and potential investors.

3.142 The scale of shopfront needs careful consideration with its proportions, detailing (incl. vertical and horizontal subdivision) and materials. New shop fronts should respect the rest of the building and take into account whether the front is narrow or wide or any strong vertical and horizontal lines.

3.143 Shopfronts should be sympathetic to the building above. This can sometimes be achieved with the use of colour or picking up architectural details in the building above and incorporating them into the shop front.

Figure 24 Shop frontage does not consider the differences between the two buildings

Figure 25 Using colour to link the building with the shop front
3.144 **Signage** - detailed drawings which show the design of the proposed signs, the proposed position and materials, in relation to the shopfront and surrounding architectural detail should be submitted with any application. All signs should be designed as an integral part of the shop front and not as free-standing items. A) Fascia panels should be in proportion with the shopfront and building and should be designed as an integral part of the shop B) New fascia panels should not project forward from the face of the surrounding framework, and should not extend uninterrupted across a number of distinct buildings or architectural bays. C) The size of the lettering should be related to the area of the fascia.

3.145 **Projecting or Hanging Signs** – should be designed as an integral part of the shop front and not as freestanding items. 'A' boards on the pavement outside the shopfront cause clutter and can be particularly hazardous for pedestrians, especially partially sighted and blind persons. Projecting or hanging signs can add interest to the appearance of the shopfront and street. In some cases, the scope for fixing a projecting sign may be limited or non-existent due to minimum clearance distances for safety reasons, and the architectural detailing of the shopfront or building concerned.

3.146 **Hanging signs** should use traditional metal brackets. The positioning of the bracket will depend on the style of the building, but ideally, the sign will be either adjacent to the fascia or at first-floor level and be of a size appropriate to the building and shop front. In conservation areas, and particularly in relation to Listed
and historic buildings, slimline box signs with subtle e.g. (letters only) illumination may be acceptable where related to a contemporary shop front. Traditional hand-painted signs are most suitable.

3.147 **Fascia** - Visually, the fascia is the most prominent part of the shopfront and in some cases the whole building. It is therefore important that any proposed fascia is appropriate. Traditionally the fascia displayed the name of the shop, the nature of the business and the street number. Where premises are multi-occupied advertisements should be restricted to avoid the appearance of clutter and should be displayed so as to achieve harmony in the appearance of the elevation and in the context of the street scene.

3.148 **Illumination** - where appropriate should be achieved by using unobtrusive light fittings without, or with limited physical impact e.g. LED strips, LEDs behind lettering or on the edges of individual letters. Individual back-lit or halo-lit letters can give a subtle but effective form of illumination and will avoid the clutter of multiple light fittings across the fascia. Lighting from an external source e.g. swan neck lamps or light troughs will be appropriate for traditional shopfronts or public houses in order that they are a discrete addition to the elevation, they should be restricted in size and number.

3.149 **Colour** – The colours of the shop front (including fascia background, woodwork, frames, door, stall riser, etc.) should form an attractive colour scheme and one which is in keeping with the rest of the building above. A single overall dark colour often works well, as do all white. Schemes with two colours usually work best when one of the colours is neutral such as white or cream. The use of two contrasting colours together or three or more colours should be avoided. Heritage paint colours are available and suitable for traditional shopfronts, the colours can emphasise detail and contribute to the overall vibrancy of the street scene.

3.150 **Design** – The design should have regard to the appearance of the rest of the building. Identical frontage treatment should not be extended across buildings of different characters. Display window treatment should not clash with upper floor window styles. Main display window vertical subdivisions should match the pattern of the windows on the upper floor. For small shopfronts, simplicity can work better than a complicated arrangement of glazed subdivisions. With larger shop fronts, a wide expanse of undivided glazing can look awkward, so some vertical subdivision is advisable.

3.151 **Materials** – Careful consideration should be given to the choice of materials to be used. It is important to us appropriate, sustainable and good quality materials.
Materials should respect the age and style of the building and the street scene.

3.152 A good quality softwood is often the most suitable material for shop frontages, particularly old buildings and can be changed if the shop requires a change of appearance. Aluminium can often provide an acceptable substitute to suit the overall colour scheme of the shop. Within conservation areas, the use of uPVC or other plastics for any elements of a shop front would not be appropriate.

Conservation Areas and Listed Buildings

3.153 Interesting and characteristic shopfronts can make a significant contribution to the street scene within conservation areas, and their retention will, where appropriate, be sought. Sometimes, original features survive hidden under later installations. These should be revealed and retained as they are likely to contribute to the special architectural and historic interest of the area. The design of a new shop front should preserve or enhance the character or appearance of the conservation area by the sensitive use of appropriate design styles and materials.

3.154 Any alteration to a shop front which is part of a listed building will require Listed Building Consent if the proposed works affect the special character of the building. Even relatively small-scale changes to the exterior such as those to shop window frames and decorative detail would require Listed Building Consent and may require planning permission. In addition, repainting and alterations to the interior of the shop where they affect the special character of the building require consent.

Further reading: Boston Shop Front Guide21 (September 2017).

- Minimise visual intrusion and clutter.
- Use outdoor advertising to make a positive contribution to the visual environment.
- Avoid bland, poorly designed shop fronts, dominating external roller shutters and overbearing signs.
- Relate materials, lighting, colour and scale of advertisements to the whole building.
- Locate utilities and services on side or rear elevations.
- Limit satellite dish visibility from public areas.
- Ensure substation facilities fit in with the surrounding development.
- Seek to create active, shop frontages.
- Provide details of signage, position and materials, in relation to any shopfront.
- Design projecting or Hanging Signs as an integral part of the shop front.

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Use unobtrusive light fittings where signage illumination is required.
Avoid identical frontage treatment extending across buildings of different characters.
Consider ‘Secured by Design’ principles.
Retain valuable architectural features.

characteristics that contribute to the overall character or enjoyment of an area. For example, open land, trees, historic buildings and the inter-relationship between them, or less tangible factors such as tranquillity.

3.156 ‘Residential amenity’ considers elements that are particularly relevant to persons living conditions. The benefit enjoyed depends on the quality of the space. The level of amenity is also dependent on a number of factors, including location, size, orientation, sounds, noise, accessibility and enclosure.

3.157 The health and well-being of residents are often directly related to the level of residential amenity which occupants experience. When assessing a development proposal on its potential impacts on the living conditions of nearby residents, the following issues would need to be considered:

3.158 Privacy/Outlook – windows should not overlook a habitable room or garden of a neighbouring dwelling to an unreasonable degree. The degree of overlooking is affected by distance and the horizontal and vertical angles of view. Distances between habitable rooms of different units that directly face each other will be dependent on the nature of the use of the rooms, the existing character and the built form of the area.

3.159 The impact of overlooking is affected by a number of factors including:

a) The types and heights of buildings
b) The distance between buildings.
b) The presence of openings.
c) Whether properties face each other directly or are
d) Changes in levels across a site and relative to
neighbouring properties; and
e) The types and use of rooms facing each other.

3.160 The following minimum distances will normally be
required to safeguard privacy and outlook of primary
room windows

- Rear to rear – 2-storey 21m
- Rear to rear – 3 storey 24m
- Rear to side – 2- storey 12m
- Rear to side – 3 storeys 15m
- a minimum unobstructed distance of 14m between
principal room windows where buildings are single
storey; and,
- where proposed dwellings adjoin developable land,
a minimum of half these distances will be required
between any principal window and the site
boundary, to maintain spacing standards

3.161 Where only minimum standards are secured, Permitted
Development rights may be removed. The minimum
distance between facing primary windows may be

3.162 Primary windows facing each other across a public
highway may not be required to meet these standards
when to do so would be a significant departure from the
established built character of the immediate
surroundings which it is desirable to maintain.

3.163 Within new development, there is an opportunity to use
innovative, design-led approaches to ensure privacy
without slavishly responding to the minimum distances
approach. Separation distances should be seen as a
guide rather than a hard and fast rule.

3.164 Balconies can also have a significant impact on
residential amenity, as they increase the amount of
potential overlooking and can become a source of noise
and disturbance. Balconies need to be carefully related
to neighbouring properties and may require measures
such as privacy screens to reduce potential overlooking.

3.165 Outlook is the external scene experienced from
looking out from a house or private garden. The
proximity of development, as well as the external
attributes, can impact upon outlook. Residents should be
protected from overbearing or oppressive development
and be able to enjoy a view from within their home.
Individual circumstances may mean that greater
separation distances are required. Such circumstances
might be where there is a single-aspect dwelling where
the sole outlook is important, or in ground floor

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22 A primary room window is defined as the main window in the room of a dwelling
where that room is used for considerable periods of relaxation. It can include living
and dining rooms, sometimes kitchens but never bedrooms. Secondary rooms are
for instance halls, landings, bathrooms, toilets etc.
residences where the land uses at street level have a greater impact.

3.166 To ensure that there is no significant loss of rear garden space nor an unacceptable sense of enclosure to the surrounding area is created, proposals that cover the existing garden space of a plot by 50% or more will not normally be permitted.

3.167 **Daylight and Sunlight** – Good quality natural light helps to make the interior of buildings a more pleasant environment. It also reduces the need to use electric lighting. Care should be taken in the design of development of daylight or sunlight to habitable rooms or gardens in neighbouring properties. The size of windows to provide good daylighting must be balanced with privacy requirements within the home. It is important that the orientation, location and use of the room are all taken into account. Development should not cause any significant loss of daylight or sunlight to habitable rooms or gardens in neighbouring properties.

3.168 The Building Research Establishment (BRE) guidelines ‘Site layout planning for daylight and Sunlight: A Guide to Good Practice’23 provides guidance on avoiding unacceptable impacts and sets out non-mandatory targets for levels of daylight and sunlight within existing and proposed development. The Councils will generally apply the BRE targets to assess new development and where new development may affect natural light to existing properties.

3.169 The 45-degree rule of thumb is a method used to measure the impact of a proposal on sunlight and daylight to neighbouring properties. Application of the 45-degree approach is summarised in the diagrams below:

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3.170 The 45-degree rule ensures that adequate levels of daylight can be maintained.

3.171 **Overshadowing** – overshadowing occurs when a development reduces the supply of light to a neighbour’s property or garden. Developments should be designed to minimise the impacts upon the amenity and living conditions of neighbours. The extent of overshadowing and the severity of its impacts upon amenity will depend upon:

- The aspect of the development relative to the path and height of the sun.
- The size of the new development.
- The position of the dwellings(s) relative to neighbouring properties.
- The nature and use of rooms affected by shadowing.
- The presence of existing features that obstruct the light.
- Ground levels; and
- Distance between buildings
3.172 **Sense of Enclosure** – New dwellings or residential development which create an unacceptable sense of enclosure or appear overbearing when seen from the neighbouring gardens or rooms or from the street will not be permitted.

3.173 **Noise** – Disturbance caused by noise may potentially be an issue where neighbouring uses and associated patterns of activity are dissimilar. Careful consideration should be given to the siting of residential development where disturbance may be caused by established lawful uses, particularly in the late evening and early morning.

3.174 Dwellings can be sensitive to noise and general disturbance, particularly in the late evening when there is an expectation that the surrounding background noise will be low. Noise and/or vibration surveys and reports will be required for all types of noise generating developments. These should consider and assess:

- Internally and externally located building services plant and equipment,
- Residential and other noise-sensitive developments proposed in areas that would be exposed to existing noise sources
- Significant demolition and construction phases
- Places of entertainment, including proposed pubs and clubs, sports facilities, religious centres, cultural sites, educational establishments, recreational or leisure centres, retail centres and other commercial uses.
• **Avoid** overlooking of neighbouring property to an unreasonable degree.
• **Carefully** consider the impact of proposals on daylight or sunlight to neighbouring properties.
• **Avoid** overshadowing or creation of an unacceptable sense of enclosure.
• **Consider** any disturbance which may be caused by established lawful uses.
• **Provide** noise and/or vibration surveys and reports will be required for all types of noise generating developments.
The Mitigation of Flood Risk through Flood-Resistant and Flood-Resilient Design and Sustainable Drainage Systems (Suds)

Flood Risk

3.175 South East Lincolnshire lies to the west and south-west of the Wash Estuary. The low-lying nature of the area makes it vulnerable to flooding from both rivers and the sea. The main watercourses, such as the River Witham, River Welland, River Nene and connected drainage channels have tidal influences. The area is protected from flooding by an extensive network of raised engineered defences, which provide varying standards of protection.

3.176 Much of the land within the Local Plan area is at significant risk of flooding and this will increase with climate change. The Environment Agency’s Flood Map\(^24\) shows that almost the whole of the Borough of Boston and a large part of South Holland District Council is at a high probability of flooding. Approximately 85% of Boston lies within the floodplain (84% in Flood Zone 3 ‘high probability’, 1% in Flood Zone 2 ‘medium probability) with approximately 74% of South Holland lies within the floodplain (68% in Flood Zone 3, 6% in Flood Zone 2).

3.177 The South East Lincolnshire Strategic Flood Risk Assessment\(^25\) (SFRA) provides an overview of how flood risk has been considered in shaping the proposals of the Local Plan, including the spatial strategy and the assessment of housing and employment sites.

\(^{24}\)https://flood-map-for-planning.service.gov.uk/ - Flood Map for Planning (Environment Agency) website

3.178 Section 3.5 of the Local Plan sets out the approach to flood risk in South East Lincolnshire with Policy 4 detailing how proposals will be considered in areas at risk of flooding (Flood Zones 2 and 3 of the Environment Agency’s flood map or at risk during a breach or overtopping scenario as shown on the flood hazard and depths map in the Strategic Flood Risk Assessment).

3.179 The site layout of any proposed development should be influenced by flood risk considerations and should respond to the characteristics of the location and the nature of the risk. In some areas, it is more appropriate to make space for water and allow controlled water onto areas of the development site. This is particularly relevant to riverside developments where extreme events can be catered for in multi-functional open spaces (likely to form part of green infrastructure provision) that would normally be used for recreation, but infrequently can flood. The use of such features in these areas should be appropriate and compatible with the frequency, duration and depth of any flooding.

3.180 Where it is not possible to avoid flood risk or minimise through site layout, raising floor levels above the predicted floor level is a possible option in some circumstances.

3.181 It should be recognised that raising floor levels can have an adverse impact on the street scene as building and feature heights will increase. In addition, there may be implications for access ramps for wheelchairs. Raising floor levels may also impact on achieving privacy standards which may create the need for significantly higher boundary treatments. As such, raising the floor levels may not be appropriate in all situations and should not be seen as a development wide solution, but may be considered alongside other solutions, if acceptable to the relevant LPA and water management authorities.

**Sustainable Drainage Systems**
3.182 Conventional drainage seeks to remove runoff from development as quickly as possible. In contrast, SuDs slow the flow and store water in both hard and soft landscape areas, thereby reducing the impact of large volumes of polluted water flowing from development.

3.183 Sustainable drainage systems (SuDs) recreate the benefits of natural drainage systems by integrating water management with urban form. SuDs are designed to drain surface water efficiently and sustainably, whilst also minimising pollution and managing the impact on the water quality of local water bodies.

3.184 The National Planning Practice Guidance requires sustainable drainage systems to be provided for all proposed major development unless demonstrated to be inappropriate and states that priority must be given to the use of sustainable drainage systems in areas at risk of flooding. All developments regardless of scale and constraints should seek to incorporate sustainable drainage. Sustainable drainage should be integrated within site layouts, street design and gardens.

3.185 Surface water flood risk on-site should be managed using sustainable drainage systems such as swales, filter drains, permeable paving, rain gardens, green roofs, wetlands, rainwater harvesting and should be designed to control surface water run-off as close to where it falls as possible and mimic the natural catchment process.

3.186 Good SuDS design involves:
- managing surface runoff at its source where it is reasonably practicable to do so.
- managing surface runoff on the surface where it is reasonably practicable to do so.
- using public space where it serves more than one property and is reasonably practicable to do so.
- being cost-effective to operate and maintain over the life of the development.
- taking account of the likely impacts of climate change and changes in the impermeable area over the design life of the development where it is reasonably practicable to do so.

3.187 The integration of SuDS measures needs to be considered early in the site evaluation and planning
process, as well as at the detailed design stage. The earlier the consideration of SuDS, the better practice that can be archived at a lower cost. Completing the design of the development and trying to fit in SuDS measures around that design (effectively retrofitting SuDS onto a new development) will not maximise the benefits that SuDS can provide to a site and is unlikely to provide a proposal that will be acceptable.

1. **Plan SuDS from the start** – look at opportunities and constraints on the site.
2. **Replicate natural drainage** – runoff should be reduced to greenfield rates where possible.
3. **Prevention and source control** – good site design should identify opportunities to make use of water as a resource through rainwater reuse and harvesting.
4. **Integrated design** – Sustainable drainage approaches should be integrated within the layout of the development. Drainage features can be incorporated into green spaces, amenity and habitat areas.
5. **Maintenance and access** – Design should allow for future maintenance.

3.188 Developers are strongly encouraged to make use of each Councils’ pre-application advice service to receive guidance on requirements in relation to flood risk management and integration of SuDS measures into major sites. To guide developers on the supporting information that should be submitted as part of their FRA or SuDs reports, as a minimum the following information should be provided:

- a detailed site layout at an identified scale.
- Topographical survey of the site.
- Ground investigation, including infiltration test results, where appropriate.
- Full design calculations and design parameters to demonstrate conformity with the design criteria for the site.
- Long sections and cross-sections for the proposed drainage system.
- Suitable design and construction details of all proposed SuDS measures.
- Landscape planting scheme where vegetated SuDS systems are proposed.
- Plan of the proposed drainage system with catchment areas including impermeable areas and phasing.
- Details of connections (including flow control devices) to watercourses, sewers, public surface water sewers, highway drains and SuDS features.
- Details of any off-site works required, together with any necessary consents.
- Confirmation of final discharge rates of surface water from the development and quantification of attenuation levels achieved.
- Maintenance schedule and management plan for all SuDS features.
3.189 A number of detailed guidance documents are available on SuDS issues. These include:

- Sustainable Drainage Design and Evaluation Guide - Lincolnshire County Council
- CIRIA SuDS Manual (C753), (available on the CIRIA website)
- Blue Green Solutions Guide [https://bgd.org.uk/]
- Susdrain (website) [https://www.susdrain.org/]

- **Manage** surface water flood risk on-site by using sustainable drainage systems (SuDS).
- **Consider** SuDS measures early in the site evaluation and planning process, as well as at the detailed design stage.
- **Replicate** natural drainage where possible.
- **Identify** opportunities to use water as a natural resource through rainwater reuse and harvesting and as part of the landscape.
- **Integrate** sustainable drainage approaches within the layout of the development.
- **Allow** for future maintenance as part of the design.

### and Minimising Land Take, to Protect Best and Most Versatile Soils

3.190 Resources are limited, in some cases, non-renewable and in other cases scarce. Developments, therefore, need to be designed and constructed in a way that minimises demands on resources such as land, water, energy and construction materials. The impacts of construction should be considered throughout their lifecycle, from acquisition of raw materials, demolition, end use and eventual disposal.

3.191 The materials used during the construction phase of buildings can have a big impact on the sustainability of a development. This can range from the building materials used to the way that the materials are transported to the site.

### Locally Sourced Materials

3.192 **Local sourcing of products and materials** - has a number of environmental benefits particularly reducing the distance of transportation and associated energy costs. The use of locally distinctive materials can also help maintain local character. The definition of 'locally
sourced' may vary between materials, however, it is generally accepted that this is usually defined as within 35 miles of a site.

3.193 **Sourcing building materials sustainably** – developments should use resources which are procured from responsible sourcing schemes such as BRE BES 6002:2008 Responsible Sourcing Standard\(^{26}\).

3.194 Environmental impacts of development can be minimised by:

- Minimising the use of new aggregates and re-using material on-site; Using timber from sources acceptable to the Forest Stewardship Council (FSC) or if this is not possible then use timber from a known temperate source to avoid the use of illegally logged timber.
- Avoiding the use of materials from other vulnerable habitats – e.g. peat.
- Not using insulation materials containing ozone-depleting substances or those with the potential to contribute to climate change.
- If practical, try to source materials from local suppliers.
- Including some materials derived from recycled/re-used content if possible

3.195 Complete information on individual building materials and their environmental impacts is not provided here, but comprehensive information is available in the BRE’s Green Guide to Specification\(^ {27}\).

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\(^{26}\) BRE BES 6001:2008 Responsible Sourcing Standard
http://www.greenbooklive.com/filelibrary/BES_6001_Issue_1.0_NEW_VERSION_09-10-2008.pdf

\(^{27}\) https://www.bre.co.uk/greenguide
3.196 Water is one of the most important resources. It is essential to manage demand by reducing water consumption and using water efficiently. The approach is to reduce the need for water through good design and then supply the water that is needed as efficiently as possible, reducing reliance on treated mains water.

3.197 Water efficiency measures can be designed into new buildings as well as being retrofitted into existing ones. Example of such devices includes more efficient white goods and self-closing taps.

3.198 At least 50% of water consumed in homes and workplaces does not need to be of drinkable quality (for example water used for flushing toilets, washing laundry and watering parks and gardens). Rainwater should be collected, or greywater reused to supply these uses. New developments should maximise the opportunities to include water-saving measures and appliances, including the collection of rainwater for re-use where this is possible. A rainwater harvesting system on a domestic property can be as simple as a water butt. Greywater systems are often only feasible on large schemes as they require a dual plumbing system to be installed.

3.199 Policy 31: Climate Change and Renewable and Low Carbon Energy of the South East Lincolnshire Local Plan has the effect of seeking to reduce water consumption through criteria 3 which requires protection of the quality, quantity and availability of water resources, including for residential developments, by complying with the Building Regulation water efficiency standard of 110 litres per person per day. This is achieved through a combination of Planning and Building regulation requirements.

3.200 The prudent use of resources is an important aspect of planning for sustainable development including using land more effectively and efficiently.

3.201 Substantial weight should be given to the value of using suitable brownfield land within settlements for homes and other identified needs. Appropriate opportunities will be supported to remediate despoiled, degraded, derelict, contaminated or unstable land; promote and support the development of under-utilised land and buildings, especially if this would help to meet identified needs for housing where land supply is constrained and available sites could be used more effectively (for example converting space above shops, and building on or above service yards, car parks, lock-ups and railway infrastructure).

3.202 Most of the land within the South Lincolnshire area is in agricultural use. How this important natural resource is...
used, is vital to sustainable development. This includes taking the right decisions about protecting it from inappropriate development which was a primary aim in the development of the Local Plan.

3.203 The importance of protecting our soils and the services they provide is set out in the Natural Environment White Paper - The Natural Choice: securing the value of nature (June 2011), including the protection of best and most versatile (BMV) agricultural land (land in Grades 1, 2 and 3a of the Agricultural Land Classification). The guidance explains why soils should be protected and kept healthy and productive. It makes sure that the planning system puts value on natural capital, such as fertile soil; encourages local authorities to promote multi-functional development to get the most from land; and protects BMV land.

3.204 BMV agricultural land is the land which is the most flexible, productive and efficient in responses to inputs and which can best deliver crops for foods and non-food uses such as biomass, fibres and pharmaceuticals. The NPPF also highlights the economic importance of BMV agricultural land.

Figure 34 Regional Agricultural Land Classification Map (Source: Natural England)

3.205 Where land has been allocated for development, it is accepted that in those cases, the need for development outweighed the need to protect those sites on the basis of its land classification. However, in the case of unallocated land, careful consideration will be given to this issue and the impact that the development proposed
will have on the availability of the best and most versatile land.

3.206 Land quality varies from place to place. The Agricultural Land Classification (ALC)\(^28\) provides a method for assessing the quality of farmland to enable informed choices to be made about its future use within the planning system. ALC data should be used to assess the loss or quality of land from a proposed development. This data is also available on ‘Magic’, an interactive, geographical information website.

- **Seek** sustainable local products and materials to aid sustainability.
- **Manage** potable water demands by limiting consumption and using grey water.
- **Maximise** the opportunities to include water-saving measures and appliances.
- **Seek** suitable brownfield land within settlements for homes and other needs.
- **Consider** how to limit the any impact on best and most versatile soils.

14) The Incorporation of Existing Hedgerows and Trees and the Provision of Appropriate New Landscaping to Enhance Biodiversity,

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3.207 Conservation and enhancement of the natural environment including landscapes and green infrastructure to address climate change mitigation and adaptation is a key strategic policy set out in the NPPF. Identifying and implementing ways to help achieve this through sustainable development is central to the SELLP. The retention of existing trees and landscaping on a development site and the provision of new, well-designed landscaping is an effective response.

3.208 Trees, hedgerows and landscaping are a vital and functional part of green infrastructure. Existing trees and hedgerows can significantly contribute to the setting of new developments and can give the impression of early maturity and increased design quality. They help to create a visual link between the new buildings and the surrounding area and aid their integration into the landscape.

3.209 Development proposals should incorporate existing natural features that enhance biodiversity such as trees, hedges and vegetation, into the landscape scheme for the site. This means that the opportunity for habitats and species to be able to adapt to a changing climate is strengthened. The use of local species within landscaping schemes will also contribute towards more

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resilient habitats and enhance the local character. Trees, woodlands and hedgerows offer many environmental, social and economic benefits including:

- Capturing CO2 and providing oxygen, trees remove pollution from the air and improve the quality of water
- Solar shading in summer and allow sunlight through in winter
- Wind speed is reduced
- Flood reduction via rain interception and increases to soil filtration
- Shelter and food for wildlife
- Significant landscape features
- Habitat linkages
- Direct positive impact on health and well-being
- Help to create a sense of place and identity
- Trees can make an area more attractive to new residents and businesses and increase the appeal of a property to prospective buyers

3.210 The intention should be to create long term sustainable planting. The design process should protect good quality existing trees wherever possible and ensure that opportunities are taken for new tree planting, especially in prominent positions. If any trees need to be removed, then replacement planting will be necessary.

3.211 The species of tree chosen will depend on the design outcomes intended, the space available for growth, the considerations of future maintenance and the effects of climate change. Many trees are removed because the wrong species were planted in the wrong place. Narrower, more confined spaces common in urban areas usually require smaller, upright trees. Where space allows, larger growing trees should always be specified.

3.212 Layouts should be designed so that trees have the space to reach maturity without the need for regular tree surgery, do not dominate buildings, cause an unreasonable reduction in light to habitable buildings or completely block direct sunlight to gardens.

3.213 A realistic assessment of the current and future relationships between the existing trees and new structures should be made. Retained trees that are inappropriately incorporated into site layout can become a nuisance, often leading to pressure for them to be removed.

3.214 It is important to ensure that suitable tree species for the site and context are selected and that they are adequately maintained during the establishment period. All new trees should be planted with appropriate root protection zones if required, in order to minimise future damage as the tree matures.

3.215 Specialist arboricultural advice is likely to be required in relation to assessing existing trees in the vicinity of the site, arboricultural mitigation measures and appropriate new planting.
3.216 If there are any trees on or adjacent to an identified development site, a tree survey and a draft tree retention plan should be produced for the pre-application stage. The design of the development should, where possible maximise the number of trees that will be retained. The following approach should be taken:

- Tree survey
- Identification of Tree Constraints
- Identification of tree planting opportunities
- Detailed design
- Arboricultural Impact Assessment
- Tree Protection
- Planning Submission
- Implementation and Monitoring

3.217 Further advice is provided in BS5837:2012 Trees in relation to design demolition and construction.

_Biodiversity and Green Infrastructure_
3.218 The Councils have a duty to consider the conservation of biodiversity when determining planning applications. This includes having regard to the safeguarding of species that are legally protected under the Wildlife and Countryside Act 1981 (as amended), the Conservation of Habitats and Species Regulations 2010 and the Badgers Act 1992.

3.219 Current policy is that the planning system should provide biodiversity net gains wherever possible. Paragraph 170 d) of the NPPF requires planning policies and decisions to contribute to and enhance the natural and local environment by “minimising impacts on and providing net gains for biodiversity, including by establishing coherent ecological networks that are more resilient to current and future pressures.”

3.220 The Government’s 25-year Environment Plan – ‘A Green Future: Our 25-year Plan to Improve the Environment’ sets out goals and targets to strengthen this requirement for planning authorities ensure environmental net gains across their areas.

3.221 The Greater Lincolnshire Nature Partnership (GLNP) is working with partners to achieve that aim. The Nature Strategy for Greater Lincolnshire was published in 2011 (revised 2015) and is called the Lincolnshire Biodiversity

Action Plan (BAP - 3rd edition). It identifies the issues facing the habitats and species of Greater Lincolnshire and describes the actions needed to bring about a more sustainable situation.

3.222 Achieving biodiversity net gain requires a variety of stakeholders to work together and will require developers to analyse what biodiversity exists on-site, linkages to other networks and how this can be used to design the development of the site. There will be a need to quantify what there is, what will be lost, what can be improved and what can be introduced to achieve net gain.

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30 https://glnp.org.uk/ Greater Lincolnshire Partnership Website

3.223 When considered early in the design process, the adoption of suitable design measures can effectively enhance biodiversity in South-East Lincolnshire in a cost-effective manner. This enhancement will usually result from protecting existing biodiversity and: increasing the area of existing habitat(s) and /or creating new functional habitat(s) and /or; implementing specific measures that will benefit certain species including protected or priority species.

Many development sites and buildings may be made use of by wildlife. Typical examples of biodiversity present on site are bats roosting in existing buildings (including ancillary structures such as garages), and also foraging for food within buildings and in the vicinity of existing vegetation.
During the initial site analysis, it is essential to establish the biodiversity potential of the site. Recognising biodiversity features early on offers the best chance of incorporating them into the development design.

It is essential that applicants ensure that they have all the necessary ecological and planning policy information. Doing this at the outset reduces the risk of delays or objections caused by lack of information.

Where appropriate, an Ecological Appraisal should be undertaken by a qualified ecologist to identify key habitats and species on the site and immediate vicinity and establish the key constraints to the site and opportunities for potential habitat improvement. Specific guidance from qualified ecologists is essential, and this should be provided at the earliest possible stage in the development process in order to properly establish the constraints and future requirements for the site.

Good design should be able to demonstrate how biodiversity has been incorporated at an early stage. Planning applications should include information on measures that will enhance, restore and/or create new habitats and improve the built environment for wildlife. This is in addition to protecting existing wildlife and habitats.

The applicant should seek to include measures to ensure that there is a net gain for biodiversity once the development is complete. Recommendations that contribute to this net gain can be included in the assessment of habitats and species. A net gain for biodiversity will usually result from:

- Increasing the area of existing habitats.
- Creating new habitats.
- Implementing specific measures that will benefit particular species.

Biodiversity can be enhanced by:

- Better management of habitats that already exist.
- Creating linkages between habitats both within and adjacent to the site so that wildlife can move between habitats.
- Creating new habitats such as woodland, hedges, ponds and wildflower meadows that will benefit wildlife.
- Ensuring that landscape schemes benefit wildlife.
- Integrating nesting and roosting opportunities for bats and birds into built structures.
3.230 Applicants should ensure that any ecological surveys are provided with the planning application to help prevent delays with the planning process. Failure to submit accurate, up-to-date environmental information can result in refusal to validate the application or refusal when considered against policy. Surveys of species and habitats often need to take place at particular times of the year and need to be planned in advance. Appendix 4 provides a table showing the appropriate times of year to undertake surveys for different species.

3.231 It is important to ensure that there is not a significant gap between conducting surveys and submitting a planning application. Some ecological data may become out of date within a short period of time, especially if circumstances change. Collecting ecological information is a two-stage process:

- Biodiversity Checklist: Identify features in and around the site which may be of diversity value.
- Ecological Survey: if the Biodiversity Checklist identifies features of potential value, a more thorough assessment of those features should be carried out.

3.232 It is a common misconception that habitat and species surveys can be postponed until after the determination of the application and then addressed by a planning condition. This is unacceptable as there is no reasonable way for the local planning authorities to exercise additional control, amend the application or revoke planning permission after planning permission has been granted if major impacts on wildlife are revealed be survey work.

3.233 Green infrastructure is a network of functional green space which supports natural and ecological processes and is integral to the health and quality of life of communities. It includes:

- Parks and Gardens
- Amenity Greenspace (informal recreation spaces, housing green spaces, domestic gardens, village greens, urban commons, playing fields, other incidental space, green roofs).
- Natural and semi-natural urban greenspaces (woodland and scrub, wetlands, open and running water, wastelands and disturbed ground).
- Green corridors (rivers and canals including their banks, road and rail corridors, cycling routes, pedestrian paths, and rights of way).
- Other (allotments, community gardens, city farms, cemeteries and Churchyard).
3.234 Development proposals should include design measures that will enhance, restore or create features or habitats used by wildlife. The creation of new and/or enhancement of existing green infrastructure and habitats in or around new developments can be developed by incorporating some, or all of the measures listed below:

- Creating new green infrastructure, including green corridors linking habitats on and next to the site so that wildlife can move between habitats.
- Creating new habitats such as hedges and ponds that will benefit wildlife. Often even small scale, cost-effective habitat creation can provide significant biodiversity gains and greatly add to the visual interest of the development.
- Ensuring that landscape schemes, including ornamental landscaping and management routines, benefit wildlife and biodiversity.
- Integrating nesting and roosting opportunities for bats and birds into buildings and other built structures.
- Multi-functional spaces that can also effectively function as habitats for biodiversity.

3.235 New development can provide opportunities to enhance and increase the green infrastructure in SE Lincolnshire such as Naturalised Sustainable Drainage Systems such as swales, rain gardens and ponds; green roofs and living walls; and tree planting schemes (including street trees).

3.236 A green or ‘living roof’ is where vegetation is incorporated into a roof, usually supported by a growing medium. There are 3 main types: sedum mats, substrate-based and green/brown roofs. Living roofs can provide many benefits including:

- Acting as insulation, reducing the energy needs of development and providing noise insulation.
- Keeping local areas cooler (reducing the ‘heat island’ effect)
- Absorbing rainfall and reducing run-off.
- Improving biodiversity.
- Improving air quality.
- Improving amenity for occupiers.
- Improving the appearance of development.

Figure 39 Green Roofs
Useful information on Green Infrastructure includes: Green Infrastructure Guidance (Natural England)\textsuperscript{32}.

- **Incorporate** existing natural features.
- **Protect** good quality trees and take opportunities for new prominent tree planting.
- **Plan** for replacement trees if necessary.
- **Ensure** trees have space to reach maturity.
- **Design** in appropriate root protection zones.
- **Obtain** specialist arboricultural advice.
- **Demonstrate** how biodiversity has been incorporated at an early stage.
- **Undertake** ecological surveys.
- **Design** in enhancement, restoration and creation of wildlife features or habitats.

\textsuperscript{32} \url{https://www.gov.uk/government/organisations/natural-england}
3.238 Heritage assets are a key component of sustainable development. The re-use of such assets can be used to boost local economies, attract investment, highlight local distinctiveness and add value to neighbouring properties.

3.239 Policy 29 of the SELLP (The Historic Environment) sets out a framework for the conservation and enjoyment of the historic environment which includes Listed Buildings, Conservation Areas, Archaeology and Scheduled Monuments. Registered Parks and Gardens and Enabling Development. This section of the SPD provides further guidance specifically in relation to the use or re-use of historic buildings.

3.240 Any historic buildings can be adapted for new uses without seriously damaging their historic character. Certain ‘special-use’ properties e.g. windmills may, however, be extremely difficult to adapt to new uses without major intervention and a resulting loss of historic character and even integrity.

3.241 The best way to conserve a building is to keep it in use or to find it an appropriate new use. Sensitive re-use or adaptation adds to the richness and variety of a scheme and its diversity of activities and users. Many historic buildings have well-established and appropriate uses. Paragraph 190 of the National Planning Policy Framework (NPPF) requires local planning authorities to take the significance of any heritage asset into account when considering the impact of a proposal on a heritage asset, to avoid or minimise any conflict between the heritage asset’s conservation and any aspect of the proposal.

3.242 The historic use makes an important contribution to the significance. Any proposal should be informed by a thorough evaluation of significance. Any change of use should ensure that there is no unjustified adverse impact on the significance or on the ability to appreciate its significance. Where feasible, retaining a historic building in its original or historic use, or returning it to such a use is often desirable to preserving significance.

3.243 In some cases, however, a whole or partial change of use may be required to ensure a structure’s future, its sustainability, repair and protection. Creative reuse and adaptation can contribute positively to a building’s history in an environmentally sustainable way. Equally, inappropriate re-use can significantly detract from a building or structure’s special interest. For this reason, any reuse or adaptation to a building must be well justified and informed.

3.244 The primary objective of all conversions must be to retain the character and appearance of the original building. Stripping the historic fabric should in the first instance be avoided and, wherever possible, architectural features should be repaired and retained. The limits imposed by the structure and features of the
asset are an important consideration, as well as an understanding of the significance of individual elements, derived from both the physical evidence and documentary sources. Put simply, the question is whether or not the building can accommodate the requirements of the new use without seriously compromising the architectural character and/or the historic fabric.

3.245 The Historic England\textsuperscript{33} publication ‘Making Changes to Heritage Assets’\textsuperscript{34} provides information on repair, restoration, addition and alteration works to heritage assets to assist local authorities, planning and other consultants, owners, applicants and other interested parties in implementing historic environment legislation, the policy in the National Planning Policy Framework (NPPF) and the related guidance given in the Planning Practice Guidance (PPG). In addition to these documents, this advice should be read in conjunction with the relevant Good Practice Advice and Historic England advice notes, including the publication ‘Understanding Historic Buildings: Policy and Guidance for Local Planning Authorities’ (2008).\textsuperscript{35}

3.246 The long-term suitability of any possible re-use should be considered. For instance, what would happen if circumstances were to change: can any alterations be reversed without damage to the building. It should be noted that reversibility should not be an excuse for work of poor quality, and sometimes there may be an advantage in well-conceived and executed permanent alteration, but the case for making the change reversible should always be considered.

3.247 The reuse of heritage buildings with a function that is compatible with their character provides a long-term sustainable solution for preservation. It also ensures the proper maintenance of the building and helps to protect the sense of place. The new use and the required

\begin{figure}[H]
\centering
\includegraphics[width=\textwidth]{figure40.jpg}
\caption{Grade II Listed Old Kings Head Kirton}
\end{figure}

\textsuperscript{33} \url{https://historicengland.org.uk/} Historic England Website
\textsuperscript{35} \url{https://historicengland.org.uk/images-books/publications/understanding-historic-buildings-policy-and-guidance/understanding-historic/}
changes should protect and enhance the cultural significance of the building.

Figure 41 Holland House, Spalding (conversion from old Tax office to flats)

3.248 The Councils will take into account the desirability of new development making a positive contribution to the character and local distinctiveness of the historic environment. The consideration of design will include scale, height, massing, alignment, materials and use. The following matters should be taken into account when considering the use:

- **Openings** – Where existing openings are to be closed or glazed, they should be treated in such a manner that the full extent of the original opening retains its identity. Openings that do exist are often asymmetrically located on an elevation and in positions which require some careful thought when planning the internal configuration of internal spaces. Proposals must make the best use of existing openings which should be retained, particularly where these are original and new openings are kept to a minimum.

- **Large barn doorways** - are often the main feature of agricultural barns and should be incorporated in any conversion to ensure the essential character and appearance of the building is retained

- **Extensions** – consider scale, design and materials and how will this join and read against the existing building. In some cases, it may be more appropriate to design a modern extension, rather than copy the style of the original building.

- **Sub-divisions** - Design challenges associated with the conversion of buildings often relate to the creation of room and floor divisions in buildings which originally comprised large internal spaces. Consider the sub-division of existing rooms/spaces will affect decorative plasterwork, panelling or the plan form.

- **Setting** - Can the building accommodate the requirements of the new use without seriously compromising its setting. For example, increased car parking and its location; surfacing; entrance/exit site lines; Division of open space; Separation of
any historically-linked curtilage buildings; Impact on standing or buried archaeological remains; The effect of the re-use on the broad character of any conservation area

- **Compatibility of modern building methods and materials** - for example, historic buildings with solid wall construction are not compatible with modern cavity wall construction, as solid walls are designed to absorb moisture whereas cavity walls are designed to keep moisture out. Similarly, it is rarely successful to retrofit buildings with damp proof courses and concrete floors as these can restrict moisture movement and prematurely decay the building’s fabric.

- **Choice of materials** – should be compatible with the building, e.g. lime mortar should be used on solid wall construction instead of modern cement as it allows the wall to breathe. External paints should also be breathable, which will be compatible with the building and will help prevent peel or cracking.

- **The extent of Rebuild** - the extent of rebuilding that is required needs to be considered if the building is derelict or a ruin. A Structural Report will need to be submitted with any planning application for agricultural buildings to demonstrate that the building is capable of conversion without substantial rebuilding or extension.

- **New Servicing Requirements** - the introduction of pipework, electrical cabling or altering the internals.

- **Floor Loading** - Will floor loadings require strengthening of existing floor structures.

- **Means of Escape** – fire and safety

3.249 Where a proposal has a harmful impact on the significance of a designated heritage asset which is less than substantial harm, in all cases the Councils will: (i) weigh the public benefit of the proposal (for example, that it helps to secure the optimum viable use of the heritage asset in the interests of its long-term conservation) against the harm; and (ii) recognise that the greater the harm to the significance of the heritage asset the greater the justification will be needed for any loss.

- **Conserve** buildings by ensuring appropriate use and avoiding dereliction.
- **Reuse** Heritage buildings in a way compatible with their character and preservation.
- **Design** new uses to avoid adverse impact on their significance
• **Conversions** should retain the character and appearance of the original building.
• **Consider** scale, height, massing, alignment, materials and use in all proposals.
• **Retain** the historic fabric wherever possible, architectural features should be repaired and retained.
4 Design Approach

4.1 Through the application of the guidance set out in this document, developers and the Councils together can maximise the positive impact which can result from well designed and constructed new development, producing positive benefits for the community and the environment.

4.2 Every new development presents a unique opportunity to design a scheme which makes positive use of a site’s characteristics and the local context. Applicants and developers are encouraged to seek design solutions which create places which are sustainable, attractive and safe.

4.3 Well-designed development proposals are shaped by an understanding of the context that identifies opportunities for the design as well as the constraints. A well-designed scheme should make a positive contribution to the environment. It is the result of an evolving design process which starts with an understanding of the scheme’s site-specific and wider context.

4.4 The site analysis is a record of everything known about the site which has a bearing on design. Each site is different, and the designer needs to analyse its characteristics. (see Figure 42 below) The level of detail will depend on the proposal. Site opportunities and strengths should be identified together with local contextual analysis and interpretation. Any application should demonstrate a clear understanding of the existing situation, including surrounding land uses. It should be prepared so that it shows the Councils how the proposed design responds to its context and will contribute towards a sense of place and local distinctiveness.

4.5 New development must relate well physically, functionally and visually to the site and its setting. This can be achieved if the site is analysed and features identified to record what elements may have a valuable or potentially harmful impact on the proposed development. These may include the following:

4.6 In some locations, the surrounding environment will provide few contextual clues or positive features where any attempt at integrating the development could mean reinforcing badly designed unattractive development. In these instances, inspiration should be drawn from the wider context and aim to create an innovative and visually attractive development that will make a positive contribution to development in the locality, leading the way for better development in the future.

4.7 Having completed a full analysis of the site and character of the area the next stage is to develop a design concept to create a structure for the detailed design work which needs to be based on established urban design principles. The most successful designs explore all the options available in order to establish the most suitable design solution for a site using the principles set out in this SPD. At this stage, it may be advisable to carry out pre-application consultation with the Local Planning Authority, as this allows the developer and council to consider the conclusions drawn
from the contextual survey and analysis the appropriateness of the vision for the new development. This should then allow the detailed design work to be done with more confidence, and lead to greater clarity regarding the likely outcomes of the application process.

4.8 Effective collaboration between planners, investors, applicants and developers and the local community is critical to the design, approval and implementation of new development. In the first instance, reference should be made to the South East Lincolnshire Statement of Community Involvement (SCI). This sets out what is expected from applicants in terms of consultation on development proposals over and above the basic statutory requirements.
<table>
<thead>
<tr>
<th>Site Characteristics</th>
</tr>
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</table>
| Existing Access (vehicular, pedestrian, cycle)
| Existing routes through the site (PROW, safeguarded routes, links to wider transport networks)
| Boundary Treatments
| Historic Layout and Uses
| Existing Buildings (quality, heritage significance)
| Landscape Features (trees, hedges, water features)
| Existing and potential wildlife habitats
| Green corridors/amenity/recreation opportunities
| Views into and out of the site
| Topography /changes in ground levels
| Natural drainage |

<table>
<thead>
<tr>
<th>Site Context</th>
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<tbody>
<tr>
<td>(Position of development site)</td>
</tr>
</tbody>
</table>
| Edge of a settlement or 'gateway' site
| Is it (or should it be) a focal point?
| Is it in a prominent location?
| The architectural form of the surrounding buildings
| Listed Buildings, Conservation Area, Landscape, Parks and Gardens, Scheduled Monuments
| Surrounding landscape features
| Open spaces, footpaths and green spaces
| Geological or geodiversity interests |

<table>
<thead>
<tr>
<th>Networks/Accessibility</th>
</tr>
</thead>
</table>
| The layout of surrounding road, footpaths or cycleways
| Location of public transport
| Accessibility of services and facilities
| Adjacent Land Uses
| Visible landmarks |

<table>
<thead>
<tr>
<th>Building Layouts and Streetscape</th>
</tr>
</thead>
</table>
| Patterns in the road and car park layouts
| Arrangement of buildings
| Road hierarchy (width, building lines, length of front gardens)
| Relationship between buildings and street vistas
| Patterns in building design (form, scale, materials, roof, window, doorway design) |
Figure 43 Design Process
5 Pre-Application Advice

5.1 The Councils wish to see high quality design throughout South East Lincolnshire. Engagement with all partners is encouraged at every stage of the process. Effective collaboration between planners, investors/developers and the local community for significant development, and indeed for any proposals, in general, is critical to the design, approval and successful implementation of new development. The key to this is entering into early dialogue with the Councils through the pre-application enquiry process.

5.2 Pre-application discussions are an integral part of the development process and are an opportunity for the local planning authority to discuss the intended approach to the site and how design policies and guidance need to be applied.

5.3 Pre-application discussion of proposals at an early stage is encouraged. If any issues can be identified at an early stage it is much easier for an applicant to take them into account and adjust the design accordingly. Advice can also be given on putting the application together and the process which will be followed during the decision-making process.

5.4 In providing pre-application advice, the local planning authority may draw upon its own appropriately skilled and experienced staff, external consultants or design review panels.

5.5 It is up to applicants to adequately resource themselves and engage specialists with appropriate qualifications and experience to advise on technical matters. Scheme design, housing types, affordable housing and planning obligations (S106 agreements) can be discussed during the early pre-application stages.

5.6 Below is a list of steps that can be used to aid the design process:

- Appoint a professional designer or design team
- Hold early discussions with designers, planners and other relevant stakeholders
- Agree on a design brief for the site
- Submit good clear drawings (illustrations, computer generated images)
- Include a sound and thorough Design and Access Statement that provides a design rationale for the design principles and the way in which the layout has evolved.

5.7 By considering the advice within this SPD and entering into early discussions with the Council, it is considered that misunderstandings around how a site can be developed and abortive costs on design and plan drawing can be minimised, along with the time taken to reach a positive outcome following the formal submission of the application.
6 Assessing and Improving Design Quality

Design Review
6.1 Design Review is a tried and tested method of promoting good design and is an effective way of improving quality. The Design Review process provides impartial expert advice to applicants and local authorities on design issues in relation to important new development schemes.

6.2 Design review provides additional expert advice to inform the planning process. In line with the NPPF and in dialogue with design professionals, the Councils aim to strengthen and expand the capacity for independent expert design review as part of the design process.

6.3 A Design Review Panel comprises a group of independent, multi-disciplinary professionals working in the built environment field. Panel members must not have a prejudicial interest in the schemes which they are assessing.

6.4 The Panel recommendations can be used to improve design quality in proposals. They are of great value in emerging schemes prior to the submission of a planning application as well as to the review of a ‘live’ application in advance of any determination to grant planning permission.

6.5 A proposal which has been through the design review process is far less likely to be refused planning permission on the grounds of poor design. The use of Design Review by both local authorities and developers is reinforced by the NPPF (paragraph 129). Developers and landowners will be encouraged to use design review as a useful mechanism for supporting the process of securing high-quality design (for example in the exceptional cases of ‘paragraph 79’ dwellings).

Assessment Frameworks

6.6 Assessment Frameworks are a set of criteria against which a design can be assessed. Building for Life 12 is an example of an Assessment Framework covering a range of issues which are important for securing well-designed places.

36 Paragraph 79 of the NPPF
7 Submitting a Planning Application

7.1 The Councils encourage developers to submit as much detail as possible with an application, rather than leaving these under consideration for approval under the discharge of conditions. Such detail might include for example, the choice of materials, boundary treatments, refuse collection and storage, cycle parking and landscaping.

Design and Access Statements

7.2 Design and Access Statements set out the narrative for the design approach and design rationale for a scheme. They demonstrate how the local character of an area has been taken into account and how design principles will be applied to create a high-quality scheme.

7.3 Design and Access Statements are short reports accompanying planning applications. They provide a framework for applicants to explain how a proposed development is a suitable response to the site and its setting and demonstrate that it can be adequately accessed by prospective users.

7.4 Design and Access Statement are required to be submitted for applications for major development, both outline and full and development, where any part is within a designated area (Conservation Area and World Heritage Site) consisting of provision of one or more dwellings or the provision of a building or buildings where the floor space created, is 100m² or more.

7.5 A Design and Access Statement should:

(a) Explain the design principles and concepts that have been applied to the development.

(b) Demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account.

(c) Explain the policy adopted as to access, and how policies relating to access in relevant local development documents have been taken into account.

(d) State what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and

(e) Explain how any specific issues which might affect access to the development have been addressed.
7.6 The Councils balance a number of factors in determining planning applications and officers are required to assess each planning application on its own merits. It is strongly advised that applicants take into account the relevant information in this SPD, policies in the South East Lincolnshire Local Plan, policies in any relevant Neighbourhood Plan and the NPPF before submitting a planning application.

7.7 All applications will be assessed on a case by case basis taking into account the individual circumstances which are specific to the application.

7.8 For information on the documents required for submitting a planning application, please visit the Council websites:

South Holland District Council Local Validation List: https://www.sholland.gov.uk/article/11295/Local-Validation-List

Glossary of Terms

**Active Frontage:** The front of buildings with openings onto the space that generate activity and engagement between the building interior and the space outside, particularly entrances.

**Amenity:** A positive element or elements that contribute to the overall character or enjoyment of an area. For example, open land, trees, historic buildings, and the inter-relationship between them, or less tangible factors such as tranquillity.

**Amenity Space:** The outside space associated with a home or homes. It may be private or shared, depending on the building it serves.

**Biodiversity:** The whole variety of life encompassing variations, including plants and animals.

**Building for Life:** A measurement of the quality of development initiated by the Commission for Architecture and the Built Environment (CABE).

**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. Mitigation is action to reduce the impact on climate change and adaptation is lowering the risks posed by the consequences of climate change.

**Design Review:** Design review is an independent assessment of development proposals by a panel of multidisciplinary professionals and experts, which can inform and improve design quality in new development.

**Combined Heat and Power (CHP):** CHP is the generation of both usable heat and power (electricity) in a single, highly efficient process. CHP can use renewable or fossil fuels.

**Conservation Area:** A specifically defined and protected environmental area in view of its special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance. They are designated by Local Planning Authorities. It is a statutory recognition of the value of a group of buildings and their surroundings and the need to protect not just the individual buildings, but the character of the area as a whole.

**Green Corridor:** Uninterrupted network of natural features within an urban area that acts as a linkage for wildlife, and potentially for people.

**Green Infrastructure:** A network of high quality, multi-functional green spaces and other environmental features, urban and rural. The greatest benefits will be gained when it is designed and managed as a multifunctional resource which is capable of delivering a wide range of environmental and quality of life benefits for local communities.

**Heritage asset:** A building, monument, site, place, area or landscape identified as having a degree of significance meritng consideration in planning decisions, because of its heritage interest. They include nationally designated heritage assets and assets identified by the local planning authority.

**Listed Building:** A building or structure that is considered to be of special national architectural or historic interest. It is protected by law from unauthorised alterations or demolition.
**National Planning Policy Framework (NPPF):** sets out the Government’s planning policies for England and how these are expected to be applied.

**National Planning Practice Guidance (NPPG):** A web-based resource, the National Planning Practice Guidance was launched in 2014 to provide more detailed guidance on the contents of the NPPF.

**Natural Surveillance:** when buildings around a space are designed with features that are likely to lead to people overlooking the space. These may be windows, balconies, front gardens or entrances.

**South East Lincolnshire Local Plan:** The plan for the future development of South East Lincolnshire drawn up by the Joint Strategic Planning Committee (JSPC).

**Supplementary Planning Document (SPD):** Provides supplementary information to support policies in Development Plan Documents, but do not form part of the Development Plan and are not subject to independent examination. They carry some weight in planning decisions but less weight than Development Plan Documents.

**Sustainable Development:** The (2004) Act contains a statutory requirement for local planning authorities to undertake their functions with a view to contributing to the achievement of sustainable development. The widely used definition of sustainable development is “development that meets the needs of the present without compromising the ability of future generations to meet their own needs.” To achieve this, communities, planners, developers and decision-makers need to consider the long-term social, economic and resource impacts of development.

**Sustainable Drainage Systems (SuDS):** An artificial drainage solution which reduces and slows the quantity and rate of surface water run-off from new development, dealing with it as close to source as possible.
APPENDIX 1 – Policy 3 Design of New Development

All development will create distinctive places through the use of high quality and inclusive design and layout and, where appropriate, make innovative use of local traditional styles and materials. Design which is inappropriate to the local area, or which fails to maximise opportunities for improving the character and quality of an area, will not be acceptable.

Development proposals will demonstrate how the following issues, where they are relevant to the proposal, will be secured:

1. creating a sense of place by complementing and enhancing designated and non-designated heritage assets; historic street patterns; respecting the density, scale, visual closure, landmarks, views, massing of neighbouring buildings and the surrounding area;

2. distinguishing between private and public space;

3. the landscape character of the location;

4. accessibility by a choice of travel modes including the provision of public transport, public rights of way and cycle ways;

5. the provision of facilities for the storage of refuse/recycling bins, storage and/or parking of bicycles and layout of car parking;

6. the lighting of public places;

7. ensuring public spaces are accessible to all;

8. crime prevention and community safety;

9. the orientation of buildings on the site to enable the best use of decentralised and renewable low-carbon energy technologies for the lifetime of the development;

10. the appropriate treatment of facades to public places, including shop frontages to avoid visual intrusion by advertising, other signage, security shutters, meter boxes and other service and communication infrastructure;

11. residential amenity;

12. the mitigation of flood risk through flood-resistant and flood-resilient design and sustainable drainage systems (SuDS);
13. the use of locally sourced building materials, minimising the use of water and minimising land take, to protect best and most versatile soils;

14. the incorporation of existing hedgerows and trees and the provision of appropriate new landscaping to enhance biodiversity, green infrastructure, flood risk mitigation and urban cooling;

15. the appropriate use or reuse of historic buildings.
APPENDIX 2 - Building for Life Questions

1 Connections
Does the scheme integrate into its surroundings by reinforcing existing connections and creating new ones, while also respecting existing buildings and land uses around the development site?

2 Facilities and Services
Does the development provide (or is it close to) community facilities, such as shops, schools, workplaces, parks, play areas, pubs or cafes?

3 Public transport
Does the scheme have good access to public transport to help reduce car dependency?

4 Meeting local housing requirements
Does the development have a mix of housing types and tenures that suit local requirements?

Creating a place

5 Character
Does the scheme create a place with a locally inspired or otherwise distinctive character?

6 Working with the site and its context
Does the scheme take advantage of existing topography, landscape features (including watercourses), wildlife habitats, existing buildings, site orientation and microclimates?

7 Creating well-defined streets and spaces
Are buildings designed and positioned with landscaping to define and enhance streets and spaces and are buildings designed to turn street corners well?
8 Easy to find your way around
Is the scheme designed to make it easy to find your way around?

9 Streets for All
Are streets designed in a way that encourage low vehicle speeds and allow them to function as social spaces?

10 Car parking
Is resident and visitor parking sufficient and well-integrated so that it does not dominate the street?

11 Public and private spaces
Will public and private spaces be clearly defined and designed to be attractive, well managed and safe?

12 External storage and amenity space
Is there adequate external storage space for bins and recycling as well as vehicles and cycles?
APPENDIX 3 – Policy 36 Vehicle and Cycle Parking

All new development, including change of use, should provide vehicle and cycle parking, in accordance with the minimum Parking Standards adopted by the Local Planning Authorities (in Appendix 6), unless a high quality-design can demonstrate that a lower standard of provision delivers the requirements set out in 1-4 below. Parking for residents, employees and visitors should be integral to the design and form of all new development and should ensure that:

1. parking spaces are fit for their intended use in terms of size and design;

2. for major residential development:
   a. a balanced provision of allocated and communal parking is provided, overlooked and accessible to the development it serves;
   b. off-curtailage parking is designed to maximise levels of security and safety for vehicles, drivers and pedestrians; and
   c. a secure, covered, convenient space to store at least two bicycles is provided within each residential plot; in the case of flatted developments this may be provided as a communal facility within the curtilage of the building containing the flats;

3. for major non-residential development:
   a. secure, covered, convenient storage for bicycles for employees should be provided close to an entrance to the building. Changing and shower facilities should be provided where possible;
   b. secure, covered bicycle storage for visitors are located close to the main entrance to the building;
   c. where more than 50 parking spaces are provided, at least one double electric vehicle charge point will be required (2 spaces). For each additional 50 parking spaces, one double charging point should be provided up to a maximum of three (6 spaces); and

4. parking is well-integrated within the townscape or landscape, through an appropriate use of materials and landscaping;

Innovative solutions to vehicle-parking provision including shared spaces (where the location and patterns of use permit), and the incorporation of measures such as car clubs, will be supported.

An adequate supply of safe, secure and convenient public parking for vehicles will be delivered within and adjacent to the town centres, in partnership with the Local Highway Authority.
To demonstrate compliance with this policy, a Transport Assessment and associated Travel Plan should be submitted with proposals. The form will be dependent upon the scale and nature of the development and should be agreed through early discussion with the Local Highway Authority.

Negotiation on parking requirements should be in accordance with the Parking Standards SPD.
## APPENDIX 4 – Timing of Surveys

<table>
<thead>
<tr>
<th>Habitats/Vegetation</th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
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</thead>
<tbody>
<tr>
<td>Preliminary Ecological Appraisals</td>
<td>Phase 1 Surveys only</td>
<td>Detailed Habitat Assessments</td>
<td>Phase 1 Surveys only</td>
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<tr>
<td>Badgers</td>
<td>Possible all year round. The best time is Spring and early Autumn/Winter.</td>
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<tr>
<td>Bats</td>
<td>Activity and Emergence Surveys</td>
<td>Inspection of roosts and Habitat Assessments</td>
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<tr>
<td>Birds</td>
<td>Winter Birds</td>
<td>Breeding Birds/Migrant Species</td>
<td>Breeding Birds</td>
<td>Breeding Birds/Migrant Species</td>
<td>Winter Birds</td>
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<tr>
<td>Dormice</td>
<td>Nest Searches and nest tube surveys</td>
<td>Nut Search and Habitat Assessment</td>
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<tr>
<td>Great Crested Newts</td>
<td>Pond surveys for adults’</td>
<td>Mid-March to Mid-June</td>
<td>Habitat and Larvae Surveys to Mid-Aug</td>
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<tr>
<td>Reptiles</td>
<td>Terrestrial searches</td>
<td>Peak survey months are April, May and Sept</td>
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<tr>
<td>Water Voles</td>
<td>Low activity Jan</td>
<td>May be constrained by weather and vegetation cover</td>
<td>Reduced activity Oct-Dec</td>
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<tr>
<td>Otters</td>
<td>Limited as floods reduce signs of presence</td>
<td>Searches for field signs can be restricted by vegetation</td>
<td>Limited as floods reduce signs of presence</td>
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| Optimal Survey Period | Sub-optimal Survey Period | No Surveys |
SOUTH HOLLAND DISTRICT COUNCIL

Report of: Executive Manager - Governance (Deputy Monitoring Officer)

To: Policy Development Panel – 23 June 2020

(Author: Christine Morgan - Democratic Services Officer)

Subject: Policy Development Panel Work Programme

Purpose: To set out the Work Programme of the Policy Development Panel

Recommendation:

That the Panel reviews its work programme and the scheduled dates of outstanding reports.

1.0 BACKGROUND

1.1 Background

1.1.1 This report records the issues for consideration that have been identified by the Panel for inclusion on its Work Programme. As a result of the Council’s emergency response to the Coronavirus pandemic, the previous meeting of the Panel was cancelled and work on a number of anticipated reports had to pause. The Panel is now asked to review the work programme and outstanding reports.

1.2 Issues

1.2.1 Appendix A sets out the dates of recent and future Panel meetings along with items that were due for consideration at each. These items were either originally suggested by councillors or are being referred to the Panel from officers or the Cabinet. A number of items have been identified for re-allocation to new meeting dates. This appendix will be updated as new items are identified.

1.2.2 Appendix B sets out the task groups that have been identified by the Panel. The table shows:

- The name of the task group
- What it wants to achieve
- Key dates
- Membership of the task group
- When the task group will be reporting back to the Panel

1.2.3 The Panel is invited to consider whether the work programme remains appropriate and whether any additional areas for scrutiny should be identified.

2.0 OPTIONS

2.1 To review the Work Programme and scheduled outstanding reports.

2.2 To do nothing.
3.0 **REASONS FOR RECOMMENDATION**

3.1 To allow councillors to feed into the Panel’s calendar of Work Programme items and the Work Programme on a regular basis, to ensure that they stay relevant and up to date.

4.0 **EXPECTED BENEFITS**

4.1 The calendar of Work Programme items and the Work Programme will provide councillors with up to date and relevant information. Timelines for various calendar items and proposed task groups within the Work Programme are included within the appendices.

5.0 **IMPLICATIONS**

In preparing this report, the report author has considered the likely implications of the decision - particularly in terms of Carbon Footprint / Environmental Issues; Constitutional & Legal; Contracts; Corporate Priorities; Crime & Disorder; Equality & Diversity/Human Rights; Financial; Health & Wellbeing; Reputation; Risk Management; Safeguarding; Staffing; Stakeholders/Consultation/Time scales; Transformation Programme; Other. Where the report author considers that there may be implications under one or more of these headings, these are identified below.

5.1 **Corporate Priorities**

5.1.1 In identifying issues for inclusion on the work programme, councillors consider the suitability of the subject, taking into account such considerations as whether the issue is strategic and significant and whether it is likely to lead to effective outcomes. One of the indicators against which each potential task group is considered identifies how strongly the topic links to the Council's key aims and priorities.

6.0 **WARDS/COMMUNITIES AFFECTED**

6.1 This report has no implications however, as individual items are progressed through the Work Programme, their impact on wards and communities will be assessed.

7.0 **ACRONYMS**

7.1 None.

Background papers:- None

<table>
<thead>
<tr>
<th><strong>Lead Contact Officer</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name and Post:</td>
<td>Christine Morgan Democratic Services Officer</td>
</tr>
<tr>
<td>Telephone Number</td>
<td>01775 764454</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:cmorgan@sholland.gov.uk">cmorgan@sholland.gov.uk</a></td>
</tr>
</tbody>
</table>

Key Decision: No
Exempt Decision: No

This report refers to a Mandatory Service

Appendices attached to this report:
Appendix A  Work Programme Calendar
Appendix B  Task Group Work Programme 2020/21
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### APPENDIX A

**Policy Development Panel – Calendar of Work Programme items**

<table>
<thead>
<tr>
<th>Date of Meeting</th>
<th>Agenda items</th>
<th>Proposed revised meeting dates for consideration</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 March 2020</td>
<td>• Policy Register – standing agenda item.</td>
<td>• Standing item - on this agenda (23/6/20)</td>
</tr>
<tr>
<td></td>
<td>• Asset Management Strategy – update to be provided (as part of the Policy Register item).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Review of Lettings Policy for SHDC’s Industrial Units – To put forward a revised Lettings Policy for Industrial Sites</td>
<td>• To PDP 15/9/20</td>
</tr>
<tr>
<td></td>
<td>• Empty Homes Strategy – To target owners of long term empty properties in order to increase the availability of properties to rent or buy and regenerate the area.</td>
<td>• To PDP 15/9/20</td>
</tr>
<tr>
<td></td>
<td>• Housing Assistance Policy – To update policies and enable South Holland District Council to further assist a range of vulnerable and/or disadvantaged households</td>
<td>• To PDP 15/9/20</td>
</tr>
<tr>
<td></td>
<td>• Planning Design Task Group Final Report</td>
<td>• Moved to 23/06/20 below</td>
</tr>
<tr>
<td>23 June 2020</td>
<td>• Taxi Licensing Policy – To consider the draft Taxi Licensing Policy</td>
<td>• To PDP 4/11/20</td>
</tr>
<tr>
<td></td>
<td>• Policy Register – standing agenda item.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Review of Work Programme</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Planning Design Task Group Final Report</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Presentation on Commercial Assets (new item added June 2020)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Presentation on Housing Issues (new item added June 2020)</td>
<td></td>
</tr>
<tr>
<td>15 September 2020</td>
<td>• Policy Register – standing agenda item.</td>
<td>• See items above proposed for rescheduling.</td>
</tr>
<tr>
<td>4 November 2020</td>
<td>• Policy Register – standing agenda item.</td>
<td>• See item above proposed for rescheduling</td>
</tr>
<tr>
<td>7 January 2021 (Joint PMP/PDP – Budget Scrutiny)</td>
<td>.</td>
<td></td>
</tr>
<tr>
<td>19 January 2021</td>
<td>• Policy Register – standing agenda item.</td>
<td></td>
</tr>
<tr>
<td>2 March 2021</td>
<td>• Policy Register – standing agenda item.</td>
<td></td>
</tr>
</tbody>
</table>
# POLICY DEVELOPMENT PANEL – WORK PROGRAMME 2020/2021

<table>
<thead>
<tr>
<th>Name of Task Group</th>
<th>What the Task Group wants to achieve</th>
<th>Date added to Work Programme</th>
<th>Date Work Commenced</th>
<th>Membership of Task Group</th>
<th>Proposed date to report back to Panel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning Design</td>
<td>To consider the draft Supplementary Planning Design document and how design issues raised (including those arising from the Performance Monitoring Panel’s Review of Implemented Planning Decisions tour) could be addressed within the document; and That the Task Group’s recommendations be incorporated into the draft Supplementary Planning Document, to be considered by the Policy Development Panel on 24 March 2020, with final agreement by the South East Lincolnshire Joint Strategic Planning Committee Scope agreed at first Task Group meeting 28 January 2020</td>
<td>25 June 2019</td>
<td>28 January 2020</td>
<td>J Astill (Chair) J L King P A Redgate J L Reynolds S C Walsh</td>
<td>Final Report to PDP 24 March 2020-cancelled 23 June 2020</td>
</tr>
<tr>
<td>Community Infrastructure Levy (CIL) Task Group</td>
<td>Scope to be agreed at first meeting of the Task Group. Task Group to consider the facts on the CIL, and findings to be fed into Supplementary Planning Document (SPD)</td>
<td>24 September 2019 Reconsidered 21/1/20</td>
<td>To run at same time as Planning Design Task Group-findings to be fed into SPD.</td>
<td>Avery Drury McLean Woolf</td>
<td></td>
</tr>
<tr>
<td>Name of Task Group</td>
<td>What the Task Group wants to achieve</td>
<td>Date added to Work Programme</td>
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</tbody>
</table>
| Data Protection/Data Retention Task Group | To consider the implications of forthcoming changes to the Data Protection Policy as follows:  
- To develop the new policy in light of issues raised in the gap analysis and legislative changes and that a more detailed suggested scope would be circulated prior to the first Task Group meeting. | 3 October 2017 | 11 December 2017 | H Drury, M D McLean, A R Woolf (Chairman), A Harrison | To PDP 1 May 2018  
To Cabinet 29 May 2018 |