

# Executive

Wednesday 27 June 2018

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A meeting of the Executive will be held at the Town Hall, Royal Leamington Spa on Wednesday 27 June 2018 at 6.00pm.

## Membership:

Councillor A Mobbs (Chairman)	
Councillor N Butler	Councillor A Rhead
Councillor M Coker	Councillor A Thompson
Councillor M-A Grainger	Councillor P Whiting
Councillor P Phillips	

## Also attending (but not members of the Executive):

Chair of the Finance & Audit Scrutiny Committee	Councillor Quinney
Chair of the Overview & Scrutiny Committee and Whitnash Residents' Association (Independent) Group Observer	Councillor Mrs Falp
Labour Group Observer	Councillor Naimo
Liberal Democrat Group Observer	Councillor Boad

## Emergency Procedure

At the commencement of the meeting, the Chairman will announce the emergency procedure for the Town Hall.

## Agenda

### 1. Declarations of Interest

Members to declare the existence and nature of interests in items on the agenda in accordance with the adopted Code of Conduct.

Declarations should be entered on the form to be circulated with the attendance sheet and declared during this item. However, the existence and nature of any interest that subsequently becomes apparent during the course of the meeting must be disclosed immediately. If the interest is not registered, Members must notify the Monitoring Officer of the interest within 28 days.

Members are also reminded of the need to declare predetermination on any matter. If Members are unsure about whether or not they have an interest, or about its nature, they are strongly advised to seek advice from officers prior to the meeting.

### 2. Minutes

To confirm the minutes of the meetings held on 7 March (Pages 1 to 22), 5 April & 31 May 2018 (To follow)

## **Part 1**

(Items upon which a decision by Council is required)

None.

## **Part 2**

(Items upon which the approval of the Council is not required)

### **3. Fit for the Future (FFF) Change Programme**

To consider a report from the Deputy Chief Executive (AJ) **(Pages 1 to 14)**

### **4. Residential Design Guide – Supplementary Planning Document (SPD) and Parking Standards SPD Supplementary Planning Document**

To consider a report from Development Services **(Pages 1 to 115)**

### **5. Increased Litter Bin Provision**

To consider a report from Neighbourhood Services **(Pages 1 to 6)**

### **6. Public and Press**

To consider resolving that under Section 100A of the Local Government Act 1972 that the public and press be excluded from the meeting for the following item by reason of the likely disclosure of exempt information within the paragraphs of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006, as set out below.

Item Nos.	Para Nos.	Reason
7	1	Information relating to an Individual
7	2	Information which is likely to reveal the identity of an individual
7 & 8	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)

### **7. Urgent Decision made under Delegation CE(16)i & CE (4)**

To consider a report from Democratic Services **(Pages 1 to 4)**  
**(Not for Publication)**

### **8. Europa Way - Update**

To consider a report from the Chief Executive **(To follow)**  
**(Not for publication)**

## 9. Minutes

To confirm the following confidential minutes of the Executive:

Item 9a - 4 January 2018;  
Item 9b - 7 February 2018;  
Item 9c - 7 March 2018;  
Item 9d - 5 April 2018; &  
Item 9e - 31 May 2018

**(Not for publication)**

Agenda published 18 June 2018

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For enquiries about specific reports, please contact the officers named in the reports  
You can e-mail the members of the Executive at [executive@warwickdc.gov.uk](mailto:executive@warwickdc.gov.uk)

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via our website [www.warwickdc.gov.uk/committees](http://www.warwickdc.gov.uk/committees)

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**The agenda is also available in large print, on request, prior to the meeting by calling 01926 456114.**

# Executive

Minutes of the meeting held on Wednesday 7 March 2018 at the Town Hall, Royal Leamington Spa, at 6.00 pm.

**Present:** Councillor Mobbs (Leader); Councillors Butler, Coker, Grainger, Phillips, Rhead and Thompson.

**Also present:** Councillors; Barrott (Finance & Audit Scrutiny Chair); Boad (Liberal Democrat Observer); and Naimo (on behalf of Overview & Scrutiny).

An apology for absence was received from Councillor Whiting.

## 129. **Declarations of Interest**

### Minute Number 135 – Review of Green Space Strategy & Approval of Revised Green Space Action Plan

Councillor Naimo declared an interest because she belonged to one of the groups involved in Green Space projects.

### Minute Number 136 – One Stop Shop Business Case

Councillor Boad declared an interest because he was involved with The Chain Community Hub which was mentioned in the risks section of the report.

## 130. **Minutes**

The minutes of the meetings held on 7 February 2018 were not available and would be submitted to a future meeting.

### **Part 1**

(Items on which a decision by Council was required)

## 131. **Election of Chairman and Vice-Chairman of the Council for 2018/19**

**Recommended** that

- (1) Councillor Cross be appointed as Chairman of the Council for 2018/19; and
- (2) Councillor Illingworth be appointed as Vice-Chairman of the Council for 2018/19.

(This is a recommendation to Council on 9 May 2018)

## 132. **Revisions to the Scheme of Delegation**

The Executive considered a report from Health and Community Protection which requested a revision to the Scheme of Delegation within the

Constitution in relation to the revocation or suspension of Personal Licences issued under The Licensing Act 2003.

The report advised that on 6 April 2017, the Policing and Crime Act 2017 inserted Section 132A into the Licensing Act 2003 to give Licensing Authorities the power to revoke or suspend a Personal Licence if they become aware that the holder of the licence had been, at any time before or after the grant of the licence, convicted of a relevant or foreign offence or been required to pay an immigration penalty.

A list of relevant offences had been provided by the Government and was attached as appendix 1 to the report. A foreign offence was detailed as any offence for which a person had been convicted in a court of law of **another country**. If an offence was committed which was not a relevant offence or foreign offence, the Licensing Authority had no powers.

Before the amendment to the Act was made, only a Magistrates Court had the power to revoke a Personal Licence at the time of sentencing for a relevant offence. However, it was the licence holder's responsibility to make the Magistrates Court aware that they held a Personal Licence.

As a result of the amendment, when the Licensing Authority became aware of a conviction, foreign offence or immigration penalty, officers must notify the personal licence holder that they intended to refer them to a Licensing Sub-Committee to consider whether to revoke or suspend their Personal Licence.

If the Licensing and Regulatory Sub-Committee decided not to revoke or suspend a Personal Licence, the Chief Officer of Police was given 14 days to make a representation. If a representation was received, a further Committee must convene to decide if having received the new information the personal licence should be revoked or suspended.

An alternative option was that Members could decide not to amend the Scheme of Delegation. However, as outlined section 6.2 of the report, the Licensing Authority would have no powers to revoke or suspend a Personal Licence. Therefore, persons who had committed relevant offences could continue to hold a Personal Licence with Warwick District Council.

A further alternative was that Members could decide that the decision to suspend or revoke a Personal Licence should be made by the Licensing and Regulatory Committee but this was not recommended for the reasons set out in section 3 of the report.

Having considered the report, the Executive

**Recommended** to Council that

- (1) the following is added to the Scheme of Delegation under Health and Community Protection:

*Following conviction or a relevant offence, foreign offence or immigration penalty to notify the licence holder of the intention to suspend or revoke their Personal Licence under The Licensing Act 2003 and refer all cases to a Licensing and Regulatory Sub-Committee; and*

- (2) the decision to suspend or revoke a Personal Licence when a licence holder has received a relevant offence, foreign offence or an immigration fine be delegated to the Licensing & Regulatory Sub-Committee.

**Resolved** that, subject to Council approval of the above, the decision of the Licensing & Regulatory Committee to delegate the work involved in recommendation 2.2 to its Sub-Committees as the appropriate bodies to consider such matters, is noted.

(The Portfolio Holders for this item was Councillor Thompson)

### 133. **Local Code of Corporate Governance**

The Executive considered a report from Finance which detailed a revised Code of Corporate Governance for Warwick District Council. The report was being presented to Members for approval, following which it would be adopted.

The report reminded Members that the Council was responsible for ensuring that its business was conducted in accordance with the law and proper standards and that public money was protected, accounted for, and used economically, efficiently and effectively.

In discharging this responsibility, Members and officers had a duty to set in place proper arrangements for the governance of the Council's affairs and stewardship of the public reserves at its disposals. The Council had a duty under the Local Government Act 1999 to ensure continuous improvement in the way it did things, having regard to a combination of economy, efficiency and effectiveness.

A Code of Corporate Governance ensured that the Council conducted its business properly and aided the process of continuous improvement.

In addition, the Council was demonstrating its commitment to effectual governance which in turn should lead to high quality public services. By promoting the principles of openness, accountability and integrity the Council should foster public trust.

The Local Code provided the public with greater awareness of the Council's arrangements and equipped citizens with the knowledge to question the Council's plans and actions, thereby becoming more involved in the running of their District.

The Local Code provided officers with an overview of the Council's governance arrangements and with the principles of good governance that each employee should be intent on maintaining.

Members were asked to note the latest guidance on good governance issued by CIPFA and SOLACE, the main features of which were described in the report. Approval was also requested for a review of the Authority's governance arrangements as set out at Appendix A to the report. Finally, a revised Local Code of Corporate Governance was set out for consideration and approval at Appendix B to the report.

The report was not concerned with recommending a particular option in preference to others so no alternative options were provided.

The Finance & Audit Scrutiny Committee noted the recommendations in the report but noted that there was always room for improvement especially in the areas of transparency and respect.

The Overview & Scrutiny Committee asked Councillor Naimo to speak on this at Executive. Due to a clash of schedules between F&A and O&S, and the importance of the report author's presence at the F&A meeting, the report author was unable to attend Overview and Scrutiny in time.

The Executive thanked the scrutiny committees for their comments and reminded Members that this would be submitted to Council for approval in April.

Having considered the report, the comments from the Scrutiny Committees and the information contained in the addendum, the Executive

**Resolved** that

- (1) the latest guidance on good governance issued by CIPFA and SOLACE in their publication *Delivering Good Governance in Local Government: Framework*, be noted; and
- (2) a review of the Authority's governance arrangements against the principles for good governance as set out in the *Delivering Good Governance in Local Government: Framework*, is considered and approved, as set out at Appendix A to the report.

**Recommended** to Council that the revised Local Code of Corporate Governance, as set out as Appendix B to these minutes, be approved and the Constitution be amended to reflect this.

(The Portfolio Holders for this item were Councillors Mobbs & Whiting)

**Part 2**

(Items upon which the approval of the Council is not required)

**134. Newbold Comyn Golf Course – Proposed Next Steps**

The Executive considered a report from the Deputy Chief Executive (AJ) which provided an update on the position following the negotiations to end the contractual arrangements between Mack Trading (Heaton Park) Ltd (hereafter referred to as Mack) and this Council. Further, the report proposed the next steps the Council could take in relation to Newbold Comyn golf course.

The report provided information about the size, location and current uses of Newbold Comyn Park and a map was provided at Appendix A to the report.

At its meeting of 4 January 2018, Executive agreed that officers should enter into negotiations with Mack to end the contractual relationships between Mack and Warwick District Council (WDC).

The report advised that a negotiated settlement had been reached to end the contractual arrangements between the Council and Mack. The headline points of the negotiated settlement were provided at Item 14 of the Executive agenda, but these were private and confidential and could not be included in the public report.

With the removal of Mack's leasehold interest, WDC had taken control of the land and officers were in the process of determining what urgent maintenance was necessary.

Members were reminded that over the last ten years there had been a marked reduction in the number of people participating in golf either on a pay-and-play basis or through a golf club. Indeed the decline in golf participation lay behind the problems Mack had experienced. As a consequence, officers felt it would be premature to embark on a tendering process to commission a new golf course operator when the return of the land allowed the Council the opportunity to consider in depth what it wished to do with the site in the future.

The report proposed that officers explore in detail the options available for the best use of the land at Newbold Comyn golf course based on the assumption that there was no predisposition towards providing a golf course in the future. In addition, the report made clear that the land would not be available for residential development. In order to fund this work, permission was sought to make available up to £50,000 from the Community Projects Reserve (CPR) to commission specialist consultancy advice.

It was important that whilst the options appraisal was undertaken, the course was maintained at a low level but with enough intensity that enabled return to a playable condition should it prove necessary. An exemption to the Code of Procurement Practice was therefore required to enable a service contract with Warwick Golf Centre Limited (WGC) to provide a low level maintenance regime for the golf course. Further details of the work that would be required were provided at section 3.4 of the report along with



reasoning for choosing WGC, the Council's current grounds maintenance contractor.

Details relating to the budgetary element of the proposal were provided at section 5 of the report and related to the shortfall in rent, funding to address emerging health and safety matters and ground maintenance. The report requested that Members agree that the current year rent and service charge shortfall be funded from the 2017/18 Contingency Budget, and that the 2018/19 rental be funded from the 2018/19 Contingency Budget, and beyond that will be included within the Medium Term Financial Strategy (MTFS).

An alternative option was the immediate reinstatement of the golf course but this had been discounted for the reasons set out in sections 3.3 and 3.4 of the report.

The Finance & Audit Scrutiny Committee supported the recommendations in the report.

The Executive agreed that it was very important to put forward options and welcomed the opportunity to consult with the wider public. Members expressed their frustration at the rumours circulating regarding the reasons for Mack Golf leaving and the fake news being broadcast about the potential for the area to be used for residential development. The detailed information relating to the negotiations with Mack was noted along with the considerable subsidy required to run a golf course. Members hoped that the consultation would provide opportunities to improve the currently underused 300 acres of parkland.

Having considered the report, the comments from the Scrutiny Committees and the information contained in the addendum, the Executive

**Resolved that**

- (1) a negotiated settlement has been reached to end the contractual arrangements between Warwick District Council (WDC) and Mack meaning that Mack no longer has a legal interest in the land at Newbold Comyn golf course;
- (2) the headline points of the negotiated settlement at Item 14 in the Private and Confidential part of this Executive Committee agenda, are noted;
- (3) due to the decline in the traditional golfing sector, officers will explore in detail the options available for the best use of the land at Newbold Comyn golf course based on the assumption that there is no predisposition towards providing a golf course in the future, that the land will not be available for residential development and thereby makes

available up to £50,000 from the Community Projects Reserve (CPR) to commission specialist consultancy advice, with access to this sum delegated to Deputy Chief Executive (AJ) (DCX(AJ)) in consultation with the Portfolio Holder for Culture;

- (4) subject to agreeing recommendation 2.3 and thereby allowing for the option to provide a golf course in the future, an exemption to the Code of Procurement Practice to enable a service contract with Warwick Golf Centre Limited (WGC) to provide a low level maintenance regime for the golf course has been agreed by the Head of Finance and Procurement Manager and £50,000 will be made available from the Contingency Budget to supplement the £50,000 previously agreed, so giving £100,000 for maintenance of the grounds and the health and safety requirements discussed in paragraph 3.4.7, of the report; and
- (5) the current year rent and service charge shortfall of c.£8,000 will be funded from the 2017/18 Contingency Budget, and that the 2018/19 rental will be funded from the 2018/19 Contingency Budget, and beyond that will be included within the Medium Term Financial Strategy (MTFS).

(The Portfolio Holder for this item was Councillor Coker)

**135. Review of Green Space Strategy & Approval of Revised Green Space Action Plan**

The Executive considered a report from Neighbourhood Services which updated Members on the progress made in delivering the Warwick District Green Space Strategy and its action plan since its adoption in December 2012. It highlighted the number of the green spaces that had been improved and detailed the green spaces that required investment as set out in the next Green Space Action Plans with estimated costings and timescales.

The Executive approved the Warwick District Green Space Strategy and the Green Space Action Plan in December 2012. The purpose of the strategy was to enable the Council to have a more strategic overview of the provision, management and enhancement of its green spaces up until 2029. The strategy set an ambitious vision for green space in Warwick District:

*"By 2026 there will be a well-planned and managed network of integrated, accessible and diverse green spaces within Warwick district; creating a sustainable environment for the benefit of people, wildlife and our natural heritage."*

The overall aim of the strategy was that all green spaces owned and managed by Warwick District Council would be welcoming, safer, cleaner and more sustainable and that they would all be of 'Good' quality by 2026. It was acknowledged that to raise the quality of green spaces across the district there must be a managed programme and a number of criteria had been used for prioritising green spaces, as detailed in section 3.4 of the report.

The report advised that to help determine priority sites, quality audits of green spaces were undertaken on a regular basis. In the last audit in 2016, 175 sites were assessed. This audit showed large variations in the quality of green spaces across the district and highlighted that neighbourhood parks and gardens had the lowest range of quality scores when compared to other types of green spaces. The current fully funded approved Green Space Action Plan identified 16 sites for improvements. A summary of the progress made on these sites was shown at section 3.8 of the report.

This report requested approval for the next green spaces that required improvement. These nine sites were identified in the Green Space Action Plan Phase 2, set out in paragraph 3.11 of the report and were funded through the Public Amenity Reserve.

Further green space sites had been identified through the parks audit and prioritisation process. Officers will work with the Portfolio Holder and relevant Ward Councillors to bring forward proposals for the next phase of the Action Plan. Many of these sites included Destination Parks as well as Neighbourhood Parks and their focus was more to do with upgrading play areas rather than wider improvements to the parks.

An alternative option was that the Council could decide not to continue with a Green Space Strategy. However, without the strategy the Council would lack the clarity, direction and prioritisation needed to deliver accessible high quality green spaces, and for these green spaces to be fit for the future. In addition, without a detailed action plan it would be difficult to implement many of the principles and recommendations set out in the Green Space Strategy. If the programme was not funded in future years we would have to decommission sites as the various elements became unsafe e.g. play equipment.

The Overview & Scrutiny Committee supported the recommendations in the report, and detailed additional information it would like in future reports.

The Executive responded welcomed the strategy as this underpinned the Council's commitment to enhance the District's green spaces.

Having considered the report, the comments from the Scrutiny Committees and the information contained in the addendum, the Executive

**Resolved that**

- (1) the progress made in delivering Warwick District Green Space Strategy and its associated Green Space Action Plan, is noted;

- (2) the next green spaces that require improving as identified in the Green Space Action Plan Phase 2, as set out in paragraph 3.11, and which are funded through the Public Amenity Reserve; and
- (3) officers will be working with the Portfolio Holder and Ward Councillors to bring forward proposals for the next phase of the Action Plan.

(The Portfolio Holder for this item was Councillor Grainger)  
Forward Plan reference 914

### 136. **One Stop Shop Business Case**

The Executive considered a report from Neighbourhood Services which followed on from the Executive Report entitled "Recommendations from the One Stop Shop (OSS) Review" presented to Warwick District Council's (WDC) Executive Committee on 8 February 2017.

The report consolidated all the information gathered and suggested the removal of OSS resource in areas of the service that did not provide value for money and a way forward to bring the service in line with WDC's ICT & Digital Strategy 2015-19. The report had been produced in full consultation with Warwickshire County Council (WCC).

The report reminded Members that the February 2017 report had highlighted the low numbers and high cost of OSS related enquiries taken at Whitnash and Lillington Libraries using data from 2015/2016. These low enquiry numbers and high costs continued into the 2016/2017 year as detailed in Appendix A to the report.

Following a WCC Budget Setting meeting on 6 February 2018, it was agreed that if recommendation 2.2 of the report was agreed, Whitnash and Lillington Libraries would remain open for the current number of hours, staffed by WCC library staff.

Within the WDC staff resource there were two fixed term posts whose contracts were due to end on 29 June 2018. These were advertised as fixed posts in anticipation of the ongoing OSS Review and provided flexibility and greater security to the full time staff. With the recommended withdrawal of resource from Whitnash and Lillington, alongside the proposal to move more enquiries on-line via self-serve, this additional resource was not required. Therefore, the report requested agreement for a reduction in the OSS staff resource of two fixed term posts.

The third element of the report related to self-serve technology and offering this service to the public would bring it in line with WDC's ICT & Digital Strategy, enhancing and widening the service and reducing the cost per enquiry. In a bid to understand the types of self-service technology used and available in other local authorities, site visits were made to other Councils, both within Warwickshire and nationally. A number of Councils

were visited where the self-serve technology had been introduced into OSS's but had minimal use. That experience influenced the proposal within this report to phase in the introduction of the equipment across the three WDC sites.

A phased approach would allow the change to be embedded into the way the staff approached and supported customers to acquire the necessary digital skills. The phased approach would start at Riverside House, which was the busiest in terms of WDC enquiries.

An alternative option was to maintain the current service level, however, this was not considered viable as the current service needed to move away from the purely face to face enquiry option and move more in line with the Councils WDC's ICT & Digital Strategy 2015-19. In addition, the service could not avoid the high cost per enquiry at Whitnash and Lillington

The Portfolio Holder for Neighbourhood Services, Councillor Grainger, apologised for the delay in the report coming forward and whilst she understood some of the concerns raised she reminded Members that the modern move was towards providing a digital service.

Having considered the report, the comments from the Scrutiny Committees and the information contained in the addendum, the Executive

**Resolved** that

- (1) the evidence and information provided in this report highlighted in Paragraph 3.1 which supports recommendation 2.1(b) of the 2017 Executive Report in concluding that the current OSS service at Whitnash and Lillington does not provide value for money, is noted;
- (2) by the end of June 2018 the OSS staff resource is withdrawn from:-
  - Whitnash and Lillington Library sites &
  - Saturday afternoons at Shire Hall, Warwick;
- (3) a reduction in the OSS staff resource of 2 x Fixed Term Posts, is agreed; and
- (4) selfserve technology is piloted at Riverside OSS and, should this prove successful by both WDC & WCC, will be rolled out at Kenilworth and Warwick OSS's.

(The Portfolio Holders for this item was Councillor Grainger)  
Forward Plan reference 894

**137. Commonwealth Games 2022**

The Executive considered a report from Cultural Services which updated Members on the current situation regarding the Commonwealth Games 2022.

In summer 2017, Warwick District Council approached Birmingham City Council (BCC) to offer the five international standard bowling greens at Victoria Park, Leamington Spa as a venue to be part of the BCC bid to host the 2022 Commonwealth Games. In December 2017, the Commonwealth Games Federation, after much deliberation, confirmed that Birmingham would be the host for the 2022 Games.

The report highlighted that this was a once in a lifetime opportunity for the District to reinforce its reputation as a great place to visit, for the Council to demonstrate its ability to deliver high quality sporting and cultural events, and to use this opportunity to engage local businesses and communities to benefit in a variety of ways from the Games and the associated activities in the next four years.

Initial work had commenced through the establishment of a Project Board, but approval was now sought on the proposed approach, high level objectives and the resources to allow officers to progress the project and meet the Council's obligations to the Birmingham Commonwealth Games Organising Committee. It was proposed that a Commonwealth Games Reserve be set up with an initial allocation of £100k in 2018/19 and allocations in future years would be considered as part of the Budget and Council Tax setting each February.

The report requested approval to fund a Commonwealth Games Project Manager on a fixed term post for four years. This would be subject to approval by the Employment Committee on 21 March 2018.

In addition, it was proposed that a cross party Members Working Group be formed to work alongside the Project Board and feedback to their respective groups on the progress of the project. This was following the model used for the Leisure Development Programme.

A number of alternative options were considered including choosing alternative strategic objectives, choosing not to set up the Reserve and require requests for funding to be made on an individual basis as they emerged. Not appointing a Project Manager, requiring existing officers to pick up the work in addition to their current workloads or the appointment of the Project Manager could be delayed until nearer to the date of the Games and focus on the specific event planning rather than the wider project objectives.

In addition, Members could chose not to have a Member Working Group with decisions being delegated to the two Portfolio Holders and officers, and for regular update reports to be presented to Groups. However, all of these options had been discounted for the reasons outlined in the report.

The Finance & Audit Scrutiny Committee supported the recommendations in the report and thanked the officers and Portfolio Holder for attending and answering Members questions.

The Portfolio Holder, Councillor Butler, was glad that Members were in consensus with one another and agreed with previous comments that this was an exciting opportunity for the District.

Having considered the report, the comments from the Scrutiny Committees and the information contained in the addendum, the Executive

**Resolved that**

- (1) the Project Initiation Document (PID) attached as Appendix A to the report, is approved;
- (2) the setting up of a Commonwealth Games Reserve with an initial allocation of £100k in 2018/19, is noted;
- (3) further allocations to this Reserve in future years will be considered as part of the Budget and Council Tax setting report each February;
- (4) the Chief Executive and Head of Cultural Services, in consultation with the Portfolio Holders for Business and Culture, are delegated to allocate funding from this reserve;
- (5) subject to approval by Employment Committee, the appropriate salary costs are drawn down from the Commonwealth Games Reserve in 2018/19, and the Service Transformation Reserve for the three following years, to fund a Commonwealth Games Project Manager on a fixed term post from 2018/19 for 4 years; and
- (6) the establishment of a cross party Members Working Group is approved, with nominations to be sought from each Group.

(The Portfolio Holders for this item were Councillors Butler and Coker)  
Forward Plan reference 803

**138. A Vision & Strategy for Leamington Town Centre**

The Executive considered a report from Development Services which summarised the work of the Leamington Town Centre Forum, of which the Council was a member, formed in 2016 to prepare a vision & strategy for Leamington town centre. The report presented the conclusion of the work of the Forum, and proposed how the Council should respond to the challenges identified by the vision & strategy.

During 2015, officers held a number of wide ranging initial discussions with a number of stakeholder groups with an active interest and involvement in Leamington town centre. These groups included Leamington Town Council, Warwickshire County Council, BID Leamington and Leamington Chamber of Trade, the University of Warwick Students Union and the Leamington Society. These discussions were prompted by the (then) emerging policies of the new Local Plan and the aspiration of Leamington Town Council to prepare a Neighbourhood Plan.

It was clear from these discussions that despite the varying perspectives of the different stakeholder groups, there was a significant consensus around what any "vision" for Leamington town centre may comprise in general terms. Furthermore, there was an appetite from stakeholders to work with the Council to develop a more detailed vision and strategy. As a result, a "Leamington Town Centre Forum" was formed in 2016 which had the specific remit to develop a strategy for Leamington town centre, consider delivery and implementation issues arising from the strategy and consider who may take these forward and how this may be done.

The full list of Members of the Forum was detailed in section 3.3 of the report and membership was officer led. For Warwick District Council, the work on the Forum was led by Deputy Chief Executive (BH) supported by the Policy and Projects Manager from Development Services.

The Forum first met in the summer of 2016 and then several times over the following months to put together a draft vision and a strategy. It reviewed evidence relating to the town centre and looked at previous and emerging strategies. The Forum held a series of stakeholder workshops in the early part of 2017 to which key organisations and individuals who lived, worked, visited and invested in Leamington town centre were invited. The Forum prepared a draft vision and strategy and consulted on this with local people in the autumn of 2017 via a public exhibition and a website.

At the end of 2017, the Forum met to review the output of the public engagement and it produced a final "Vision and Strategy for Leamington Town Centre", a copy of which was attached at appendix 1 to the report. This report requested support of the document and invited Members to note a number of points outlined in at section 3.9 of the report.

One alternative option was that the Council could agree not to support the vision & strategy, however, this was not recommended. The Forum was established at the Council's suggestion, and officers had been heavily involved in driving the process forward. In this, the Council had received considerable support from partner organisations, and the preparation of the vision & strategy document was a genuinely collaborative piece of work. Furthermore, any references to, or commitments by Warwick District Council in the document reflected existing Council policies and commitments. Not to support the vision & strategy document at this stage would be against the spirit of partnership working that had underpinned the process that had been undertaken.



The second alternative option outlined was that the Council could request to the Forum that further amendments be made to the vision & strategy. This could be done, however was not recommended. The vision & strategy document had been agreed by all members of the forum through a lengthy process of discussion. It was not in the Council's gift to unilaterally change the document without the agreement of other Forum members. More importantly, a monitoring and review process had been agreed and this would be the most appropriate place for any discussions and updates to the vision & strategy to be agreed.

The Overview & Scrutiny Committee supported the recommendations in the report.

Having considered the report, the comments from the Overview & Scrutiny Committee and the information contained in the addendum, the Executive

**Resolved that**

- (1) the work of the Leamington Town Centre Forum in preparing and consulting on a vision and strategy for Leamington town centre, is noted;
- (2) the "Vision & Strategy for Leamington town centre" contained in appendix 1 to the report, is supported; and
- (3) officers will continue to work with partner organisations in the Forum to monitor and review the "Vision & Strategy" document as appropriate and to deliver the actions within it in accordance with wider workload and priorities.

(The Portfolio Holder for this item was Councillor Mobbs)  
Forward Plan reference 913

**139. Residential Design Guide – Supplementary Planning Document (SPD) & Parking Standards SPD**

The Executive considered a report from Development Services which advised that the Warwick District Local Plan 2011 – 2029, adopted in September 2017, committed the Council to reviewing the Residential Design Guide under Policy DS1 paragraph 5.10. This stated that "The Council will review its Residential Design Guide to provide updated guidance consistent with the National Planning Policy Framework (NPPF), this policy (DS1) and the Garden Towns, Suburbs and Villages Prospectus." The review had taken place and a revised document, attached as Appendix 1 to the report, had been prepared for public consultation.

Paragraphs 5.57-5.59 of the Warwick District Local Plan 2011-2029 identified that the Council was seeking to review its Parking Standards SPD so that it was consistent with national planning policy and the most recent census data

regarding local car ownership. The consultation draft, attached as Appendix 2 to the report, was the culmination of that review.

The NPPF was published in 2012, after the adoption of the Residential Design Guide. The NPPF stated throughout that good design was a 'key aspect of sustainable development' and could contribute to 'making places better for people'.

The existing Residential Design Guide was adopted as a Supplementary Planning Document (SPD) in April 2008 to provide a design framework for all who were involved in the provision of residential accommodation within Warwick District, to promote high quality and innovative design for the housing of the 21st Century. This latest iteration sought to continue to uphold and improve upon this aim resulting in quality developments supporting the health and wellbeing of the District's residents. The Guide was aimed at anyone wishing to develop residential schemes within the District from small domestic extensions, to large strategic housing allocations through the Local Plan process.

The Council's 'Statement of Community Involvement' (SCI), adopted in January 2016, provided guidance on community involvement in stages of Supplementary Planning Document (SPD) production. The SCI stated that once guidance, such as the Residential Design Guide, had been prepared, comments would be invited from all interested parties and the wider community. This document had now reached this stage and consultation was required to progress the document.

The draft Parking SPD was intended to replace the Vehicle Parking Standards SPD adopted in 2007. The 2007 parking standards no longer aligned with national planning policy, which had moved away from defining maximum car parking standards.

The report requested that Members note the content of documents and recommended that the Residential Design Guide and the Parking Standards SPD be made subject to a public consultation. These were attached as Appendices 1 and 2 to the report. Following public consultation, the final versions would be brought before Members for approval.

An alternative option was that the Executive could decide not to pursue publication of design guidance, but this would have a detrimental affect overall on the quality of development and the health and wellbeing of residents, by depriving officers of the support required to ensure that developments were designed with care, taking local aspects into account.

The Executive could decide not to pursue publication of the Parking Standards SPD, but this would have a detrimental effect overall on the quality of development and the health and wellbeing of residents by depriving officers of the support required to ensure that developments were designed with care.

The Overview & Scrutiny Committee supported the recommendations in the report.

Having considered the report, the comments from the Overview & Scrutiny Committee and the information contained in the addendum, the Executive

**Resolved** that

- (1) the content of the documents is noted and both the Residential Design Guide (Appendix 1) and the Parking Standards SPD (Appendix 2) will be subject to a public consultation; and
- (2) following the public consultation, final versions of the SPDs will be brought before the Executive to formally approve, following which they will assist in the determination of planning applications.

(The Portfolio Holder for this item was Councillor Rhead)  
Forward Plan reference 917

**140. Local Development Scheme (LDS)**

The Executive considered a report from Development Services which sought approval for a revised Local Development Scheme (LDS). The LDS set out the work of the Planning Policy team over the next three years, in terms of the production of planning documents and was a requirement of the Planning and Compulsory Purchase Act 2004.

The report advised that the adoption and publication of a Local Development Scheme was a statutory requirement of the Planning and Compulsory Purchase Act 2004, which laid out the coverage and duration of the document required.

Members were asked to allocate £71,000 from the Planning Reserve to cover the required planning policy consultation documents over the duration of the attached LDS. Through the course of producing the documents of the LDS, and in other policy contexts, the procuring of specialist technical advice was required. A number of areas had been identified for future focus and these were detailed in section 3.4 of the report.

There was also a statutory requirement for an Authority's Monitoring Report (AMR) to be published on at least an annual basis. The Town and Country Planning (Local Planning) (England) Regulations 2012 laid out the required content of the AMR and Members were asked to note this as detailed at Appendix 2 to the report.

In addition, it was recognised that the AMR should be brought forward as close to the end of the monitoring year as possible to better inform Members and the public, and Members were asked to note that future AMRs would be brought to Executive in the autumn of each year.

An alternative option was that the Council could choose not to adopt a Local Development Scheme. However, as the preparation and maintenance of a

LDS was a requirement of the Planning and Compulsory Purchase Act 2004, this option had not been considered.

In addition, the Council could choose not to delegate the authority to utilise the proposed amount from the Planning Reserve, however, this would result in further reports being brought forward whenever the commissioning of the work was required. Finally, the Council could choose not to adopt the Authority's Monitoring Report, however as the preparation and publication of this information was a requirement of Town and Country Planning (Local Planning) (England) Regulations 2012, this option had not been considered.

The Overview & Scrutiny Committee noted the recommendations but expressed concern that Gipsies and Travellers, sustainable buildings and health impacts were not being addressed in the next three years, although the Committee recognised the limitations due to staffing issues.

Having considered the report, the comments from the Overview & Scrutiny Committee and the information contained in the addendum, the Executive

**Resolved that**

- (1) the content of the LDS attached at Appendix 1 to this report is noted and the LDS and its proposals for delivery of planning documents are adopted over the forthcoming three years. An annual review of progress and updated Scheme will be brought before Executive in due course;
- (2) authority is delegated to the Head of Development Services, in conjunction with the Portfolio Holder, to draw down £71,000 from the Planning Reserve to cover the required planning policy consultation documents over the duration of the attached LDS; and
- (3) the Authority's Monitoring Report (AMR) attached as Appendix 2 to the report is noted and these will be brought annually to Executive in the autumn of each year.

(The Portfolio Holder for this item was Councillor Rhead)  
Forward Plan reference 918

**141. Rural and Urban Capital Improvement Scheme (RUCIS) Application**

The Executive considered a report from Finance which provided details of three Rural/Urban Capital Improvement Scheme grant applications from Kenilworth Tennis Club, London & North Western Railway Society and Kenilworth Rugby Club.

The Council operated a scheme to award Capital Improvement Grants to organisations in rural and urban areas. The grants recommended were in

accordance with the Council's agreed scheme and would provide funding to help the projects progress. In addition, all projects contributed to the Council's Fit for the Future Strategy.

Kenilworth Tennis Club had applied for a grant of 50% of the total project costs to resurface two courts (number's two and three) that had now come to the end of their life span. This was for a maximum of £23,475 excluding VAT. The Club was committing £9,390 from its cash reserves to the project to pay the initial vat costs and these funds had been evidenced through its annual accounts and the provision of a recent bank statement.

In addition, Kenilworth Town Council had agreed a £200 contribution to the project.

Further information relating to the financial performance, evidence of need and details of the club's equalities policy was provided at Appendix 1 to the report.

London & North Western Railway Society had applied for a grant of 80% of the total project costs to provide disabled access/facilities, to purchase and install security equipment for its Study Centre and to purchase a large A0 scanner. The request was for a maximum of £7,885 including VAT subject to the receipt of written confirmation of a capital grant from Kenilworth Town Council of £1,491 and a copy of a signed lease showing a minimum of five years on the lease. The report advised that if the capital grant from Kenilworth Town Council was declined or a reduced amount offered, the budget shortfall would be covered by London & North Western Railway Society's cash reserves which had been evidenced through its annual accounts and the provision of a recent bank statement.

London & North Western Railway Society had committed £480 to the project from its cash reserves. Further information relating to the financial performance, evidence of need and details of the society's equalities policy was provided at Appendix 2 to the report.

Kenilworth Rugby Club had applied for a grant for 80% of the total project costs to improve and redevelop clubhouse facilities; replace furniture, dim-out curtains, damaged radiators, security door, hand drier and install a new hot water tank to better provide hot water for all showers. This was up to a maximum of £6,164 excluding VAT.

Kenilworth Rugby Club had committed £541 to the project costs from its cash reserves; these funds had been evidenced through its annual accounts and the provision of a recent bank statement. Kenilworth Town Council had agreed a £1,000 contribution to the project. Further information relating to the financial performance, evidence of need and details of the Club's equalities policy was provided at Appendix 3 to the report.

The report noted that the Club would have to move to a new location at some stage in the future as its current site was allocated as housing land in the Local Plan, however, the Club would optimistically be in situ for another

three years and it was therefore considered that the limited investment would give sufficient value for money return.

In addition, the report requested that the Executive agreed to allocate £14,100 from the Capital Investment Reserve to the RUCIS scheme out of the funding returned in 2016/17 to enable the above grants to be funded.

The annual budget for the scheme was normally £150,000. For 2016/17, the final budget was reduced by £60,000 based on anticipated applications. However, due to last minute applications at year end, approved in March 2017, it meant that there was a shortfall of £23,700 which had been subsequently funded from the 2017/18 budget, so reducing the current year allocation. The £60,000 reduction in the 2016/17 budget was allocated to the Capital Investment Reserve.

It was recommended that the shortfall be funded from an additional allocation from the Capital Investment Reserve of £14,101, coming out of the £60,000 returned in 2016/17. The total grants awarded for 2017/18 would be £140,821, which was below the annual budget allocation.

The Council only had a specific capital budget to provide grants of this nature and therefore there were no alternative sources of funding if the Council was to provide funding for Rural/Urban Capital Improvement Schemes. However, Members could choose not to approve the grant funding, or to vary the amount awarded.

The Finance & Audit Scrutiny Committee raised concerns about these applications putting the fund into deficit and proposed the following recommendations:

- (1) The Finance & Audit Scrutiny Committee is concerned that these bids are putting the RUCIS fund into deficit.

We understand that Kenilworth Town Council has reserves of more than £300k, and an annual surplus of about £60k. We are sure that Kenilworth Town Council would be willing to further support these causes based in Kenilworth. So we urge the Executive to talk to KTC about funding the £14k shortfall; and

- (2) The Finance & Audit Scrutiny Committee ask the Executive to consider seeking a higher contribution from the London & North Western Railway Society and asks the Executive to question the appropriateness of the grant to Kenilworth Rugby Club due to their future vacation from the site.

Members raised concerns that there was an inconsistency in the allocation being proposed by Kenilworth Town Council when it was considered to have reserves of £300k. In addition, it was noted that there were future plans for Kenilworth Rugby Club to vacate the site. This led some Members to feel that it was not appropriate to approve covering the shortfall that this proposal would create.

During the discussions on this item, Councillors Coker and Mobbs were advised by the Monitoring Officer to leave the room whilst the grants relating to premises located in Kenilworth were debated. This was because both Councillors were members of Kenilworth Town Council who had a pecuniary interest in those matters.

Prior to leaving the room Councillor Mobbs stated that the Town Council's reserves were in fact £192k and requested that this clarification be minuted.

(Councillor Coker and Councillor Mobbs left the meeting at 18.59)

It was therefore

**Resolved** that Councillor Grainger Chair the meeting for the initial part of the discussions.

Members of the Executive felt that the argument relating to the Rugby Club was subjective as they were not due to move for four years and it was felt that the proposed improvements were necessary to ensure the premise was well looked after.

Concerns were also raised that Kenilworth Tennis Club had previously applied for funding under a separate entity but it was recognised that officers were comfortable that the application matched the Council's RUCIS criteria.

Officers provided clarification as to why the original budget had been reduced and Members were reassured that officers were not being pressurised to reduce budgets unrealistically.

On being put to the vote the Executive declined the recommendations from Finance & Audit Scrutiny Committee because it was not felt that this was a shortfall and there were still sufficient funds to rectify the situation. In addition, Members did not feel it was appropriate to pressurise town councils into contributing greater amounts dependent on the balance of their reserves.

Having considered the report, the comments from the Finance & Audit Scrutiny Committee and the information contained in the addendum, the Executive

**Resolved** that

- (1) a Rural/Urban Capital Improvement Grant for Kenilworth Tennis Club of 50% of the total project costs to resurface two courts (number's two and three), as detailed within paragraphs 1.1, 3.2 and 8.1, up to a maximum of £23,475 excluding vat, is approved from the urban cost centre budget; and
- (2) a Rural/Urban Capital Improvement Grant for Kenilworth Rugby Club of 80% of the total project

costs to improve and redevelop clubhouse facilities, as detailed within paragraphs 1.1, 3.2 and 8.3, up to a maximum of £6,164 excluding vat, is approved from the urban cost centre budget

(Councillors Coker and Mobbs returned at 19.13 and Councillor Mobbs resumed the Chair)

The Deputy Leader, reminded Members that these applications had been evaluated objectively by officers and both clubs provided valuable facilities to the area.

Having considered the report, the comments from the Scrutiny Committee and the information contained in the addendum, the Executive

**Resolved** that

- (3) a Rural/Urban Capital Improvement Grant is approved from the urban cost centre budget for London & North Western Railway Society of 80% of the total project costs to provide disabled access/facilities and to purchase and install security equipment for their Study Centre and purchase a large A0 scanner, as detailed within paragraphs 1.1, 3.2 and 8.2 of the report, up to a maximum of £7,885 including vat, subject to receipt of the following:
  - Written confirmation from Kenilworth Town Council to approve a capital grant of £1,491 (if the application is declined or a reduced amount is offered the budget shortfall will be covered by London & North Western Railway Society's cash reserves which have been evidenced through their annual accounts and the provision of a recent bank statement)
  - § A copy of a signed lease showing that there are a minimum 5 years remaining on the lease; and
- (4) £14,100 is allocated from the Capital Investment Reserve to the RUCIS scheme out of the funding returned in 2016/17 to enable the above grants to be funded.

(The Portfolio Holder for this item was Councillor Whiting)

142. **Public and Press**

**Resolved** that under Section 100A of the Local Government Act 1972 that the public and press be



excluded from the meeting for the following items by reason of the likely disclosure of exempt information within the paragraphs of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006, as set out below.

Minute.	Para Nos.	Reason
143	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)

The full minute of item 143 will be detailed within the confidential minutes.

**143. Newbold Comyn Golf Course – Negotiated Settlement with Mack Trading (Heaton Park) Limited**

The Executive considered a report from the Deputy Chief Executive (AJ) which provided the headlines of the negotiated settlement between Mack Trading (Heaton Park) Limited and Warwick District Council.

This report was considered in conjunction with Minute Number 134 – Newbold Comyn Golf Course – Proposed Next Steps.

The Finance & Audit Scrutiny Committee noted the appendix.


**Resolved** that the report be noted.

(Portfolio Holder for this item was Councillor Coker)

**144. Confidential Minutes**

The confidential minutes of the meeting held on 7 February 2018 were not available and would be submitted to a future meeting.

(The meeting ended at 7.34pm)

 <b>EXECUTIVE</b> <b>27<sup>th</sup> June 2018</b>		<b>Agenda Item No.</b>  <b>3</b>
<b>Title</b>	Fit For the Future Change Programme	
<b>For further information about this report please contact</b>	Andrew Jones (01926) 456830 <a href="mailto:Andrew.jones@warwickdc.gov.uk">Andrew.jones@warwickdc.gov.uk</a>	
<b>Wards of the District directly affected</b>	All	
<b>Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?</b>	No	
<b>Date and meeting when issue was last considered and relevant minute number</b>	Executive 1 <sup>st</sup> June 2017	
<b>Background Papers</b>	See above	

<b>Contrary to the policy framework:</b>	No
<b>Contrary to the budgetary framework:</b>	No
<b>Key Decision?</b>	No
<b>Included within the Forward Plan? (If yes include reference number)</b>	Yes Ref 935
<b>Equality &amp; Sustainability Impact Assessment Undertaken</b>	No
Not applicable.	

<b>Officer/Councillor Approval</b>	<b>Date</b>	<b>Name</b>
Chief Executive	5 <sup>th</sup> June 2018	Chris Elliott
CMT	5 <sup>th</sup> June 2018	Chris Elliott, Bill Hunt, Andrew Jones
Section 151 Officer	5 <sup>th</sup> June 2018	Mike Snow
Monitoring Officer	28 <sup>th</sup> May 2018	Author
Portfolio Holder(s)	11 <sup>th</sup> June 2018	Councillors Mobbs & Coker
<b>Consultation &amp; Community Engagement</b>		
<b>Final Decision?</b>		Yes

## **1 SUMMARY**

- 1.1 The report provides an update of the Council's Fit For the Future Change Programme which has been developed to address the significant reduction in funding from central government, maintain or improve service provision, and support and invest in the Council's staff.

## **2 RECOMMENDATIONS**

- 2.1 That Executive agrees the additions to the Fit For the Future (FFF) Change Programme set out in Table 1.
- 2.2 That Executive notes the latest position of the outstanding initiatives of the previously agreed Change Programme set out in Table 2.
- 2.3 That Executive notes the major programmes that Corporate Management Team (CMT) will be reviewing on a monthly basis.
- 2.4 That Executive notes at 3.4.2-3.4.4 a headline summary of the major pieces of work currently being progressed, projects currently being investigated and potential sources of finance to fund the projects.
- 2.5 That Executive notes the updated savings profile as shown in paragraph 5.3 which will be updated to incorporate the new FFF projects in Table 3.1 (subject to Executive approval).
- 2.6 That Executive notes the expenditure that is not funded as part of the Medium Term Financial Strategy (MTFS), and how additional funding will be required to meet these future liabilities so as to ensure future service provision (paragraph 5.6).
- 2.7 That Executive agrees £8,000 from 2019/20 towards the cost of making the Admin Support Officer post permanent within Cultural Services, net of additional pitch hire income, June 2018 Employment Committee having agreed to the change to the establishment.
- 2.8 That Executive agrees £3,300 from 2018/19 towards the additional cost of increasing the establishment for ½ a permanent post so as to create a Full Time Administration Officer for the Revenues Visiting Team, June 2018 Employment Committee having agreed to the change to the establishment.

## **3 REASONS FOR THE RECOMMENDATIONS**

### **3.1 Recommendation 2.1**

- 3.1.1 In order to deal with the significant changes anticipated for local government, the Council agreed a FFF Change Programme in 2010 covering three interrelated strands:

- Service
- People
- Money

- 3.1.2 The *Money* element of the programme is to produce initiatives that would either save money or increase income whilst at the same time not impacting upon the quality or breadth of services provided by the Council. This strand has delivered

significant savings/ increased income since 2010 (in the region of £10m) but as the amount of grant from central government continues to reduce, and indeed disappear, there is an ongoing requirement to produce further initiatives. Following consultation with respective Portfolio Holders it is recommended that the initiatives included in Table 1 below are now included in the FFF Change Programme. Where the level of savings/ increased income cannot currently be determined, it is recommended that this information is provided in future *Budget Review* reports from the S151 Officer. However, Members should also note that even where amounts of savings are included, these are early estimates as reviews and/ or business cases will be ongoing or required.

3.1.3 Members will note that there are initiatives in the proposed programme that will neither generate income nor reduce cost and may actually add to cost. Officers have identified specific council functions where it is considered that extra resource is required if the Council is to maintain or improve its service (a strand of FFF) and so proposes the extra investment. Full business cases will be submitted to Executive before any changes are made.

3.1.4 Table 1 - Additions recommended to the FFF Change Programme

Reference	Initiative	Savings (-)/ Income (-) /Cost (+)	Commentary on initiative
<b>Initiatives intended to produce savings and/ or generate income</b>			
FFF30	Review credit card charges	Unknown at this time	Consider stopping credit card payments for payment of council tax, rates, rents, parking so as to save on commission which cannot now be passed on to the payer, but retain debit card payments.
FFF31	Increase Council Tax premium on long term empty properties	- £10,000	Increase Council Tax premium on long-term empty properties from 50% to 100% from 1 April 2019.
FFF32	Review commercial leases	Unknown at this time	Evaluate whether the current income from commercial leases demonstrates value for money and how they align with the Council's economic development plans.
FFF33	Review built corporate assets energy costs	- £35,000	Carry out options appraisal once Assets Team redesign completed and new structure in place Q3 18/19.
FFF34	Review of pre-application advice income	- £10,000	Potential to boost this income through better use of Planning Performance Agreements. Total income expected to be in region of £50-£60k with costs in region of £40-£45k.
FFF35	Create a Warwickshire Regulatory Advice & Auditing service	Unknown at this time	Deliver a model which provides professional regulatory auditing services (e.g. Health and Safety; Food Safety) for workplaces and food businesses across Warwickshire.

Reference	Initiative	Savings (-)/ Income (-) /Cost (+)	Commentary on initiative
FFF36	Develop a more commercial Pest Control service	Unknown at this time	Widen the range of pests treated and the services provided to enable the service to be more commercial.
FFF37	Develop a commercial kennel service	Unknown at this time.	Develop the commercial operation of a kennel service with supporting services.
FFF38	Enhance use of existing electric car fleet	Unknown at this time	Investigate better use of the Council's electric fleet of vehicles, for example lease to taxi drivers/companies or as short term car hire.
FFF39	Charging for the delivery of non-statutory regulatory functions	- £10,000	Charging for the delivery of non-statutory functions which stem from statutory functions namely: food hygiene rating scheme rescores; further develop the Primary Authority Principle to attract more business; and provide specialist insurance reports.
FFF40	Increase Lifeline income	Unknown at this time	Work is required to understand the technological requirements, market position and market opportunities for new assistive living products and biometric monitoring.
FFF41	St Mary's Lands commercial opportunities	Unknown at this time	Further work is required on the following initiatives to determine whether they could provide a financial return for the Council: <ul style="list-style-type: none"> <li>• Hotel;</li> <li>• Warwick Golf Centre upgrade.</li> </ul>
FFF42	St Mary's Lands car parking	- £50,000	Park and stride initiative.
<b>Initiatives intended to improve service</b>			
FFF43	Investigate potential enhancements to Bereavement Service	Unknown at this time	Would enable the council to provide a broader range of services to complement current crematoria and cemetery provision.
FFF44	Feasibility of asset transfer on selected sports pavilions	Unknown at this time	Consider the opportunities to undertake an asset transfer on some of our sports pavilions, limiting the future financial risk to the Council and increasing opportunities to draw down grant funding by clubs to invest in the assets.
FFF45	Grant Finder software	£31,000 for three years	Proposed to procure software and employ part-time specialist for three year period at total cost of

Reference	Initiative	Savings (-)/ Income (-) /Cost (+)	Commentary on initiative
			approximately £92,000 (£30,666 pa). This will be conducted as an experiment to gauge value of this investment to WDC in term of identifying opportunities and successfully bidding. Potential for several £million, although comparison with grant success without resources will require more detailed analysis. Further report to Executive to follow if agreed for change programme.
FFF46	Spacehive - Crowdfunding initiative	£20,000	One-off cost and can be met from Service Transformation Reserve. No direct income for Council, although Spacehive has the potential to support projects and events that might otherwise place demands on other Council budgets.
FFF47	Expansion of Building Control (BC) service	Nil	Explore opportunities to expand BC services.

3.1.5 The savings identified at Table One amount to a net figure of £115,000 recurring (excluding the one-off costs). When there is further information in respect of the proposed initiatives and the work already in the programme, it is anticipated that there will be a further positive impact on the Council's financial position.

### 3.2 Recommendation 2.2

3.2.1 The Council's FFF Change Programme has now been in place for eight years and has enabled the Council to continue to deliver a full range of services without large increases in council tax or charges. The Programme's progress has been reported annually to Executive throughout the eight-year period and at Table 2 below, the latest position is provided on each of the outstanding initiatives.

#### 3.2.2 Table 2 - Fit For the Future Change (FFF) Programme's latest position on outstanding initiatives

Reference	Initiative	Status	Savings (-) )/ income (-) /cost	Commentary on initiative
<b>Initiatives intended to produce savings and/ or generate income</b>				
FFF1	Review One Stop Shop Service	Completed	Savings: - £50k	Ongoing savings of £50k achieved.
FFF2	Review CCTV Service	Ongoing	Unknown at this point	Executive to consider business case for digital upgrade at its July meeting.

Reference	Initiative	Status	Savings (-)/ income (-)/cost	Commentary on initiative
FFF3	Review approach to car parking charges	Completed	Income: - £10k extra included within 2017/18 Original Budget of £3.027m	Outturn for 2017/18 was £3.107m which was £10k over the final budgeted income of £3.097m.
FFF4	Introduce a local good cause lottery	In progress	Planned savings: - £30k	Business case to be worked up. Lotteries run elsewhere raise income for good causes (organisations not currently being funded) and a central fund (able to reduce the core funding provided to organisations). Officer resource being recruited to take this initiative forward.
FFF5	Combine Tourism/VIC services to bring about cost reduction	Completed	Savings: - £15k	Ongoing savings of £15k from 2018/19.
FFF6	Restructure – Assets Team	In progress	Cost: +£60k (note: not included in MTFS February 2018)	Redesign of service estimated to increase cost by £150k in total, £60k General Fund/£90k HRA.
FFF7	Advertising opportunities	In progress	Planned income: - £100k now included in MTFS from 2019/20	Analysis undertaken by Publitas suggests that c£100k could be realised. Officer resource being recruited to take this initiative forward.
FFF8	Reduce B&B placements	Completed	Savings: -£80k recurring saving in MTFS from 2018/19	Out-turn gross spend on B&B for 2017/18 shows £58k spend against a budget of £185k. £80k recurring savings retained in MTFS as the impact of the Homeless Reduction Act implementation is felt.
FFF20	Senior Management Review	To be progressed	Planned saving - £200k	£200k (anticipated). Not programmed until 2020/21 so no work started as yet.
FFF22	Review of HR & Media Team	Completed	Savings - £18k from 2020/21	Proposals agreed by Employment Committee realise an ongoing saving of £18,000 in year 3, i.e. 2020/21.
FFF25	Review	In progress	Unknown	Project in experimental stage to

Reference	Initiative	Status	Savings (-) )/ income (-) /cost	Commentary on initiative
	delivery model for Enterprise Team's work		at this point	gauge opportunities and consider the most effective delivery mechanisms. Report to be submitted to Executive when experiment and due diligence concluded.
FFF27	HQ Relocation	In progress	Planned saving - £300k	£300k (anticipated). Planning applications for Covent Garden site (full) and Riverside House site (outline) agreed. Marketing and procurement exercises ongoing to fix receipt and cost figures respectively for final viability assessment and report to Full Council in early 2019. Estimated completion of on-site now end of Q3 20/21 for occupation of offices and opening of new car park.
FFF28	Town Hall	In progress	Planned saving - £85k	£85k (anticipated). Realisation of savings dependent on FFF27 and, consequently won't be until final quarter of 20/21. Options for future use of building being explored through Creative Quarter initiative.
<b>Initiatives intended to improve service</b>				
FFF9	Restructure - Development Management Team	In progress	Neutral	Phase 1 completed and implemented. Phase 2 has been re-scoped and will entail only a minor change. This will be cost neutral but improve the Service's efficiency.
FFF10	Restructure - Neighbourhood Services	Completed	Cost: £45k	The redesign of Neighbourhood Services included additional resources for the Contract Management Team, and Green Spaces Team, due to the work associated with the growth of the district. All posts have now been filled, giving the team greater capacity and resilience.
FFF11	Review Procurement Service	Completed	Cost: £20k	Cost increased estimated £20k pa from 2018/19. New arrangements to provide a more resilient service.
FFF12	Restructure - Benefits Team	Completed	Neutral	Reported to Employment Committee January 2018, new structure fully in place from May 2018. Changes to provide



Reference	Initiative	Status	Savings (-) )/ income (-) /cost	Commentary on initiative
				more resilient service and to prepare for supporting Universal Credit.
FFF18	Arts/Theatre staff review - Phase II	In progress	Unknown at this point	Review to be re-scoped to consider delivery model options for the Arts Service.

3.2.3 Members will note that since last reporting, many of the initiatives have either been completed or business cases approved by Executive with savings/ increased income factored into the 2018/19 Budget or MTFS as appropriate. Initiatives FFF20, FFF27 and FFF28 amounting to £585k of savings, are still to be delivered and need to be monitored very closely. Section 5 describes the latest MTFS position in detail but Members will note that the Strategy does not reflect funding for potential projects such as the Europa Way development, Kenilworth Leisure Centre enhancements and Linen Street Multi-Storey Car Park (MSCP) re-provision. There are also emerging pressures such as the national salary review. As such matters come forward, they will need to be considered in the context of the Council's overall financial position.

### 3.3 Recommendation 2.3

3.3.1 Members will note at paragraph 5.3 the financial challenge facing the Council despite all the successful initiatives over the last eight years. There are a number of programmes of work that CMT considers essential for the delivery of the change programme and so it will be paying particular attention to:

- Digital Programme;
- Car Parking Improvement Programme;
- St Mary's Lands Masterplan implementation;
- Newbold Comyn Masterplan;
- Asset Management Improvement programme;
- Public Realm Contracts re-let.

3.3.2 It is not proposed that CMT will replicate the programme board for each of these but each month it will receive a highlight report of progress. In this way it is hoped that any blockages or issues can be resolved at the most senior level as soon as possible.

### 3.4 Recommendation 2.4

3.4.1 Executive will be aware that it has made a number of decisions which have generated feasibility studies or projects that will require financing should Executive wish to pursue them to delivery. Officers therefore considered it helpful to capture these initiatives and known/ estimated costs in a table so that Executive has a comprehensive understanding of this work. These are captured at Table 3. Similarly there are a number of proposals that Executive has not considered in detail but are in Service Area Plans for 2018/19 and these are captured at Table 4. Finally officers have summarised at Table 5 the Council's potential financial resources for sources of funding these initiatives not taking into account any borrowing the Council wishes to undertake.

### 3.4.2 Table 3 - Summary of known and likely investment

	18/19	19/20	20/21	21/22	Total	Potential and actual sources of funding	Revenue strain (Y/N)?
Waterloo (under jv)	£200k	£150k	£200k	£300k	£850k	NHB	N
Leisure Development Phase II		c£2.5m	c£2.5m		c£5m	CIL, S106 & Borrowing (tbc)	N (?)
CCTV upgrade (to be considered at July Executive)		c£1m			c£1m	NHB	N (?)
Green Space/Play areas improvement		c£470k	c£380k	c£50k	c£900k	NHB	N
Stadium Site purchase	£3.4m				£3.4m	RTB (?)	N
Stadium Construction Cost			£6m to £7m		£6m to £7m	From commercial enabling development	N
New Financial Management computer system		c£250k			c£250k	CIR/NHB (?)	N
New H&CP computer system		c£250k			c£250k	CIR/NHB (?)	N
Newbold Comyn Masterplan					TBC	TBC	(?)
Warwick Car Parks provision					TBC	TBC	(?)
St Mary's Lands Masterplan		£260k	£120k		£380k	NHB	N

### 3.4.3 Table 4 - Feasibility studies/ Projects currently being investigated

Project	Commercial return	Narrative
Europa Way – Spine Road	Y	To provide upfront funding for the construction of the spine road with the borrowing costs to be recovered.

- Farmhouse	Y	To secure an option on the farmhouse so that it can be incorporated into the wider development.
- Educational land	Y	To secure the land so that it can be incorporated into a wider more comprehensive development.
Kenilworth Wardens	Y	To provide upfront funding to assist with the relocation of Kenilworth Wardens Cricket Club.
Lillington Health Hub	Y	To provide upfront funding and/ or land to assist with the development of a health hub.
St Marys Lands Hotel	Y	To consider funding the construction of a hotel with it being run by a commercial partner
Commonwealth Games	Y/N	To invest in preparation for the CG 2022 to improve facilities part of which may obtain a commercial return.
Leamington Car Parks displacement strategy	Y/N	To mitigate the impact of the temporary closure of Covent Garden with the potential to increase car parking income from alternative car parks.

#### 3.4.4 Table 5 - Potential sources of funding for tables 3 & 4

<b>Projected balances up to March 2022</b>	<b>Total</b>
Community Projects Reserve (CPR)	£22,000
Potential New Homes Bonus (NHB)	£7,000,000
Capital Investment Reserve (above minimum) (CIR)	£140,000
Service Transformation Reserve	£250,000
Any Purpose Capital Receipts (RTB)	£9,000,000
Capital Receipts: One for One replacement (housing investment only)	£9,000,000
CIL (Leisure Development)	£4,200,000
CIL (Medical Facilities - North Leamington)	£2,800,000
CIL (Destination Parks)	£3,000,000

3.4.5 The above figures reflect existing balances and anticipated sums expected to be received in forthcoming years. In addition, for selected projects, the Council will be able to use external borrowing. All projects will be subject to Members' approval of the relevant business cases.

#### 3.5 Recommendation 2.5

3.5.1 Paragraph 5.3 shows the updated MTFS and the profile of the savings to be found. Executive is asked to note that the figures within this table will need to be updated, subject to the agreement of the projects in Table 1.

### 3.6 Recommendation 2.6

- 3.6.1 Paragraph 5.6 discusses the expenditure that is not funded as part of the MTFS and how additional funding will be required to meet these future liabilities so as to ensure future service provision.

### 3.7 Recommendation 2.7

- 3.7.1 June Employment Committee agreed changes to the staffing establishment of Cultural Services to make the temporary Admin Support Officer Post permanent. Taking into account existing funding and the increased income from pitch hires, this will cost £8,000 per annum from 2019/20, for which Executive approval is required.

### 3.8 Recommendation 2.8

- 3.8.1 June Employment Committee agreed to increase the staffing establishment of Finance for ½ a permanent post so as to create a Full Time Administration Officer for the Revenues Visiting Team with immediate effect. Taking into account existing funding, the additional cost of this is £3,300 per annum from 2018/19, for which Executive approval is required.

## 4 **POLICY FRAMEWORK**

### 4.1 Fit for the Future (FFF)

The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. Amongst other things, the FFF Strategy contains Key projects.

The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The change programme is fundamental to the delivery of the strands described in the table below.

<b>FFF Strands</b>		
<b>People</b>	<b>Services</b>	<b>Money</b>
<b>External</b>		
<b>Health, Homes, Communities</b>	<b>Green, Clean, Safe</b>	<b>Infrastructure, Enterprise, Employment</b>
<u>Intended outcomes:</u> Improved health for all Housing needs for all met Impressive cultural and sports activities Cohesive and active communities	<u>Intended outcomes:</u> Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and ASB	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/productivity of local economy Increased employment and income levels
<b>Internal</b>		
<b>Effective Staff</b>	<b>Maintain or Improve Services</b>	<b>Firm Financial Footing over the Longer Term</b>
<u>Intended outcomes:</u> All staff are properly trained	<u>Intended outcomes:</u> Focusing on our customers' needs	<u>Intended outcomes:</u> Better return/use of our assets

All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	Continuously improve our processes Increase the digital provision of services	Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
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## 5 BUDGETARY FRAMEWORK

- 5.1 The Council's MTFS was last presented to Members in February 2018 as part of the Budget report. At that time the profile of savings required over future years was as follows:-

	<b>2018/19 £'000</b>	<b>2019/20 £'000</b>	<b>2020/21 £'000</b>	<b>2021/22 £'000</b>	<b>2022/23 £'000</b>
Deficit-Savings Required(+)/Surplus(-) future years	0	607	81	929	699
Change on previous year	0	607	-526	848	-230

- 5.2 The MTFS has now been reviewed to take account of latest information and updated assumptions. It has also been rolled on a further year to include 2023/24. The new FFF initiatives in Table 1 have not been included but the initiatives in Table 2 have been factored in. The main changes to the Strategy are as follows:-
- 5.2.1 £100k Leisure Options increased concession for 2023/24 with the MTFS roll-forward.
- 5.2.2 £64k savings as increased pensions costs for auto enrolment below estimate.
- 5.2.3 Savings/costs from initiatives within this report, notably £100k advertising income, £60k cost of Assets Team.
- 5.2.4 The costs of the extra litter bin collections discussed within a separate Executive report on this agenda have been included in the updated MTFS.
- 5.2.5 The projections for Business Rate Retention and the contributions from/to the Volatility Reserve have been reviewed. Alongside this assumptions have had to be made for the amounts due to be received from 2020/21 when the system is "reset" and the impact of the Fair Funding Review. Net contributions from the Reserve have been increased from 2019/20 to 2022/23 so as to "smooth" the Council's savings requirement. From 2023/24, the contribution from the reserve has been reduced by £100k, which makes the Council's net Business Rates closer to the anticipated Baseline position.
- 5.3 Taking into account all these changes, the updated savings profile is as follows:-

	<b>2019/20 £'000</b>	<b>2020/21 £'000</b>	<b>2021/22 £'000</b>	<b>2022/23 £'000</b>	<b>2023/24 £'000</b>
Deficit-Savings Required(+)/Surplus(-) future years	42	15	471	349	471
Change on previous year	42	-27	456	-122	122

5.4 The savings and costs within Table 1, paragraph 3.1 have not as yet been included within these figures.

5.5 The figures above include many recurring savings that have been agreed to be made in future years, the most notable of which are:-

- £300k Office relocation From April 2021
- £85k Town Hall Transfer From July 2021
- £200k Senior Management Review From April 2022
- £100k Advertising Income From April 2019

5.5.1 If the above savings are not achieved and further savings/ income generation initiatives are not identified then officers will need to consider other options and these will need to be presented to Members for consideration.

5.6 Alongside the MTFS, Members need to continue to pay attention to the liabilities that are not fully funded in the medium term. These include the funding of corporate assets, ICT, and Equipment Renewals. In addition, Members will need to consider the Car Park Strategy, where further funding issues need to be considered. It should be noted that, whilst the MTFS makes some provision for ICT and Equipment Renewals, there is no on-going funding to the other reserves that the Council holds. Further contributions to these reserves will be considered as part of future Budget reports to the Executive as is usually the case.

Reserves forecast to be depleted

<b>Reserve</b>	<b>By when</b>
Corporate Assets Reserve	2021/22
ICT Replacement Reserve	2021/22
Public Amenity Reserve	2019/20

5.7 Tables 3 and 4 show the projects that are expected to be coming forward in forthcoming years. Table 5 shows the available resources to fund these projects. The resource estimates are due to be updated following the audit of the 2017/18 Statement of Accounts. The proposed projects should all be subject to a detailed Business Case reported to Members. These projects will need to be prioritised to ensure that they can be met within the Council's overall funding (revenue, capital or one-off reserve) and to ensure that they do not expose the Council to excessive risk.

5.8 The two changes agreed by the June Employment Committee, in recommendations 2.7 and 2.8, will present an additional estimated recurring cost of £11,300 which will need to be included within the MTFS.

## **6 RISKS**

- 6.1 This report relates to all aspects of Council Service delivery. The Council has a strong risk governance framework in place from the Significant Business Risk Register through to the individual Service Risk Registers and on to day-to-day risk assessments. Individual projects have their own Issues and Risk logs and there is regular reporting either to Project Boards and/or Executive.
- 6.2 The experience of the last 8 years for local government is that the funding situation gets worse than anticipated. There is therefore a risk that even though there is a plan for delivering savings/ increased income, even more is required. It is therefore prudent to put plans in place which deliver savings/ increased income in excess of the current known requirement. Consequently, Members will need to consider very carefully all areas where the Council is able to increase its income.

## **7 ALTERNATIVE OPTIONS CONSIDERED**

- 7.1 No alternative options to the recommendations in this report have been considered as the FFF Change Programme has proved very successful in delivering the Council's Services whilst reducing its costs and increasing its income.

 Executive – 27 June 2018		Agenda Item No. <b>4</b>
Title	Residential Design Guide – Supplementary Planning Document (SPD) and Parking Standards SPD Supplementary Planning Document (SPD)	
For further information about this report please contact	Lorna Coldicott: Senior Planner <a href="mailto:lorna.coldicott@warwickdc.gov.uk">lorna.coldicott@warwickdc.gov.uk</a> 01926 456505 Hayley Smith: Senior Planner <a href="mailto:Hayley.smith@warwickdc.gov.uk">Hayley.smith@warwickdc.gov.uk</a> 01926 546331	
Wards of the District directly affected	All	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	7 March 2018, minute no. 139	
Background Papers	Warwick District Local Plan 2011-2029	
Contrary to the policy framework:	No	
Contrary to the budgetary framework:	No	
Key Decision?	Yes	
Included within the Forward Plan? (If yes include reference number)	Yes (917)	
Equality Impact Assessment Undertaken	Yes	
The Local Plan has been subject to an equalities impact assessment which assessed the implications of consultations on equalities.		
Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	11/06/18	Chris Elliott
Head of Service	11/06/18	Dave Barber
CMT	11/06/18	Chris Elliott/Andy Jones/Bill Hunt
Section 151 Officer	11/06/18	Mike Snow
Monitoring Officer	11/06/18	Andy Jones
Finance	11/06/18	Mike Snow
Portfolio Holder(s)	11/06/18	Cllr Alan Rhead
Consultation & Community Engagement		
The documents are submitted to committee with a recommendation that they are adopted following a public consultation carried out between 19 March and 08 May		
Final Decision?	Yes	
Suggested next steps (if not final decision please set out below)		



## 1. **Summary**

- 1.1 The Warwick District Local Plan 2011 – 2029, adopted in September 2017, commits the council to reviewing the Residential Design Guide under Policy DS1 paragraph 5.10, which states “The Council will review its Residential Design Guide to provide updated guidance consistent with the National Planning Policy Framework (NPPF), this policy (DS1) and the Garden Towns, Suburbs and Villages Prospectus.” The review has taken place and following Executive approval on 7 March, for a public consultation to be held, the document was subject to consultation between 19 March and 08 May 2018.
- 1.2 Paragraphs 5.57-5.59 of the Warwick District Local Plan 2011-2029 identify that the Council is seeking to review its Parking Standards SPD so that it is consistent with national planning policy and the most recent census data regarding local car ownership. The consultation draft was also subject to consultation between 19 March and 08 May.

## 2. **Recommendation**

- 2.1 That the Executive notes the statement of community consultation (Appendix 1) and the subsequent changes to the documents and recommends that both the Residential Design Guide (Appendix 2) and the Parking Standards SPD (Appendix 3) be formally adopted.
- 2.2 Following Executive approval for adoption, these documents will assist in the determination of planning applications.

## 3. **Reasons for the Recommendation**

### *Residential Design Guide*

- 3.1 The policies within the NPPF and the Local Plan supersede those quoted throughout the adopted Residential Design Guide (2008) and further design guidance has been published since the adoption of that document and a new minimum standard introduced for the open space surrounding new dwellings and guidance published regarding the storage and disposal of domestic waste.
- 3.2 The existing Residential Design Guide was adopted as a Supplementary Planning Document (SPD) in April 2008 to provide a design framework for all who are involved in the provision of residential accommodation within Warwick District, to promote high quality and innovative design for the housing of the 21st Century. This latest iteration seeks to continue to uphold and improve upon this aim resulting in quality developments supporting the health and well-being of the districts residents; current and future, as proposed through the Local Plan.
- 3.4 The Guide is aimed at anyone wishing to develop residential schemes within the district from small domestic extensions, to large strategic housing allocations through the Local Plan process.
- 3.5 The Residential Design Guide is a generic document which can be applied to all new residential development, regardless of location within the district. There are however, a number of development briefs which have been published or are in preparation, for specific strategic residential and mixed use developments throughout the district. The guide in no way fetters the scope and detail of

those briefs but rather provides a platform of principles on which to base the local, detailed advice.

### *Parking Standards SPD*

- 3.6 The Parking SPD is intended to replace the Vehicle Parking Standards SPD adopted in 2007. The 2007 parking standards no longer align with national planning policy, which has moved away from defining maximum car parking standards. This matter is highlighted in paragraphs 5.57-5.59 of the Warwick District Local Plan, adopted in September 2017, which identifies that a review of the SPD is needed.
- 3.7 In addition, the SPD seeks to align with and supplement policies set out in the recently adopted Local Plan, including most notably policy TR3.
- 3.8 It should be noted that there is likely to be an update to the National Planning Policy Framework during 2018. It is not anticipated that the update will alter the policy context for the attached SPDs, although should any substantive changes be required these will be made and consulted upon following Executive approval.

## **4. Policy Framework**

### **4.1 Fit for the Future (FFF)**

"The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects.

"The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council's FFF Strategy."

<b>FFF Strands</b>		
<b>People</b>	<b>Services</b>	<b>Money</b>
<b>External</b>		
<b>Health, Homes, Communities</b>	<b>Green, Clean, Safe</b>	<b>Infrastructure, Enterprise, Employment</b>
<u>Intended outcomes:</u> Improved health for all Housing needs for all	<u>Intended outcomes:</u> Area has well looked after public spaces	<u>Intended outcomes:</u> Dynamic and diverse local economy
met Impressive cultural and sports activities Cohesive and active communities	All communities have access to decent open space Improved air quality Low levels of crime and ASB	Vibrant town centres Improved performance/ productivity of local economy Increased employment and income levels
<b>Impacts of Proposal</b>		

The Residential Design Guide forms the basis for good design for all residential development in the district ensuring a positive effect on the health and well-being of residents	The Guide includes new guidelines for the minimum open space standards surrounding all types of new residential development	Not applicable
<b>Internal</b>		
<b>Effective Staff</b>	<b>Maintain or Improve Services</b>	<b>Firm Financial Footing over the Longer Term</b>
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
<b>Impacts of Proposal</b>		
The Guide assists staff assessing planning proposals and provides a tool by which advice can be given to applicants for planning permission	Provides advice regarding design aspects of planning proposals for all those intending to extend existing houses or build new residential developments	Not applicable

## 4.2 Supporting Strategies

Each strand of the FFF Strategy has several supporting strategies. The Local Plan is one of the key strategies, cutting across many of the FFF strands. The Residential Design Guide ensures the delivery of high quality design enabling and supporting the growth required through the plan period.

## 4.3 Changes to Existing Policies

### *Residential Design Guide*

This document seeks to support the new policies adopted within the Local Plan and adheres to national and local policies rather than changing them. This SPD will replace the Residential Design Guide (April 2008).

### *Parking Standards SPD*

This document seeks to support the new policies adopted within the Local Plan and adheres to national policies. This Parking Standards SPD will replace the Vehicle Parking Standards SPD (2007).

## 4.4 Impact Assessments: the Consultation has been undertaken in line with the Council's Statement of Community Involvement (SCI) 2016 approved by

Executive in January 2016. The SCI specifically seeks to ensure that all relevant sectors of the community are consulted. The Local Plan has been subject to an equalities impact assessment which assessed the implications of consultations on equalities.

## **5. Budgetary Framework**

- 5.1 The costs of conducting the consultations and reviewing the responses were covered within the existing budget framework.

## **6. Risks**

- 6.1 There are no specific risks related to adopting the SPD's

## **7. Alternative Option(s) considered**

- 7.1 The Executive could decide not adopt design guidance, but this would have a detrimental affect overall on the quality of development and the health and wellbeing of residents by depriving officers of the support required to ensure that developments are designed with care and taking local aspects into account.
- 7.2 The Executive could decide not to adopt the Parking Standards SPD, but this would have a detrimental effect overall on the quality of development and the health and wellbeing of residents by depriving officers of the support required to ensure that developments are designed with care.

## **8 Background**

### *Residential Design Guide*

- 8.1 The NPPF was published in 2012, after the adoption of the Residential Design Guide. The NPPF states throughout that good design is a 'key aspect of sustainable development' and can contribute to 'making places better for people'. It reintroduced the concept of garden cities, extending the principles to include all new larger scale settlements and extensions to villages and towns.
- 8.2 During the preparation of the Local Plan and in line with Government policies set out in the NPPF, a document was commissioned and published on behalf of the council setting out a series of design principles in support of a garden towns approach to development. The 'Garden Towns, Suburbs and Villages Prospectus' forms part of the Local Plan evidence base and is guiding the way in which officers assess the layout and design of new residential schemes. The Residential Design Guide has incorporated these principles to support this approach.

### *Parking Standards SPD*

- 8.3 The NPPF was published in 2012, after the adoption of the Vehicle Parking Standards (2007) which includes maximum car parking standards. The NPPF rejects the use of maximum parking standards, and this is further supported by the Ministerial Statement, March 2015.
- 8.4 Paragraph 39 of the NPPF sets out a number of matters which Local Planning Authorities should take into account when developing parking standards:

- The accessibility of the development
- The type, mix and use of development
- The availability of and opportunities for public transport
- Local car ownership levels
- An overall need to reduce the use of high emission vehicles

8.5 The Parking Standards SPD has been drafted taking into account the matters above.

8.6 As a result of the recent public consultation, several representations were received in relation to both documents. As a result, some minor changes have been made which are outlined in the statement of public consultation (Appendix 1)

## Residential Design Guide

May 2018

## Report of Public Consultation

<b>Ref</b>	<b>Name</b>	<b>Company /Organisation</b>	<b>Comment</b>	<b>Response</b>	<b>Amendments to the document</b>
14427	Sharon Jenkins	Natural England	Do not wish to comment	-	N/A
12146	Diane Clarke	Network Rail	No comments to make	-	N/A
14867	Katherine Geddes	Leamington Town Council	Support	-	N/A
201	Jenny Mason	Whitnash Town Council	No comment		N/A
14869	Colin Quinney	District Councillor - Leam Ward	The Guide is very well presented and a great deal of the design and detailed technical content is excellent and to be welcomed. However there are some important underlying principles which are open to question and should be reviewed, especially in the light of recent national/local policy changes and available research.		
14869	Colin Quinney	District Councillor - Leam Ward	SECTION 3 – POLICY FRAMEWORK Page 11 Garden Suburb Policy The new NPPF now out for consultation does not emphasise the Garden Suburb approach as implied in this draft. Its new focus is on best use of land through good design and higher densities.	Although the draft of the new NPPF does not include the garden suburb, towns and villages approach, a number of prominent bodies, including the RTPI have requested that the government include it in the final version. Because of this and the fact that the Local Plan has been based on such	None

				principles, it is considered that the reference should remain.	
14869	Colin Quinney	District Councillor - Leam Ward	<p>This section therefore may need considerable review and redrafting – or at least modification – to incorporate the following suggested changes to:</p> <ul style="list-style-type: none"> <li>a. raise the minimum density objective to 45- 50 dwellings per ha</li> <li>b. link this objective explicitly to sustainable transport objectives – in particular of accessible, frequent and affordable public (bus) services. Studies have shown that 50 + dwellings per ha is required.</li> <li>c. clearly state that the local Plan requirement for around 50% of demand for all dwellings, private and social, is for one and two bedroom properties</li> <li>d. encourage terraced and mid-rise apartment solutions – the latter seem to be discouraged in the draft - to achieve these density and smaller unit objectives. Give examples of attractive historic and recent buildings both terraced (e.g. Clapham Terrace) and 3/6 storey Regency/Victorian streets and modern developments (eg.....??) which meet these criteria.</li> </ul>	<p>Changes to the densities of dwellings in this document would be at odds with the Local Plan. This document does not succeed the Local Plan and should not seek to change adopted policy. This document is meant to add some guidance to the detail which the local plan hasn't provided.</p> <p>Advice on housing mix is being prepared which should address the issue of the type of housing required on new developments and also will refer to planning guidance and masterplans which are in preparation for specific sites/areas allocated within the Local Plan.</p>	None
14869	Colin Quinney	District Councillor - Leam Ward	<p>SECTION 4 –DESIGN STEPS Page 19 BE2</p> <p>c) Minimum density objective should be revised to 45-50 dwellings per ha</p> <p>e &amp; h) Transport modes should be clearly placed in descending priority order -</p>	This would be changing Local Plan policy	None

			walking, cycling, buses...with cars last of all.		
14869	Colin Quinney	District Councillor - Leam Ward	SECTION 4 –DESIGN STEPS Page 19 BE1 p) The minimum energy efficiency rating required could be stated in this section.	These are included in the Local Plan and do not therefore need to be repeated here as this document should be read in conjunction with the Local Plan and its relevant policies. Building Regulations include much of this information now	None
14869	Colin Quinney	District Councillor - Leam Ward	SECTION 5 –DESIGN CONSIDERATIONS Page 24 – Densities As stated in comments on Section 3, densities should be set at a minimum of 45-50 per ha in the 'garden suburb' areas and at higher densities near to Town Centres and public transport interchanges. Rationale is given in Section 3 and footnotes 1,2 and 3  Modify the discussion of exceptions to the density policy to underline the requirement to meet small unit and affordable housing policies, as well as better land use; and state that only rare exceptions will be made.	This would be changing Local Plan policy.  There is an argument to be made in specific circumstances for lower densities. However, the expectation is that density minimums are in line with the direction of travel of the draft NPPF	None
14869	Colin Quinney	District Councillor - Leam Ward	Page 25 – Amenity Space Clarify if the minimum amenity spaces specified include or exclude off-street parking spaces (should surely exclude?) Encourage use of balconies/convertible to conservatories for flats, to provide private amenity space.	The minimum amenity space standards exclude parking spaces.  Balconies bring their own inherent issues of overlooking and loss of privacy and	None



				therefore they are not actively advocated	
14869	Colin Quinney	District Councillor - Leam Ward	<p>SECTION 6 – DESIGN PRACTICALITIES</p> <p>Page 30 – Quality environments. This is a golden opportunity for this SPD to introduce minimum space standards as laid out by both DCLG in 2015 and by RIBA's similar case for space in 2011. Independent local research shows clearly that up to 75% of houses are being built below these minimum standards.</p> <p>Experience suggests that local professionals would welcome minimum standards being set. Purchasers would be protected and developers encouraged to on design and quality. Have architects and other professional been consulted?</p> <p>By introducing minimum space standards alongside higher minimum densities, this SPD could achieve a win-win for residents and developers with no uplift in property prices.</p>	As set out in the Government's "Housing: Optional Technical Standards Guidance" - Local planning authorities will need to gather evidence to determine whether there is a need for additional standards in their area, and justify setting appropriate policies in their Local Plans. This is not something that can be done as part of a review of the Residential Design Guide SPD	None
14869	Colin Quinney	District Councillor - Leam Ward	<p>Page 30 – Energy conservation</p> <p>Is there an opportunity to revise upwards the minimum energy efficiency requirements set out in the Local Plan – given its long gestation, recent national policy guidance and the local Administration's declared intention to stimulate eco-friendly housing?</p> <p>A requirement to incorporate solar</p>	The direction from Government has been to direct energy efficiency of buildings to Building Regulations hence why we no longer have a Sustainable Buildings SPD. We can't ask more than Building Regulations standards	None

			panels/tiles into all new developments 'where appropriate' might be a sensible specific adjustment to add.		
14869	Colin Quinney	District Councillor - Leam Ward	<p>Page 31 Policy H4 Is it appropriate that a 'viability exception' to this policy should be explicitly made, given that the approved Plan has assessed viability as part of the overall process and the Inspector has agreed?</p> <p>If it is appropriate, then it may be considered good practice to set a minimum % for affordable housing as other authorities do. Perhaps at 30%.</p> <p>It should also be pointed out here or elsewhere in the document that viability assessments and their evaluation will generally be made public (as confirmed by the recent decision over Riverside House/Covent Garden developments).</p>	The SPD is written to support the Local Plan policies. It cannot change the standards adopted in the Local Plan. The RDG simply reiterates the exception which is already explicitly set out in Policy H4 in the Local Plan	None
14869	Colin Quinney	District Councillor - Leam Ward	Affordable housing should be clearly defined here as per our Local Plan; 40% split 24% at social rents, 10% at 'affordable' rents and 4% as shared ownership. This needs to be explicit, to avoid confusion with the NPPF looser definition currently out for consultation.	The Local Plan has set the minimum density at 40%. This document cannot change Local Plan policy.	None
14869	Colin Quinney	District Councillor - Leam Ward	<p>SECTION 10 THE WAY FORWARD Pre-application advice Page 62 it should be stated that all pre-</p>	Documents supporting planning applications are made public	None

			application advice given will normally be publicly available when each application is validated and uploaded on to the planning portal for public consultation.	unless there is a specific reason not to do so, such as market sensitivity/confidentiality. It is a national requirement and can only be sought in the following circumstances (as set out in the DMPO 2015): Development defined as 'major development' Development in a designated area <sup>2</sup> consisting of: o The provision of one or more dwellings o The provision of buildings where the floorspace created is 100sq m or more What they should contain is set out in national guidance and we are not able to add local requirements to this	
14870	Nicola Overall	Rowington Parish Council	1. Parish and Town Councils are the tier of local government that are closest to the community that they serve and are best placed to comment on planning proposals within their locality. There is no mention of the role or importance of Parish or Town Councils in relation to planning decisions in this document. This must be corrected, and the views of the relevant Parish or Town Council identified as a significant factor in any planning decision.	The document is not outlining the process of submitting a planning application. It is dealing with matters of residential design. There is no need therefore to outline the planning application administrative process	None
14870	Nicola Overall	Rowington Parish Council	2. The Residential Design Guide V8 focusses almost exclusively on the urban environment. There is no mention of the	Design principles in this document can be applied throughout the district. For	None

			need to consider the relevant Village or Parish Design Statement when building in a rural setting. This is a significant oversight which limits the utility of the guidance and should be corrected in any final version.	more detailed advice on a more local level, parish councils and others are encouraged to work toward producing a Neighbourhood Plan in which they can outline the specific characteristics of their area and offer advice on how these can be repeated and enhanced to add to the existing styles, materials, designs and densities to further improve the area whilst retaining the historic character and setting of villages and hamlets	
14870	Nicola Overall	Rowington Parish Council	3. As a Parish Council, Rowington has suffered from planning decisions that fail to take account of the unique nature of the rural environment such as widely spaced housing and the historic architectural styles present in many villages and hamlets. Guidance on planning density and design that is suitable in an urban setting will often be completely inappropriate in a rural environment. The guidance must reflect the need to take account of the views of Parish Councils when determining planning decisions in a rural environment.	Design principles in this document can be applied throughout the district. For more detailed advice on a more local level, parish councils and others are encouraged to work toward producing a Neighbourhood Plan in which they can outline the specific characteristics of their area and offer advice on how these can be repeated and enhanced to add to the existing styles, materials, designs and densities to further improve the area whilst retaining the historic character and setting of villages and hamlets	None
14870	Nicola	Rowington	4. Rowington Parish Council welcomes the	A new planning 'local validation	None

	Overall	Parish Council	requirement to submit a Design and Access Statement but note that the proposed guidance give less protection than the current 2008 guidance as far as rural villages and conservation areas are concerned, particularly with regard to density and design. The reference to Garden City principles should be removed as this no longer appears in the current draft National Planning Policy Framework. The Parish Council also suggests that a simplified, but mandatory form of Design and Access Statement is required for all planning applications. The length and complexity of the current proposed guidance means that much of the guidance will be ignored in practice.	list' is being prepared by the development management team. The requirement to submit a design and access statement and what it should contain is being addressed through this work.	
14870	Nicola Everall	Rowington Parish Council	5. The Parish Council is concerned at the reference to "innovative designs where they complement their surroundings and stipulates that buildings, which make a statement may be appropriate in an otherwise uninteresting street scene or on corner sites". This type of design will often be inappropriate in a rural setting and reinforces the need to take account of the views of Parish and Town Councils when planning decisions are made.	Decisions are made on a site by site basis. Whilst there may be situations and designs which do not suit a particular location, there are others where it will. This is not specific to urban and rural locations. Parish and Town councils are consulted on all such developments and their views are taken into account when a decision is made.	None
9602	Jasbir Kaur	Warwickshire County Council	The Highway Authority considers that this document has the potential to provide a clear highway structure for new developments. The Highway Authority would welcome a	This is not a subject for this document. As the Highway Authority, WCC has responsibility for highway	None

			<p>dedicated chapter which would set out the provision for highways and standard requirements for new residential developments. This would also include requirements for access arrangements. The chapter could also include information on the provision of infrastructure for sustainable modes of transport, including cycle infrastructure, bus stops and shelters and public rights of way with points of contact included for the County Council.</p> <p>In addition the Highway Authority actively promotes walking neighbourhoods, and the RTPI Guidance on Dementia and Town Planning, most notably the need for legible and well connected neighbourhoods and developments, which use techniques including landmark buildings, landmark trees and changes in vegetation and materials to guide people through a development, but also make distinct areas which people can recognise.</p>	<p>design, not the district council. If it is considered necessary to publish this information, WCC should do this and the district council could adopt those standards. Otherwise, the district council will continue to consult with the highways authority when developers design new schemes for comment in pre-application discussions or when planning applications are submitted</p>	
14069	Neil Eaton	Kenilworth Town Council	There appears to be a contradiction between Fig 5 and Fig 6 top right. It was felt that the extended roof should be hipped in both cases	Will change the diagrams to make it clear. One has been inadvertently included twice.	Repeated diagram fig 5 removed
14069	Neil Eaton	Kenilworth Town Council	Welcomes the introduction of amenity space standards for houses and flats. The Town Council is not clear whether this will apply to the effect of extensions in gardens?	It would be a material planning consideration. Applications for extensions have been refused where it was considered that the dwelling would not be left with sufficient amenity space, however, having standards puts us in a stronger position to do	None

				this.	
14069	Neil Eaton	Kenilworth Town Council	Questions the requirements in Fig 21 as possibly irrelevant as Permitted Development rights surely exceed them?	Dormers are not permitted development in Conservation Areas	None
14069	Neil Eaton	Kenilworth Town Council	Suggests that the Photo examples would be much more use if it clearly indicated which are considered Good examples and which Bad, possibly by the use of ticks and crosses as earlier in the Guide	The majority of the photos show illustrate good practice, it is therefore considered that an X could be shown against those few photos that demonstrate bad practice. Read with the text accompanying the photos, this should make it clear	X added to Photos Illustrating Poor design

## Residential Design Guide

May 2018

## Report of Public Consultation Parking Standards

<b>Ref</b>	<b>Name</b>	<b>Company /Organisation</b>	<b>Comment</b>	<b>Response</b>	<b>Amendments to the document</b>
71140	Ed Pigott	Barton Wilmore	The draft standards do not make clear whether the parking provision should be rounded up or down to the nearest whole number, this should be explicit.	Parking provision should be rounded up to the nearest whole number where appropriate. This is explicit for HMOs in Table 1, though it is acknowledged that this could be made more explicit elsewhere, most notably for the total spaces on major sites incorporating unallocated parking which is calculated as a percentage of the total number of allocated spaces.	P8 – identify that that the number of spaces should be rounded up to the nearest whole number where appropriate.
71140	Ed Pigott	Barton Wilmore	The draft parking standards in some circumstances would significantly increase the level of parking required within development when viewed against the adopted standards. In the example set out above, the parking standards requirement increase from 150.5 spaces to 200.4 spaces (33.2% increase). The requirement will increase further as the	The draft SPD deliberately aims to increase the level of residential parking for the reasons set out in the introduction and the accompanying evidence paper. This is most notably to be less	N/A



			size of the development increases. The justification for such an increase is a general increase in car ownership between 2001 and 2011 censuses which doesn't adequately take into account the spatial variation, potential change in population and any habitual changes which may have arisen. It fails to fully address the first three bullet points in paragraph 39 of the NPPF.	restrictive in line with national policy (the NPPF clearly rejects inflexible maximum standards), local car ownership levels and observed issues in developments built to the current adopted maximum standards. As highlighted in the evidence paper, in respect of residential parking, whilst individuals might opt to use sustainable transport modes for some trips, trends suggest that they still own a car and need somewhere at home to park.	
71140	Ed Pigott	Barton Wilmore	The evidence paper is lacking in detail relating to where and how people use cars and why there is a need for such a level of unallocated spaces within major and flatted developments.	In the 2007 parking standards, there is no provision for visitor parking spaces, and parking spaces allocated to a particular property are inflexible for this purpose. The unallocated provision proposed for flats is therefore principally to address this issue. It is acknowledged however, that if all parking for flatted developments were to be unallocated (i.e. no spaces designated for use	Update paragraph 2.7 to suggest that overall provision may be lower where <u>all</u> parking spaces are provided to be unallocated within a development of flats.

				by residents of any particular flat), this is more flexible and may result in a need for a lower total provision.	
71140	Ed Pigott	Barton Wilmore	The potential significant increase in the parking requirement could have an adverse impact on high quality design and viability given the amount of space which will have to be given over to parking in any new developments and potentially expensive engineered solutions (i.e. undercroft/basements). Therefore, the issue of parking requirement needs to be less prescriptive and more flexible to allow for local circumstances; the allowances for failing to meet the standards set out in section 204 do not sufficiently allow for site-specific considerations to be taken into account.	<p>The draft standards have been designed to be flexible, with paragraph 2.2 identifying that individual schemes might make a case for higher of lower provision. Each case will be considered on its merits.</p> <p>Guidance on how to successfully accommodate parking has been included in the SPD, and the alternative observed on various sites throughout the district is for parking to occur in places where the design had not intended. This can create an unsightly environment, which can sometimes obstruct footpaths or highways including bus routes. Such undesirable parking has the potential to be unsafe and/or cause tensions between neighbours.</p>	N/A
71140	Ed Pigott	Barton	A parking survey is not a mechanism which	Paragraph 2.2 identifies	Specify

		Wilmore	will show, in every situation, that suggested provision is acceptable, but the draft SPD appears to use parking surveys as the only tool to allow for reduced parking provision in development.	that the amount of parking might increase or decrease from the specified requirement where special circumstances can be demonstrated. Examples of such circumstances could be specified. Paragraph 2.4 sets out the criteria which must be demonstrated to make a proposal of lower parking provision to be acceptable.	circumstances where deviation from the quantitative standards might be acceptable for residential development.
71140	Ed Pigott	Barton Wilmore	The draft SPD is also silent on how it would be possible to provide such levels of parking within a constrained site. The design guidance suggests various ways of providing parking but does not provide advice relating to how they have arrived at these standards irrespective of public transport provision or the sustainability of the location.	The draft SPD is a general guide. The design of individual sites is to be considered on their own merits.  As above any provision which deviates from the specified standards will need to be clearly justified and will be considered on its own merits.	As above
71140	Ed Pigott	Barton Wilmore	The draft SPD also fails to consider the spatial variations of development, the impact this would have on living patterns and the impact this would have on living patterns and the impact this would have on requirement; something required by the NPPF.	As above any provision which deviates from the specified standards will need to be clearly justified and will be considered on its own merits.	As above

71140	Ed Pigott	Barton Wilmore	The standards are to be applied throughout the district which does not take into account the highly sustainable locations which are served by public transport and amenities obviating the needs for private cars (in some cases). The draft SPD should make the distinction between the sustainable urban areas within the district and allow for a reduced standard to reflect this.	As above any provision which deviates from the specified standards will need to be clearly justified and will be considered on its own merits.	As above
71140	Ed Pigott	Barton Wilmore	Overly prescriptive, inflexible parking standards have the potential to stifle these developments. Policy TR3 also makes specific reference to the need to provide an appropriate level of parking that does not discourage efficient use of land. It further states that the levels of parking provision for new development should recognise the needs of people and reflect the differences between areas. The draft SPD currently fails to do this and should be amended. Failing this, evidence should be provided to show that the draft standards are required in all areas of the district.	The draft parking standards have been drafted to ensure there is adequate parking provision, and they are intended to be more flexible than the 2007 maximum parking standards. It is the specific intention to increase the overall provision of residential parking for the reasons outlined. However, as outlined above, a range of criteria which may justify a different level of provision will be included along the lines of those set out for non-residential development.	As above
71140	Ed Pigott	Barton Wilmore	Warwick District has high-quality transport links via a number of main line railway stations connecting it to Birmingham and London. This means that some developments will be highly sustainable in nature and the parking standards should reflect this.	Acknowledged. Development around a transport hub such as a railway station would be an example of where it may be appropriate to	N/A

				adjust the level of parking in a new development proposal in line with paragraph 2.2 of the SPD.	
71140	Ed Pigott	Barton Wilmore	The NPPF is clear that the accessibility of a development and the availability to use public transport is something that should be taken into account when setting parking standards. Policy TR3 of the Local Plan is also clear that levels of parking provision should reflect differences between town centre, edge of urban and rural areas. The objective of Policy TR3 is to seek to balance these competing aims. The draft SPD fails to take this into account as, for residential properties, there is a lack of any spatial dimension allowing for change dependant on the sustainability of the location and the type of development (i.e. a flatted development for young professionals is less likely to require parking than family homes). This should be re-considered, and the draft SPD revised to bring it in line with the relevant policy. Alternatively, evidence should be provided to show that the standards are justified throughout the district and that all types of development would require the same level of provision.	As above. The standards are designed to be applied flexibly, and the location of any development will be considered on its own merits where it is used to justify a higher or lower parking provision than the standard.	N/A
71140	Ed Pigott	Barton Wilmore	Our view is that a parking survey does not capture all possibilities and a Transport Assessment may be appropriate in some circumstances; for example, where a development will require less parking provision.	A parking survey is required in the situations outlined in the SPD, and this corresponds to the updated Local Validation List.	N/A
71140	Ed Pigott	Barton Wilmore	In light of the above, there is a disconnect with both national and local policy. The draft SPD could also affect viability given the	Disagree. The aims of national and local policy are aligned. Site specific	N/A

			amount of parking that is required, the impact this will have on developable area, and the infrastructure required relating to electric vehicles.	and viability arguments can be considered on a case by case basis as appropriate.	
71140	Ed Pigott	Barton Wilmore	The draft SPD also changes the level of cycle parking that would be required within residential developments. It also sets out requirements for electric vehicle charging points in development at 1 charging point per unit (house with dedicated parking) and one charging point per 10 space (unallocated parking). No exceptions are set out within the standards, and it is unclear what the requirement is for other forms of development that require parking (i.e. flatted developments). In line with paragraph 153 of the NPPF, we consider that these standards should be predicated on robust evidence. There is currently no evidence set out in the Draft Parking Standards Evidence Paper relating to either cycle parking or electric vehicle charging points. The electric vehicle charging requirement is set out in the Council's Air Quality Action Plan (Addendum) dated April 2014. We are also of the view that consideration of viability is needed, and linked to this, greater flexibility.	<p>In researching cycle parking a benchmarking exercise was undertaken against cycle parking standards in other local authority areas. Other LA areas regularly require greater cycle storage than the 2007 Warwick standards, so the move is to bring the district more in line with the surrounding areas, and to reflect the need to encourage travel by other more sustainable modes.</p> <p>The EV charging point requirements reiterate those that have been actively encouraged in guidance to developers since 2014, and have been implemented to a large extent. Any viability concerns will be considered on a case by case basis.</p>	N/A Include benchmarking table on cycle storage for residential development in the accompanying evidence paper.
71140	Ed Pigott	Barton Wilmore	In summary the draft Parking Standards should be amended to provide clarity in how they are applied (we assume these are minimum standards). The draft Parking	As above, the standards are intended to be flexibly applied where appropriate, and	N/A

			Standards should be more flexible and less prescriptive with requisite justification. The draft Standards fail to acknowledge local circumstances in line with national and local policy.	variations (up and down) will be considered on a case by case basis.	
71139	Councillor Colin Quinney	District Councillor - Leam Ward	2.1 The proposal for HMO's is too generous compared to normal residential standards. A fifth of HMO's are not let to students and the ratio of bedrooms to cars is nearer 1 to 1 than 2 to 1. Fairer standard for HMO's would be 1 car per bedroom up to 2 bedrooms, as for residential, then 1 car for every 2 bedrooms.	The standard set out for HMOs in the draft SPD is based on available evidence and recognises that circa 80% of local HMOs are occupied by students. The response below (PBSAs) acknowledges that over time, the proportion of HMOs occupied by students may change and may therefore justify a change to the standard as currently proposed. This will be reviewed in due course.	
71139	Councillor Colin Quinney	District Councillor - Leam Ward	The proposals not to set a standard for Purpose Built Student Accommodation leaves a potentially large loophole and is not satisfactory. The standard should be set as per HMO's (treating each flat 'cluster' as a single HMO for parking purposes) but with permitted exceptions on a case by case basis. This would allow developments with convincing on-site management of zero car leases to be accepted should the current experiment with such an arrangement at Union Court ('Alumno') prove successful.	A separate SPD on Purpose Built Student Accommodation (PBSA) is in the early stage of preparation. The intention is that that SPD will encourage PBSAs and reduce the reliance on HMOs. Appropriate levels of parking for local PBSAs may be considered through this bespoke work, to ensure that parking does not become	N/A

				a constraint to them coming forward. The benchmarking undertaken in the evidence base does not provide a conclusive basis on which to propose a parking standards for this type of development, and a significant number of authorities actively discourage any parking associated with such developments.	
71139	Councillor Colin Quinney	District Councillor - Leam Ward	2.4 b) The proposed Unilateral Undertaking on some developments, to relinquish the right to Residents' permits, may help mitigate daytime parking pressures for existing residents in some areas eg Town Centres. However the major pressure in most areas is overnight resident parking. RPZ's do not operate at evenings or overnight. The proposal is therefore of limited value. All applications involving additional on-street parking, whether covering an RPZ in whole, in part or not at all should require there to be a full 100 degree parking survey and the planning focus should be on available overnight capacity.	Paragraph 2.3 sets out that "Where allocated requirements cannot be achieved, the submission of a parking survey is required with any planning application as set out in the Local Validation list". This is to be applied irrespective of whether the application site is within a RPZ or not.	Emphasise this statement more – bold.
71139	Councillor Colin Quinney	District Councillor - Leam Ward	2.7 Make it clearer that the unallocated spaces required for developments of more than 10 units are additional to the minimum off-street parking space requirements per dwelling.	Noted	Amend the first sentence of para 2.7: <i>Unallocated parking spaces in addition to the allocated provision, should be provided as</i>



					<i>set out in the standards where:</i>
71139	Councillor Colin Quinney	District Councillor - Leam Ward	<p>2.11 This paragraph refers to allocated, i.e. on plot, parking spaces that have different dimensions to those specified in the methodology for parking surveys referred to in para 2.8 on the same page. Therefore, for avoidance of doubt, para 2.11 should be amended as follows:</p> <p>In line with emerging WCC advice, parking space dimensions FOR ALLOCATED PARKING ON-PLOT required by this SPD are greater than those that have been sought in the past. The dimensions below are minimum requirements:</p>	Agree with the principle, however there may be defined parking bays that are not provided on plot, and may not be allocated. Therefore propose to amend the sentence to reflect that such spaces should meet these minimum dimensions also.	Amend para 2.11
71139	Councillor Colin Quinney	District Councillor - Leam Ward	<p>4.3 A3 &amp; A4 Evidence base suggests the standards for these two categories are too generous and should be tightened in line with neighbouring authorities to reflect growing car ownership and on-street parking stress during evenings near such high customer volume commercial premises.</p>	Agreed. Reduce the standard in line with the evidence base.	Amend standard for A3 and A4
71139	Councillor Colin Quinney	District Councillor - Leam Ward	<p>B1c. Evidence base suggests there has been a small loosening of standards for this category. But the ratio quoted for Low access standards in 2007 at 1/40 is identical to the new proposed standard. Is there an error in text or in the two ratios given ?</p>	Agreed this appears to be an error, and the proposed parking standard should be amended to 1/30 sq.m.	Amend standard for B1c (in the SPD and the evidence paper.
71139	Councillor Colin Quinney	District Councillor - Leam Ward	<p>Cycling Standards Evidence and policy both seem to point to the need to tighten cycling standards for A3, A4 , B1, B8 and D1 medical establishments, not leave them unchanged.</p>	The non-residential benchmarking exercise (p33-35 of the evidence paper) does illustrate some variation in minimum standards for	Amend A3 and A4

				<p>these use classes. Generally (though not wholly) other LAs have higher minimum cycle parking standards than those specified in the draft – some of them substantially higher. This is particularly true for A3 and A4 use classes.</p> <p>In the case of B1, there is some variation though the draft standard is consistent with Startford's, as is also the case for D1. On this basis it is proposed to maintain the existing standard, which is expressed as a minimum, so there is plenty of scope to provide additional spaces should there be demand.</p> <p>The comparison of B8 cycle parking standards is mixed, with some higher than proposed in Warwick District, and some lower. On this basis it is proposed to maintain the existing standard, which is a minimum.</p>	
71139	Councillor Colin Quinney	District Councillor -	APPENDIX A I support Mr Richmond's responses to this	Noted – see response to Mr Richmond's comments	As below (representation

		Leam Ward	<p>section viz</p> <p>1. The figures given in the results tables shown in the consultation response document require correction. 2. The parking stress figures for streets B and C for not in a RPZ in the Parking Standards Document are incorrect. 3. The calculation of the number of spaces is overstated and should be factored down to 90% to reflect practical capacity (see 2005 Arup study). Parking stress should then be re-calculated. 4. Parking demand from residential developments approved, but not yet constructed/occupied should be added to the total measured demand on the basis of the Parking Standards Document</p>	below (representation references 71112 and 71113)	references 71112 and 71113)
71138	Jasbir Kaur	Warwickshire County Council	The Highway Authority has considered the parking standards set out in the SPD. The Highway Authority generally supports the parking space provision standards as set out within the document.	Noted	N/A
71138	Jasbir Kaur	Warwickshire County Council	The Highway Authority does note that some of the proposed standards refer to provision of spaces as appropriate, and it is considered that this potentially provides scope for a significant difference in assessment/quantification of parking supply.	Emailed Jasbir Kaur 16/5 to clarify what this means. No response received to date.	
71138	Jasbir Kaur	Warwickshire County Council	There is no inclusion of disabled parking provision within the standards. It is recommended that this is included within the document to ensure it accords with the Equality Act 2010.	<p>Paragraphs 4.11 – 4.15 address disabled parking for non-residential developments.</p> <p>There is not an explicit standard for residential development, however</p>	N/A

				'best practice' through the use of Lifetime Homes standards is explicitly encouraged in paragraph 2.12.	
71138	Jasbir Kaur	Warwickshire County Council	The 'undertaking a parking survey' included within the residential parking chapter could also be referenced at para 4.7 in the non-residential parking chapter.	Noted. However the residential parking survey methodology to which this corresponds does not directly translate to all non-residential development types. For example, non-residential development types which might be occupied in the day and closed at night would not benefit from a survey undertaken in the early hours of the morning.	N/A
71137	Jenny Mason	Whitnash Town Council	2.1 How much parking? Members object to onsite parking for HMO's. There should be 1 parking space per bedroom not one space for every two bedrooms.	The standard set out for HMOs in the draft SPD is based on available evidence. Whilst this representation (and others) highlight concern that it is insufficient, there will be variations in demand based on location, and whether or not on plot parking is a feasible option. The standard may therefore be applied flexibly.	N/A
71137	Jenny Mason	Whitnash Town	Visitors have cars as well.	Noted and agreed. The SPD sets out a	N/A

		Council		requirement for unallocated parking to be provided as part of major developments, primarily for visitors.	
71136	Diane Clarke	Network Rail	No comments	Noted	N/A
71134	Tom Podd	Jaguar Land Rover	Jaguar Land Rover welcomes the supplementary guidance in relation to parking standards.	Noted	N/A
71134	Tom Podd	Jaguar Land Rover	The approach to EV charging points in non-residential development is supported and represents a pragmatic approach to the provision of charging points.	Noted	N/A
71134	Tom Podd	Jaguar Land Rover	The flexible approach to standards in the SPD, taking account of the specific circumstances of the development proposal, is welcomed.	Noted	N/A
71134	Tom Podd	Jaguar Land Rover	<p>It would be helpful if further clarity is provided in the document as to when parking in excess of the standard would be acceptable. This is particularly relevant given the current NPPF consultation which proposes to add paragraph 107 and reflects earlier ministerial statements on maximum parking standards.</p> <p>The SPD currently provides a list of exceptions to the parking standards set out in Table 2. However these exceptions relate to when a lower provision may be justified.</p>	Agreed	Insert specific circumstances which might be considered as a reason to provide more parking than the standard (para 4.7).
71134	Tom Podd	Jaguar Land Rover	Given the nature of Jaguar Land Rover's business, parking need and demand can vary and will often exceed typical standards. For example for managing fleet vehicles or due to flexible working arrangements where inter-site travel is common. Whilst Jaguar Land Rover promotes alternative modes of transport, the	Agreed – as above	Insert specific circumstances which might be considered as a reason to provide more parking than the

			<p>nature of the business means that standard levels of parking provision may not be appropriate.</p> <p>It would therefore be appropriate to include within the SPD reference to the individual circumstances of employers, taking into account the nature of the business and site specific considerations in allowing parking in excess of the standard.</p>		standard (para 4.7).
71134	Tom Podd	Jaguar Land Rover	It is also encouraging that the SPD acknowledges the need for larger parking bays. Both larger vehicles and EV charging requirements mean that traditional sized parking bays (2.4 x 4.8m) are increasingly unsuitable for modern vehicles. The increase in the size of parking space is therefore welcomed as is the emphasis on them being minimum dimensions.	Noted	Improve cross reference to parking space dimensions between residential and non-residential development, and EV bays
71129	Sharon Jenkins	Natural England	No comments	Noted	N/A
71128	Tom Stephenson	Warwickshire Fire and Rescue Service	Provided a link to fire guidance published on the council's (county) website. Please pay particular attention to section 2, access and facilities for the fire service as we are increasingly coming across new developments where fire appliances access is either restricted due to the layout of the development or insufficient parking/poorly designed parking layout.	Noted	
71127	Katherine Geddes	Leamington Spa Town Council	"The Planning Committee of Royal Leamington Spa Town Council has examined both updated Supplementary Planning Documents and finds both documents to be clear improvements on the previous versions. The information and diagrams contained within both guides provide	Noted	N/A

			welcome clarity and more detail on points such as the requirements for satisfactory parking surveys and required distances between new dwellings. The documents retain useful information from the previous versions and go on to include new points relevant to applications being submitted in 2018. This greater amount of user friendly guidance will reduce the number of queries we have had to make on previous occasions. Both documents will also be more helpful when considering planning applications and when residents/applicants approach us with queries."		
71126	Sarah Brooke-Taylor	Individual	<p>Responding to "How much parking?", 2.1, table 1.</p> <p>Objection. Too few parking spaces suggested under "new dwellings".</p> <p>A one bed dwelling can accommodate up to two adults, both of whom may have a vehicle. A two bed dwelling could accommodate three or four adults (for example, parents with adult child or two couples), all of whom may have a vehicle.</p> <p>A three bed dwelling could accommodate anything up to six adults (parents with two adult children each living at home with their respective partners for example), all of whom may have a vehicle.</p> <p>I would suggest two spaces for both a one and two bed dwelling and at least three spaces for a three bed dwelling. I agreed that dwellings with four or more bedrooms should require a minimum of one space per bedroom.</p>	<p>The draft SPD is seeking to accommodate average parking demand for different types of housing, based on available evidence. Whilst it is accepted that in some cases, the actual parking demand may exceed the proposed standards in some properties, the opposite may also be true in others. The actual demand will also inevitably vary over time as families grow and change and as residents move.</p> <p>Over provision of parking can have negative impacts such as creating</p>	N/A

				<p>large expanses of hardstanding, and impacting on the streetscene. It can also add unreasonable costs to a development. The SPD is therefore attempting to strike a challenging balance of providing sufficient parking, but not overproviding spaces.</p> <p>The SPD aims to mitigate some of the impact of actual demand in any given property exceeding the parking provision by including a requirement for unallocated parking. This type of parking is available to all and therefore builds in some flexibility for residents and their visitors.</p>	
71114	Gordon and Patricia Cain	Kenilworth Civic Society	Object to HMO's not having recommended car parking.	HMOs have a bespoke parking standard defined in table 1.	N/A
71114	Gordon and Patricia Cain	Kenilworth Civic Society	Parking surveys need to be carried out early evening when residents have returned home from work.	The parking survey methodology set out in Appendix A specifies that they should be undertaken between the hours of 00:30-05:30. This is based on the Lambeth Methodology which is a widely	N/A



				accepted methodology, and aims to ensure that residents are home and parked when surveys are undertaken.	
71113	Mr Robin Richmond	Individual	<p>Appendix A - Residential Parking survey methodology - Areas within a Residents Parking Zone (RPZ) and Areas within a RPZ</p> <p>The figures given in the results tables (there are two of them - one under each heading) shown in the consultation response document are incorrect (they do not use a 6m length as set out in the preceeding text) and do not match those in the Parking Standards document. Also the parking stress figures for streets B and C for streets not in a RPZ in the Parking Standards Document are incorrect. The tables in the consultation response document should be replaced by the the correct tables (see attachment)</p>	<p>The figures in the tables in appendix A are given as an example only. Nevertheless they have been checked, and do contain figures which reflect the methodology – i.e. 6m. (N.B the figures were amended prior to publication for consultation from the version presented to Executive and Scrutiny Committee, which may account for this comment).</p> <p>It is however acknowledged that there is an error in the figures for parking stress for streets B and C which should be corrected.</p>	Correct the parking stress figures for streets B and C for areas not in an RPZ in the table.
71113	Mr Robin Richmond	Individual	The calculation of the number of PHB spaces (in RPZ) or the number of parking spaces (not in RPZ) is overstated as, in practice, any given street is rarely filled to true capacity due to vehicles coming and going, variations in gaps between parked cars and so on. These figure should be factored down to 90% in line with the methodology set out in the 2005 Arup	It is accepted that the number of parking spaces represents a theoretical capacity, and that in practice there may be variations as highlighted. A generous allowance for the length of each vehicle	N/A

			study, which underpinned the Decriminalisation of Parking Enforcement (DPE). Parking stress should then be calculated against these, lower, figures.	has been allowed in this locally tailored methodology (6m). The SPD refers to minimum length for a parking space elsewhere as 5m, and 5m is the length commonly referred to in other examples of the Lambeth Methodology on which this is based. This already decreases the theoretical capacity of any given street, and it is not therefore considered appropriate to factor this down further as suggested.	
71113	Mr Robin Richmond	Individual	<p>Appendix A - Residential Parking survey methodology - Required information</p> <p>This section does not provide for the inclusion of future parking demand from residential developments approved, but not yet constructed and occupied. WCC keeps records of these and demand should be added to the total measured demand (from the parking survey) on the basis of the Parking Standards requirements.</p>	<p>Noted. The final section of Appendix A – 'Understanding the results' (second paragraph) does identify that the Council will take into consideration any other recently permitted schemes in determining the acceptability or otherwise of the results, and suggests that applicants can seek this information via the Council's website. However, this could be highlighted with paragraph 2.8 of the SPD which talks about</p>	Add reference to other approved schemes in paragraph 2.8.

				undertaking a survey.	
71112	Mr Robin Richmond	Individual	<p>Parking Space Dimensions - Para 2.11</p> <p>This paragraph refers to allocated, i.e. on plot, parking spaces that have different dimensions to those specified in the methodology for parking surveys referred to in para 2.8 on the same page. Therefore, for avoidance of doubt, para 2.11 should be amended as follows:</p> <p>In line with emerging WCC advice, parking space dimensions FOR ALLOCATED PARKING ON-PLOT required by this SPD are greater than those that have been sought in the past. The dimensions below are minimum requirements:</p>	Agree	Amend para 2.11 as suggested
71110	Mrs Judith Falp		<p>I believe that the proposed amount of parking especially for H.M.O's is unrealistic</p> <p>Most people have cars now and if they do not visitors to their properties do.</p> <p>Nearly every planning application mentions parking as an issue. We are planning in problems, creating issues for the future</p>	<p>Each of the parking standards in the draft have been informed by available evidence. Largely the draft SPD is expected to increase the amount of parking when compared with the current adopted maximum standards. They are also intended to be more flexible, with potential for more parking still where there is clear justification, something which the adopted SPD does not allow for.</p> <p>The standard set out for</p>	

				HMOs in the draft SPD is based on available evidence. Whilst this representation (and others) highlight concern that it is insufficient, there will be variations in demand based on location, and whether or not on plot parking is a feasible option. The standard may therefore be applied flexibly.	
71142	Kenilworth Town Council	Town Council	1. Welcomes a more realistic approach to parking provision arising from the NPPF.	Noted	N/A
71142	Kenilworth Town Council	Town Council	2. Appreciates the comment that Kenilworth has fewer non-car households than the average for the District (due to a relatively older and wealthier population), but notes the District-wide standards are still applied - so Kenilworth and some other areas will be under-provided.	The standards seek to target average demand and build in additional flexible provision through incorporating unallocated parking within major residential developments. It also allows for variation from the standard (which the old maximum standards didn't do) should there be adequate justification to do so.	N/A
71142	Kenilworth Town Council	Town Council	3. Points out that most of the new development in Kenilworth is far from the Town centre and so car ownership is likely to be even higher than the current town average despite any plans for pedestrian and cycle access.	Residential parking standards aim to accommodate cars at home, where vehicles will be left if residents choose to make some journeys by alternative modes.	N/A

71142	Kenilworth Town Council	Town Council	4. Welcomes the larger space requirements for individual parking spaces. Possibly because of JLR there do seem to be lots of large cars in the town.	Noted.	N/A
71142	Kenilworth Town Council	Town Council	5. Notes and supports the increased requirements for 4 bedroomed houses but paragraph 2.2 only relates the standards to new build. The Town Council sees no reason why it should not apply to home extensions increasing the number of bedrooms as the parking problems are just the same.	Noted. It is accepted that extensions have the potential to result in increased demand for parking at a property. Paragraph 2.2 can be updated to reflect this, however each case will need to be considered on its own merit, based upon the location, size and orientation of the plot and the scale of the extension proposed.	Encourage consideration of parking for householder extensions. Paragraph 2.2.
71142	Kenilworth Town Council	Town Council	6. Does not agree that HMOs require fewer spaces than houses with the same number of bedrooms, particularly when the occupants are more likely to be adults and therefore car owners. This will be the case with 4 bedroomed HMOs.		
71142	Kenilworth Town Council	Town Council	7. Notes that paragraph 2.15 refers to the ability of bicycles and wheeled bins to pass cars in the drive and feels that push chairs and mobility scooters should be mentioned as well.	Agree. Reference to these items will be added.	Add reference to the potential need for pushchairs and mobility scooters to be able to be manoeuvred past a parked car on a driveway – paragraphs 2.13-2.14.
		Individual	Looking through a recent planning Committee	We have taken legal	N/A

			agenda, I noted that you are still recommending using Section 106 agreements to restrict on street car parking. I wonder if that is still appropriate in the light of a recent court case identified below, unless that has now been overturned? I noticed your report on car parking standards and the use of S106 agreements.	advice to clarify the position. The obligations used in Warwick District differ in approach from those overturned in the Khodari case, and we consider them to be S106 compliant.	
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# Warwick District Council **RESIDENTIAL** DESIGN GUIDE

May 2018



Design principles for all those proposing new residential development in Warwick District, from whole estates to the extension of an existing home and for conversions

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## SECTION 1

# Introduction

**This document has been published in order to provide a design framework for anyone involved in providing residential development within Warwick District. It seeks to promote high quality and innovative design, sensitive to and in keeping with the area in which it is located. It has been updated to include the adopted (Sept. 2017) policies of the Local Plan 2011-2029. The Plan makes provision for 17,139 new homes during the plan period. It is vital that these homes are built to a high standard of design and building materials are of high quality and sympathetic to the areas in which they are located.**

Warwick is made up of four principal towns; Royal Leamington Spa, Warwick, Kenilworth and Whitnash. Each town has its own specific characteristics and layout which has been shaped by hundreds of years of development. The wider urban areas are clustered around each of the town centres' historic cores which are protected by conservation area status. The towns are surrounded by more rural areas comprising villages, hamlets and areas of open countryside.

The area is largely affluent with house prices being higher than many of the surrounding districts including Stratford upon Avon and Solihull. It is a popular place to live and housebuilders are therefore keen to develop here. It is important to maintain high standards of design and build quality, whilst encouraging innovative thinking and new design approaches, embracing technological advances in construction and achieving carbon neutrality.

In addition, the Council will support and register interest from anyone wishing to self-build or custom build a property in the district.

The Council has set up a brownfield register which will enable developers to identify land which is suitable for residential development. Local planning authorities will be able to trigger a grant of permission in principle for residential development for sites in their registers where they follow the required procedures.

It is considered that the Council can assist in achieving its design aims by:

- Helping to provide effective and innovative responses to local policies and government guidance in achieving high quality housing provision
- Taking an analytical approach to the design of new properties and house extensions
- Seeking to maintain local distinctiveness and encouraging sympathetic but innovative new designs
- Ensuring that the latest design standards are incorporated into any new buildings

This is a review and update of the original document (2008) that was compiled through public consultation which included design professionals, users of the guide, amenity societies, Planning Committee Members, Planning Officers and those local people who are interested in creating good design in the district and is the current consultation document. The Guide seeks to combine the aspirations of these user groups for good design in this district.

The document has been prepared with housebuilders and householders in mind. It is however a generic document which outlines Warwick District Council's design aspirations for all new residential development no matter the size. To add more detail and for specific areas of the district, there are more documents to take into consideration. These are published on the Council's website and you are advised to consult those that relate to the type of development you are carrying out and the area in which your development is located.

This document will be adopted as a Supplementary Planning Document and all residential planning applications, whether for new housing estates or minor household extensions, are expected to conform to the guidance within.

## SECTION 2

# How to use this document

- Major planning applications and one or more houses in a conservation area are required to be accompanied by a Design and Access Statement. The statement should show how applicants or agents have taken into account the principles of good design in their development proposals. Section 4 of this document 'Design Steps' is based on Local Plan Policies BE1 and BE2 and gives a series of considerations which must be taken into account in any design preparation and should be clearly interpreted in the Layout and Design Statement. This is the section to which applicants and agents should refer as a starting point for their design process.
- Section 5 provides information on specific design considerations including local distinctiveness, density and scale and design character. These are all vital elements to good design and all design statements must demonstrate that this level of detail has been fully considered. Section 5 also itemises the practical aspects of housing design which must be fully explored beyond the bounds of the information provided in this document to ensure a quality environment is provided.
- Detailed design issues are covered in a series of design sheets in Section 8. These are arranged to provide stand-alone advice on specific design issues and ensure that whilst detailed design standards are met, the quality of the environment will not be compromised.
- Section 9 provides a series of photographic examples. Whilst these examples are given to assist in design formulation, they are not prescriptive and should not be used as a template for new developments.
- Section 10 acts as a check list to ensure that all relevant information has been provided.

The Planning department encourages pre-application discussions prior to the final design of a development being prepared. This can save time at the planning application stage and provides additional guidance on a specific site by site basis.

This residential design guide should be read in conjunction with and be in accordance with national and local documents which provide a sound basis for good design:

- At a national level, the Design Council merged with the Commission for Architecture and the Built Environment (CABE), the government's advisor on design in the built environment in 2011. Since then, they have combined to issue design guidance on a variety of aspects of design which can be accessed on the Design Council website [www.designcouncil.org.uk](http://www.designcouncil.org.uk)
- The National Planning Policy Framework (NPPF) provides national policy guidance for all new housing. This document sets out the national context for good housing design [www.gov.uk](http://www.gov.uk)
- The district council has produced specific guidance for those working with listed buildings and in conservation areas. In this context reference should always be made to the conservation area statements for a specific area and the document 'Development Guide for Listed Buildings and Conservation Areas' which gives detailed guidance to designers [www.warwickdc.gov.uk](http://www.warwickdc.gov.uk)
- Historic England regularly updates its website with publications relating to both national and regional guidance [www.historicengland.org.uk](http://www.historicengland.org.uk)

This document does not prescribe design codes or address requirements for specific areas of the district. It is a vehicle for outlining the Council's general approach to design and signposts other documents which will lead the developer to a carefully considered proposal.

The Local Plan allocates a large number of new houses for the district and many of the larger developments will have a development brief associated with them. The development briefs have far more detail which are specific to areas of the district and will inform the design for each. Developers of large sites are advised to appraise themselves of the content of these documents and adhere to the advice therein when submitting planning applications.

## SECTION 3

# Policy Framework

**This document will be adopted by Warwick District Council and has the status of Supplementary Planning Document. The Government supports the securing of good design as a key element in delivering sustainable development and the Local Plan sets out a commitment to achieving high quality design across the district.**



## Setting the context for the Residential Design Guide: National Planning Policy Framework (NPPF), 2012

The document sets out the Government's overarching planning policies for delivering sustainable development through the planning system. It is clear that good design is a key element in achieving sustainable development and is indivisible from good planning. In the NPPF (paras 56 & 57) the Government attaches great importance to the design of the built environment and its positive contribution to making places better for people.

The NPPF states that planning policies and decisions should aim to ensure that developments:

- 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
- establish a strong sense of place, using streetscapes and buildings to create attractive and comfortable places to live, work and visit
- optimise the potential of the site to accommodate development, create and sustain an appropriate mix of uses (including incorporation of green and other public space as part of developments) and support local facilities and transport networks
- respond to local character and history, and reflect the identity of local surroundings and materials, while not preventing or discouraging appropriate innovation
- create safe and accessible environments where crime and disorder, and the fear of crime, do not undermine quality of life or community cohesion
- are visually attractive as a result of good architecture and appropriate landscaping

The document goes on to say that good design goes beyond the aesthetics and includes the connections between people and places and the integration of new development into the natural, built and historic environment.



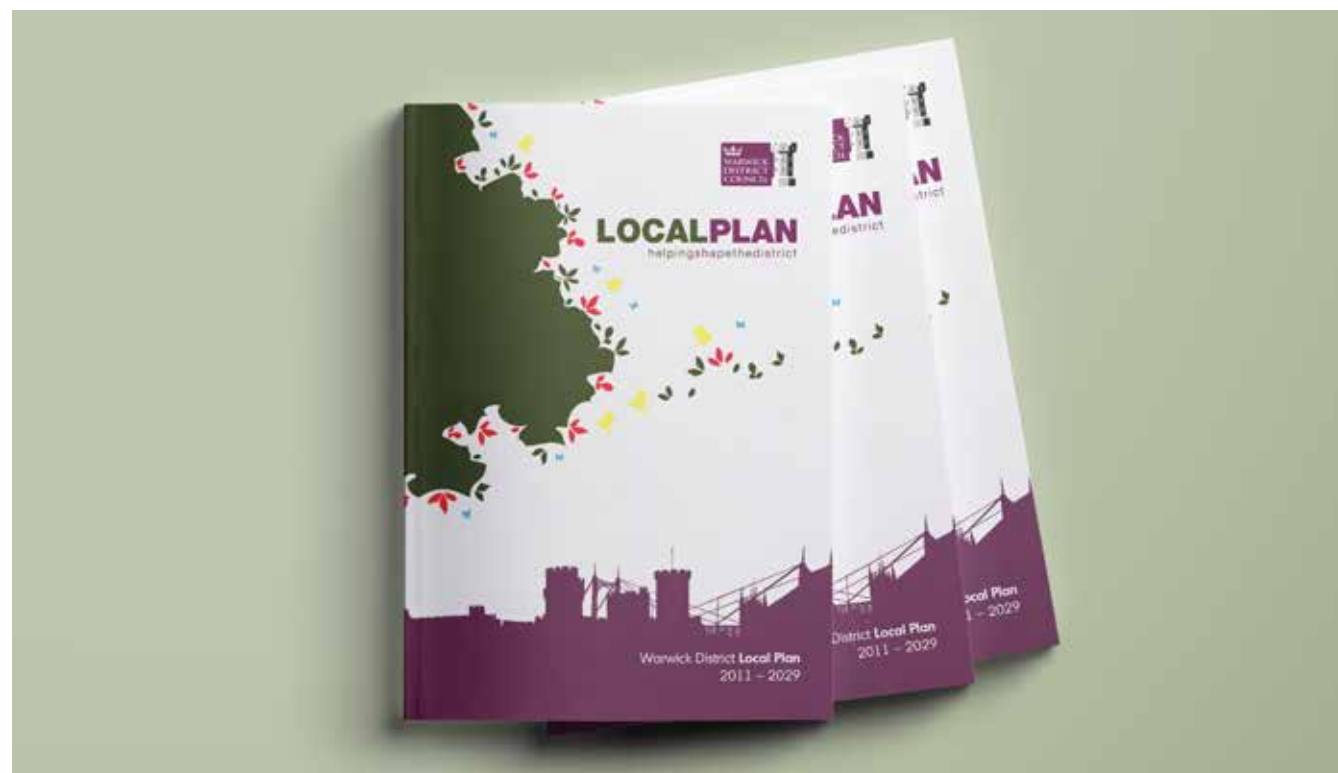
## The Warwick District Local Plan 2011 – 2029

The Warwick District Local Plan was adopted in September 2017. As a newly adopted plan, the policies are very contemporary and therefore in full compliance with the NPPF and other national guidance.

One of the priorities for the Local Plan Strategy is supporting sustainable communities, (including health and wellbeing and community safety). To achieve this, aspects to be considered include – the design and layout of new developments; the provision of infrastructure, spaces and services and the enabling of healthy and safe lifestyles; regeneration and enhancement of existing communities and environments, tackling inequalities and the protection of the natural and built environment.

Key policies within the Local Plan that deal with the layout and design of new development, include:

- **BE1** – Layout and Design
- **BE2** – Developing Significant Housing Sites
- **DS3** – Supporting Sustainable Communities
- **H1** – Directing New Housing
- **SCO** – Sustainable Communities
- **TR1** – Access and Choice
- **HS1** – Healthy, Safe and Inclusive Communities
- **HS7** – Crime Prevention
- Also policies relating to climate change, historic environment and landscape



## Garden towns, villages and suburbs, a prospectus for Warwick District, 2012

The Government reintroduced the concept of Garden Cities through the NPPF. In paragraph 52, it is stated that “The supply of new homes can sometimes be best achieved through planning for larger scale development, such as new settlements or extensions to existing villages and towns that follow the principles of Garden Cities.”

To support this approach for the larger strategic sites and urban extensions in the district, the Council commissioned this document to support the Local Plan. It illustrates the overarching principles and attributes of garden suburbs and neighbourhoods and enables a positive contribution to the Council’s ‘Fit for the Future’ policy and accords with the strategic vision to make ‘Warwick District a great place to live, work and visit’.

A well planned Garden Suburb will integrate with surrounding communities and provide the full range of housing choices and local services for new and existing communities that will benefit from living in an environmentally-friendly green setting. The garden suburb comprises mainly houses with potential for a small component of apartments. It has an attractive leafy, suburb feel to it, with tree lined streets that feel intimate with sufficient room in the carriage way for safe cycling and walking, that will mature and improve over time.

The garden suburbs are expected to have a density range of 20-45 dwellings per hectare dependent upon the exact location within the development, with a potential mix of uses of residential; open space, parks and playgrounds; local shops at selected key locations; allotments etc. Houses are the predominant typology and are arranged in pairs or groups of 4 and 6 homes; a few apartment blocks are possible at key locations. Buildings have a recognisable built line allowing for recessions or protrusions of groups of buildings that provide interest and rhythm. This is reinforced by a consistent front garden and boundary treatment along the length of the streets. Buildings are designed to ‘turn the corner’ to avoid blank façades at the end of blocks; corner houses constitute a special and consistent typology. The backs of blocks are occupied by generous gardens with large trees, hedges and planting. No rear court car parking or hard surfaces are included following the advice of the police in ‘Designing Out Crime’ and to improve the environment and aesthetics of an area.

**Design guidance for the Strategic Urban Extension  
(South of Royal Leamington Spa and Warwick), 2016**

An example of an area specific document prepared for guiding new development , this document forms an addendum to the ‘Garden Towns, Villages and Suburbs’ document outlined above.

Although it is specifically aimed at the design of the strategic housing sites in the Local Plan 2011- 2029, located to the south of Leamington Spa and Warwick, the general principles applied and guidance to ensure compliance with the Garden Suburbs ambitions for the district, will also be relevant to other sites. Some outline planning permissions require the production of specific design codes and masterplans. This document serves as a tool to assist in the process of design evolution at the reserved matters stage.

The Council is working on a number of development briefs for specific areas of the district and anyone interested in pursuing a planning application for new housing is advised to reference the relevant document for the area in which their land is situated.

Additionally, the Council has published a large number of advice notes with regard to development and the historic environment. For further advice, please see the Council’s website or contact the Conservation Officer at the Council’s offices.

SECTION 4

# Design steps

**New housing development should not be viewed in the isolation of the individual site, but consideration must be taken of the wider context including not just neighbouring buildings, but also townscape and landscape.**



The local pattern of streets and spaces, building traditions, materials and ecology should all help to determine the character and identity of a development recognising that new building technologies are capable of delivering acceptable built forms and may sometimes be more efficient. This is particularly relevant in conservation areas or where listed buildings are in the vicinity of the development.

It is important with any proposals that full account is taken of the local context and that the new designs embody the 'sense of place' and also meet the aspirations of people already living in that area.

This section takes into account the requirements set out in the Local Plan against which all residential applications will be assessed.

### Local Plan Policy BE1 layout and design

Development proposals which have a significant impact on the character and appearance of an area will be required to demonstrate how they comply with this policy by way of a Layout and Design Statement.

New development will be permitted where it positively contributes to the character and quality of the environment through good layout and design. Development proposals will be expected to demonstrate that they:

#### a) Harmonise with, or enhance, the existing settlement in terms of physical form, patterns of movement and land use

To effectively respond to this requirement it is necessary to ask the following questions of the design and layout proposed.

- What are the particular characteristics of this area which have been taken into account?
- Is the proposed within a Conservation Area?
- Does the proposal affect or change the setting of a listed building or listed landscape?

#### b) Relate well to local topography and landscape features

To effectively respond to this requirement it is necessary to ask the following questions of the design and layout proposed.

- Does the proposal harmonise with the adjacent properties?
- Has careful attention been paid to height, form, massing and scale?
- If a proposal is an extension, is it subsidiary to the existing property so as not to compromise its character?
- Does the proposal maintain or enhance the existing landscape features?
- How does the proposal affect the trees on or adjacent to the site?
- How does the proposal affect the character of a rural location?

#### c) Reinforce or enhance the established urban character of streets, squares and other spaces

To effectively respond to this requirement it is necessary to ask the following questions of the design and layout proposed.

- What is the character of the adjacent streets and does this have implications for the new proposals?
- Does the new proposal respect or enhance the existing area or adversely change its character?
- Does the proposal positively contribute to the quality of the public realm/streetscape and existing pedestrian access?
- How does the proposal impact on existing views which are important to the area?
- Can any new views be created?

#### d) Reflect, respect and reinforce local architectural and historical distinctiveness

To effectively respond to this requirement it is necessary to ask the following questions of the design and layout proposed.

- What is the local architectural character and has this been demonstrated in the proposals?
- If the proposal is a contemporary design; are the details and materials of a sufficiently high enough quality and does it relate specifically to the architectural characteristics and scale of the site?

#### e) Enhance and incorporate important existing features into the development

To effectively respond to this requirement it is necessary to ask the following questions of the design and layout proposed.

- What are the important features surrounding this site?
- What effect would the proposal have on the streetscape?
- How can the important existing features including trees, be incorporated into the site?
- How does the development relate to any important links both physical and visual that currently exist on the site?
- How can the existing features be enhanced by the development proposals?

#### f) Respect surrounding buildings in terms of scale, height, form and massing

To effectively respond to this requirement it is necessary to ask the following questions of the design and layout proposed.

- Is the scale of adjacent buildings appropriate to the area?
- Should the adjacent scale be reflected?
- What would be the reason for increasing the height of the development?
- Would a higher development improve the scale of the overall area?
- If the proposal is an extension, is it subsidiary to the existing house?
- Does the proposed development compromise the amenity of adjacent and adjoining properties
- Does the proposed overlook any adjacent properties or gardens?
- Have the 45° Code and Distance Separation Guidance been applied?

#### **g) Adopt appropriate materials and details**

To effectively respond to this requirement it is necessary to ask the following questions of the design and layout proposed.

- What is the distinctive material in the area if any?
- Does the proposed material harmonise with the local material?
- Does the proposal use high quality materials?
- Have the details of the windows, doors, eaves and roof details been addressed in the context of the overall design?

#### **h) Integrate with existing paths, streets, circulation networks, patterns of activity**

To effectively respond to this requirement it is necessary to ask the following questions of the design and layout proposed.

- What are the essential characteristics of the existing street pattern?
- How will the new design or extension integrate with the existing arrangement?
- Are the new points of access appropriate in terms of patterns of movement?
- Do the points of access conform to the statutory technical requirements?
- Do the new points of access have regard for all users of the development, including those with disabilities?

#### **i) Incorporate design and layout to reduce crime and fear of crime**

To effectively respond to this requirement it is necessary to ask the following questions of the design and layout proposed.

- Have the principles of 'Designing Out Crime' been addressed and incorporated?
- Is the layout compatible with that advice?
- Has car parking been integrated into the design to exclude parking courts and rear garage courts?

- Is there an opportunity for overlooking of public open spaces, playgrounds and parking areas to reduce the risk of crime?

#### **j) Provide convenient, safe and integrated cycling and walking routes within the site and linking to related routes and for public transport**

To effectively respond to this requirement it is necessary to ask the following questions of the design and layout proposed.

- Have dedicated cycle paths and/or joint cycle/pedestrian paths been included throughout the development?
- Do these paths link with others beyond the development boundary?
- Are access points and internal roads of sufficient width to allow buses of all sizes to access the development?
- Do access roads allow for large vehicles to pass and to turn if necessary?
- Is there safe and clear access for emergency vehicles to access all parts of the development?
- Is there an emergency vehicle access dedicated to this use where required?

#### **k) Provide adequate public and private open space for the development in terms of both quantity and quality?**

To effectively respond to this requirement it is necessary to ask the following questions of the design and layout proposed.

- Has the proposal been considered in its widest context?
- Has the relevant standard been applied to this development for both public and private open space?
- What are the landscaping qualities of the area?
- Have all aspects of security been fully considered and integrated into the design of open spaces?
- Has the impact on the landscape quality of the area been taken into account?
- Have the appropriate boundary treatments been incorporated into the scheme?
- In rural locations has the impact on development on the tranquillity of the area been fully considered?

#### **l) Incorporate necessary services and drainage infrastructure without causing unacceptable harm to retained features including incorporating sustainable water management features**

To effectively respond to this requirement it is necessary to ask the following questions of the design and layout proposed.

- What effect will services have on the scheme as a whole?



- Can the effect of services be integrated at the planning design stage or mitigated if harmful?
- Has the lighting scheme been designed to avoid light pollution but provide sufficient luminosity to reduce crime?
- Does the development avoid Flood Zones 3, 3a and 3b?
- Has a Flood Risk Assessment been prepared where necessary?
- Has the exception test been carried out where highly vulnerable development is considered within Flood Zone 2
- Have sustainable drainage systems (SUDS) been incorporated?
- Has the wider context been taken into account when designing drainage systems to ensure that flooding issues are not exacerbated elsewhere along the system?
- Where features such as balancing ponds and swales are included in the design, has this been done sympathetically and securely?

**m) Ensure all components e.g. buildings, landscaping, access routes, parking and open spaces are well related to each other and provide a safe and attractive environment**

To effectively respond to this requirement it is necessary to ask the following questions of the design and layout proposed.

- Has the proposal been considered in its widest context?
- Have the principles of 'Garden Towns, Villages and Suburbs' been applied?
- Is the landscaping hard or soft or a mix?
- Have all aspects of security been fully considered and integrated into the design of the building and open spaces?
- Has the impact on the landscape quality of the area been taken into account?
- Have boundary treatments been assessed for their appropriateness within the context of the site?
- In rural locations has the impact of development on the tranquillity of the area been fully considered?

**n) Make sufficient provision for sustainable waste management (including facilities for kerbside collection, waste separation and minimisation where appropriate) without adverse impact on the street scene, the local landscape or the amenities of neighbours**

To effectively respond to this requirement it is necessary to ask the following questions of the design and layout proposed.

- Has adequate provision been made for bin storage in accordance with the Appendix B guidance note?

- Has adequate provision been made for waste separation and relevant recycling facilities?
- Has the location of the bin storage facilities been considered relative to the travel distance from the collection vehicle?
- Has the impact of the design and location of the bin storage facilities been considered in the context of the whole development?
- Could additional measures, such as landscaping, be used to help integrate the bin storage facilities into the development?
- Has any provision been made for the need to enlarge the bin storage in the future without adversely affecting the development in other ways?

**o) Meet the highest standards of accessibility and inclusion for potential users regardless of disability, age or gender**

To effectively respond to this requirement it is necessary to ask the following questions of the design and layout proposed.

- Have the principles of 'Buildings for Life 12' been considered and incorporated where possible
- Has the design taken into account the accessibility to and within buildings by wheelchair users?
- Do homes include wider doorways, higher power points, wider toilet facilities and safety rails where necessary?
- Has the design taken into account accessibility for those of limited mobility e.g. the use of ramps rather than steps and handrails to aid balance?
- Has the design taken into account those wishing to access buildings with baby buggies, prams etc?
- Can open spaces and public buildings be accessed by all?
- Are footpath edges clearly marked and is signage large enough for the visually impaired?
- Are audible alarms and indicators included where necessary?
- Have the needs of guide and assistance dogs been taken into account when locating street furniture?

**p) Ensures that layout and design addresses the need for development to be resilient to climate change**

To effectively respond to this requirement it is necessary to ask the following questions of the design and layout proposed.

- Has the design taken into account the building orientation, construction techniques and natural ventilation methods to mitigate against rising temperatures?



- Has the use of multi-functional green infrastructure (including water features, green roofs and tree planting) been optimised to provide urban cooling and local flood risk management and access provided to outdoor space for shading?
- Have water efficiency measures encouraging the use of grey water and rainwater recycling been incorporated?
- Has the development been located in an area of low flood risk minimising vulnerability to flood risk and have mitigation measures, including SUDS been incorporated?

**q) Ensure that there is an appropriate easement between all waterbodies/watercourses to allow access and maintenance**

To effectively respond to this requirement it is necessary to ask the following questions of the design and layout proposed.

- Has the lead Local Flood Authority been consulted in relation to requirements for easements for developments in close proximity to ordinary watercourses?
- Does development near to waterbodies include access to them?
- Does the watercourse/watercourses reflect a natural state?

## **Local Plan policy BE2, developing significant housing sites relates specifically to sites of 200 or more dwellings.**

**The policy states that:**

Development sites of over 200 dwellings, or sites (in combination with other sites) form part of a wider development area which exceeds 200 dwellings or other developments which have a significant impact on the character and appearance of an area, will be expected to comply with a development brief. Where a development brief is absent for a strategic site, planning applications should comply with Policy BE1 and should be accompanied by a Layout and Design Statement providing information to address the information in relation to the matters set out in a) to k) below.

Development briefs will be prepared for all these sites setting out requirements for:

- Infrastructure (ensuring alignment with the Infrastructure Delivery Plan);
- Layout proposals, including where appropriate linkages and alignment with adjoining sites;
- Densities (which should not be lower than 30 dwellings per hectare on average);
- Design principles, taking account of the Garden Towns, Villages and Suburbs prospectus (or subsequent design guidance adopted by the Council) and Buildings for Life 12;
- Design for healthy lifestyles including provision for cycling, walking, playing pitches, parks and open spaces and other green infrastructure;

- Landscaping;
- Site access and circulation;
- Managing and mitigating traffic generation;
- The requirements set out in Policy BE1;
- Community facilities in accordance with policies HS1, HS6 and the Infrastructure Delivery Plan, including how they will be viably managed and maintained in the long term; and
- Protection and enhancement of the historic environment

Development briefs will be approved by the Local Planning Authority.



## SECTION 5

# Design considerations

The character of Warwick District is made up of a complex variety of building styles which contribute to the attractive qualities of many residential areas. These range from the classical architecture of Leamington with set piece terraces to the traditional timber framed vernacular of rural areas.

There are a number of factors which make up these qualities which should be considered in all applications. The design should demonstrate that these elements have been fully considered. The following sections contain information on the following aspects of design:

- Local distinctiveness (see below)
- Densities and increased scale (see below)
- Layout, design and dwelling mix (see P31)
- Private amenity space (see P25)
- Design characteristics (see P26)
- Design practicalities (see P28)
- Access for the disabled (see P30)
- Parking considerations (see P32)
- Landscaping (see P33)

Local distinctiveness

In the past, the use of locally obtainable materials and the design of buildings to suit local need was universally evident and still remains, particularly in historic core areas. From the beginning of the 20th century the widespread use of concrete, bricks and other easily obtainable building materials had led to a decline in local distinctiveness and in many instances, a blandness which no longer relates in any way to a particular area in which a building has been constructed. In some 20th century developments, a local distinctiveness emerges in the housing styles used.

The rhythm of buildings, consistent detailing, local materials, boundary treatments and landscaping all contribute to the local distinctiveness and character of an area and this should be analysed through a character appraisal of the locality.

Local distinctiveness does not preclude the use of modern designs. Distinctive characteristics of certain areas may be equally well interpreted in a contemporary form. The Council wishes to support the use of innovative design which enhances local distinctiveness and the townscape quality. It should be noted that local distinctiveness is, as it states, local to an area and a design solution for a particular site may not be repeatable elsewhere. The key design requirement is for a solution that addresses each characteristic of a character appraisal of an individual site. The character appraisal is the medium through which local distinctiveness will be analysed and the Council will expect to see evidence that both the existing pattern of development and its special qualities have been examined and the detailed design solution positively responds to these findings.

Densities and increased scale

The ‘Garden Towns, Suburbs and Villages’ prospectus demonstrates the advantages of tree lined streets, suitable parking facilities, plot sizes and appropriate housing density. Bringing forward new development at the right density is important. There is a balance to be reached between delivering high quality design within the ‘Garden Towns Villages and Suburbs’ principles whilst reducing the amount of greenfield land required for development. The Local Plan therefore requires that new development on greenfield sites should be provided at a density of at least 30 dwellings per hectare (Policy BE2, c). There is no upper limit set on this although new

development is expected to harmonise with, or enhance the surrounding area in line with Policy BE1 (above) and where development sites are located in or close to town centres or public transport interchanges, densities are expected to be significantly higher than the minimum.

All proposals will need to comply with these density requirements unless it is clear that a lower density is more appropriate on the site. The Council recognises that there will be occasions where this may be the case. Some sites may not lend themselves to a higher density proposal without compromising design quality for example,

- Where the character of the locality suggests a lower density scheme is appropriate
- Smaller sites
- Those of an unusual shape
- Those with distinctive topographic or landscape features which make a significant contribution to local townscape character

Furthermore there will be cases where the Council seeks a particular mix of housing on a site (for example, where the emphasis is on family homes rather than apartments) and this will also impact upon overall housing density.

In such cases, a development of less than 30 dwellings per hectare can be considered as appropriate and the justification for this lower density should be set out in the design statement accompanying the planning application. Applicants will be expected to have regard to any advice in this design guide in making a case for a lower density scheme.

Outdoor private amenity space

Private amenity space refers to rear gardens of houses and individual or shared outdoor community spaces for flats and apartments. In designing high quality amenity space, consideration should be given to privacy, outlook, noise, sunlight, trees and planting, materials (including paving), lighting and boundary treatment. All dwellings should have access to outdoor amenity space that is not overlooked from the public realm and provides a reasonable level of privacy. The size, shape and slope gradient of amenity space is key to its usability. Awkwardly shaped, narrow and very steeply sloping amenity spaces should be avoided and will not be considered to count towards usable outdoor amenity space.

The minimum standards for such amenity spaces are as follows:

HOUSES, BUNGALOWS ETC	
1 or 2 bedroom	40 sq m
3 bedroom	50 sq m
4 bedroom	60 sq m
FLATS AND APARTMENTS	
10 square metres per bedroom	

For flats amenity space may be communal but should form a consolidated area. Provision of amenity space and gardens must be set within the context of ensuring that inefficient use of land is avoided. Therefore in situations where the standards cannot be achieved e.g. high density housing developments the Council will seek to work jointly in agreement with developers to provide an upgrade to nearby off site amenity space which will be available to the general public.



## SECTION 6

# Design characteristics

**The Council wishes to promote innovative designs where they complement their surroundings. The applicant must demonstrate that the context of the proposal is understood and respected.**

Buildings which make a statement may be appropriate in an otherwise uninteresting street scene or on corner sites or visually axial sites.

Traditional designs should ensure a high standard of detailing is used to reinforce the character of an area. Weak detailing can often reduce the overall impact of an otherwise well thought out scheme.

Traditional solutions may not be transferable from one area to another. A clear analysis of each site should enable a site specific building which may be a contemporary solution.

Design steps A – G (P14) relate specifically to site surroundings whether urban or rural, of high environmental quality or an area requiring improvement. There are specific situations in the context of steps A – G which will require additional consideration. Reference is made to these below and where relevant, sources of specific information.

- **Heritage Assets.** There are over 1500 Listed Buildings within the district and specific protection is afforded through Local Plan policy HE1 and policy HE3 for locally listed historic assets. Further information is available in other publications published by the district council: 'Listed Buildings and Conservation Areas', and 'Development Guide to Listed Buildings and Buildings in Conservation Areas'
- **Conservation Areas.** There are over 29 Conservation Areas in the district. Specific protection is given in policy HE2. There is more information available in the above mentioned publications and in individual Conservation Area leaflets and 'Conservation Area Statements for the Towns'.
- **Urban or terraced buildings.** New development and the extension of existing terraced properties should respect the height and scale and symmetry of the existing terrace. The urban centres of Leamington, Warwick and Kenilworth have a wealth and variety of terraced housing from 2 to 6 storey. Further advice is given in the publications 'Development Guide to Listed Buildings and Building in Conservation Areas'.
- **Large Houses and Development in Large Gardens.** Many large houses exist in both the urban and rural areas, set in their own sizeable gardens. Local Plan Policy H1, Directing New Housing protects garden land from housing development. "Housing development on garden land, in urban and rural areas, will not be permitted unless the development reinforces, or harmonises with, the established character of the street and/or locality and respects surrounding buildings in terms of scale, height, form and massing".
- **Suburban situations.** Established suburbs often have pleasant characteristics combining mature gardens and houses of a common scale and diversity. New development in these areas needs to define and respect these density characteristics.
- **Rural Locations.** New developments and extensions in rural areas must always start with a character analysis of the village or hamlet. Warwick District has a tradition of timber framed and brick houses but also stone and rendered buildings. This rich mixture would be spoilt by an inappropriate choice of materials and poor pastiche. Contemporary solutions may work equally well if the scale and use of materials are correct for the area.

Paragraph 110 goes on to say, "In preparing plans to meet development needs, the aim should be to minimise pollution and other adverse effects on the local and natural environment. Plans should allocate land with the least environmental or amenity value, where consistent with other policies in this Framework".

There are practicalities which must be addressed at an early stage in any design to provide a harmonious and workable solution. The headings set out below serve as a helpful checklist. It should be demonstrated in all design statements that each area has been adequately researched and standard sources identified.



SECTION 7

# Design practicalities

The NPPF (paragraph 109) states that “the planning system should contribute to and enhance the natural and local environment by “preventing both new and existing development from contributing to or being put at unacceptable levels of soil, air, water or noise pollution or land instability”

- Designing out crime and the fear of crime by ensuring that there are no unprotected areas and entrances. Full use should be made of the advice from the Local Crime Prevention Officer and reference made to the Design Council document ‘Designing Out Crime: A Designers Guide’ 2015 or later versions as published. Design statements should make specific reference to crime prevention measures.
- Reducing the risk of noise nuisance by detailed noise reduction measures within buildings, particularly high density mixed use developments in town centres. Location of dwellings adjacent to potential sources of disturbance should be carefully considered at an early stage of the design process. Innovative siting and careful location of windows can reduce future disturbance
- Bin storage and waste handling. Adequate bin storage should always be demonstrated particularly in higher density schemes. Consideration should be given to space for recycling facilities and the nature of waste collections, details of which can be obtained from the Local Authority. Composting facilities and soft water collection should also be integrated into a design.

**See appendix B for section on waste collection and bin storage  
Refuse and recycling storage requirements – a guidance note**

- Management of pollution and air-contamination. Specific reference must be made in the Design Statements to design issues relating to air quality and contamination. Much of the district is covered by smoke control orders. Water disposal and run off from developments should be considered in respect of impact on water courses and the accumulation of surface water from hard landscaping. Light pollution should be avoided particularly in open countryside. Excessive lighting of rural development should be avoided and all light sources shielded by down-lighters.

- Access requirements. Design and Access Statements are required for all planning applications. It is a statutory requirement to provide disabled access to all newly erected dwellings under Part M(1) of the Building Regulations, 2016. It must therefore be demonstrated that accessibility for all users has been fully considered. This should be included in the Design and Access Statement. In situations of multi-storey and multiple occupancy buildings, the Building Control Officer should be consulted at an early stage in relation to statutory requirements for disabled access.

**Reasonable provision is made if the dwelling complies with all of the following:**

- Within the curtilage of the dwelling or the building containing the dwelling, it is possible to approach and gain access to the dwelling
  - It is possible to gain access to the dwelling or the building containing the dwelling, from the most likely point of alighting from a car
  - A disabled person who is able to walk is able to visit any dwelling in a building containing one or more dwellings
  - Visitors can access and use the habitable rooms and a WC within the entrance storey of the dwelling (or the principal storey where the entrance storey does not contain a habitable room).
  - Where the habitable rooms and the WC are located on the entrance storey, access between them is step free
  - Wall mounted switches and socket outlets in habitable rooms are reasonably accessible to people who have reduced reach.
- Quality environments. Although this guide does not seek to provide specific space standards, the Design and Access Statement should demonstrate that quality spaces with good visual aspects and light sources are being provided. Habitable rooms which can sustain only the minimum furniture requirements will not be considered acceptable. Adequate storage should be provided for cycles, prams and other domestic necessities.
  - Energy conservation. New development should be designed to maximise energy conservation and as a minimum meet regulations for energy efficiency. Particular attention should be given to the orientation of the building or choice of materials. More guidance on this is provided in Local Plan policies CC1, Planning for Climate Change Adaptation and CC2 Planning for Renewable Energy and Low Carbon Generation.

Residential developments are required to be designed and constructed in accordance with relevant national sustainability standards and national zero carbon homes policy.

Many of the design requirements regarding energy efficiency and conservation for new development are prescribed under the national Building Regulations; L1A for new dwellings, L1B, for existing dwellings and 'Domestic Building Services Compliance Guide', 2013 edition (or the latest update of these).

The Council has produced a map of potentially suitable sites for the location of district heat and energy schemes; 'Warwick District Heat Mapping and Energy Masterplanning', 2015. Reference should be made to this document by developers of the strategic residential sites in the Local Plan or any other large residential development in the district for further advice.

The Council has also produced a Supplementary Design Statement on 'Sustainable Buildings', however this was published in 2008 and the policies are now superseded by the new Local Plan (2011-2029). Some of this document remains relevant. Until the document has been updated however, please refer back to the Council with any direct queries about the content.

## Layout, design and dwelling mix

Local Plan policy BE1, Layout and Design outlines the criteria by which new development proposals and layout and design statements will be assessed. A full explanation of this policy, including how to respond to the criteria, can be found in Section 4, Design Steps, above.

## Local Plan policy H4, securing a mix of housing

The Council requires proposals for residential development to include a mix of market housing which contributes towards a balance of house types and sizes across the district, including the housing needs of different age groups, in accordance with the latest Strategic Housing Market Assessment (SHMA).

The Council may take account of the following circumstances in determining where it may not be appropriate to provide the full range of house types and sizes.

- physical constraints, such as those associated with small sites of less than 5 houses and conversion schemes, where opportunities for a range of different house types are limited (unless criterion e) applies);
- locational issues, such as highly accessible sites within or close to the town centre where larger homes and low/medium densities may not be appropriate;
- sites with severe development constraints where housing mix may impact on viability;
- sites where particular house types and/or building forms may be required in order to sustain or enhance the setting of a heritage asset; and
- developments in rural areas, where there is an up-to-date village or parish housing needs assessment which is a more appropriate indication of housing need."

The layout and design statement should include a full survey and design analysis of the site, its context and surrounding features and is expected to;

- Identify key features of local distinctiveness and contextural features;
- Demonstrate how the proposal responds positively to these features;
- Identify design principles for the development proposals taking account of the 'Garden Towns, Suburbs and Villages' prospectus or any subsequent design guidance produced by the Council; and
- Demonstrate that all of the design criteria in the policy have been considered and addressed where appropriate

The Local Plan supporting text states that 'The Council supports the use of imaginative new designs in the right location, however, it is important that such proposals should clearly demonstrate how they respect and reflect the character of the local area....poor layout and design which does not comply with this policy or any supplementary planning guidance adopted by the Council, will be refused.'

## Policy BE2 developing significant housing sites

This policy relates to development sites of over 200 dwellings, or sites which (in combination with other sites) form part of the wider development area which exceeds 200 dwellings, or other developments which have a significant impact on the character and appearance of an area. These will be expected to comply with a development brief. " Where a development brief is absent for a strategic planning site, planning applications should comply with Policy BE1 and should be accompanied by a layout and design statement providing detailed information to address the information in relation to the matters set out in a) to k) below.

- a) Infrastructure (ensuring alignment with the Infrastructure Delivery Plan);
- b) Layout proposals, including where appropriate linkages and alignment with adjoining sites
- c) Densities (which should not be lower than 30 dwellings/hectare on average);
- d) Design principles, taking account of the Garden Towns, Villages and Suburbs Prospectus ( or any subsequent design guidance adopted by the Council) and Buildings for Life 12;
- e) Design for healthy lifestyles including provision for cycling, walking, playing pitches, parks and open spaces and other green infrastructure;
- f) Landscaping
- g) Site access and circulation;
- h) Managing and mitigating traffic generation (see policy TR2);
- i) The requirements set out in Policy BE1; and
- j) Community facilities, in accordance with policies HS1, HS6 and Infrastructure Delivery Plan, including how they will be viably managed and maintained in the long term
- k) Protection and enhancement of the historic environment"

These bullet points should be taken into account when considering aspects of the design of a development and statements should demonstrate how they have been incorporated into the scheme.

## Parking and design

Local Plan policy TR3 sets out the Council's position on car parking in new developments and further guidance on the specific requirement for different land uses is provided in the Vehicle Parking Standards Supplementary Planning Document (SPD) 2018 (when adopted) or any subsequent update of this document. This document provides guidance on the minimum standards expected by the Council for residential developments. Specifically, it details the number of spaces to be provided per unit dependent upon location and size and sets out where spaces should be located for maximum overlooking and therefore security (as guided by both Secured by Design and the Garden Towns, Villages and Suburbs Prospectus).

Where possible the provision of underground parking should be investigated. It is recognised that Conservation considerations can present particular challenges in terms of the siting of parking and therefore a sensible approach should be taken to ensure adequate provision alongside all other advice given in this document.

Excessive areas of hard landscaping and hardstanding should be avoided and water permeable surfaces should be used. Existing front gardens, particularly in Conservation Areas, should be protected from becoming hardstanding for vehicle parking areas.

## "TR3 Parking

Development will only be permitted that makes provision for parking which:-

- a) has regard to the location and accessibility of the site by means other than the private car;
- b) does not result in on-street car parking detrimental to highway safety;
- c) takes account of the parking needs of disabled car users, motorcyclists and cyclists; and
- d) takes account of the requirements of commercial vehicles.

Development will be expected to comply with the parking standards set out in the most recent Parking Supplementary Planning Document."

## Landscape

New dwellings either in groups or individually, will create a micro climate that can affect temperature, sunlight and wind environment. Careful and considered landscape design is an important element in any design proposal and may well form part of or a condition attached to a planning application. Soft landscaping is to be favoured over hard landscaping.

It will be useful to bear the following in mind when designing a landscaping scheme for any development:

- Use deciduous and preferably native trees to provide shade in summer and allow sunlight to filter through in winter
- Avoid excessive overshadowing of buildings whilst placing trees away from south facing elevations
- Use planting to maximise solar glare
- Use hedges and trees as windbreaks and also to provide shelter from cold draughts, particularly strong northerly winds
- Consider boundary treatment of any site as an integrated part of the landscaping scheme
- Carry out a biodiversity survey of the site as part of the site assessment to ensure that existing habitats can be adequately protected



## SECTION 8

# Detailed design

A series of guidance sheets covering detailed design situations has been published by the Council. These are reproduced in the appendices to this document and are also issued as stand-alone guidance sheets with their accompanying notes. They cover the following issues:

- Side extensions on detached dwellings
- Side extensions on semi-detached dwellings
- Overlooking
- Corner properties
- Distance separation and open spaces
- Rear extensions and the 45° rule
- Roof dormers
- Extensions to terraced houses in conservation areas



- Side extensions should be no more than 2/3 of the width of the original property
  - There should be a set back of 450mm
  - There should be a set down of 225mm
- See appendix 3 for details



## Side extensions for detached dwellings

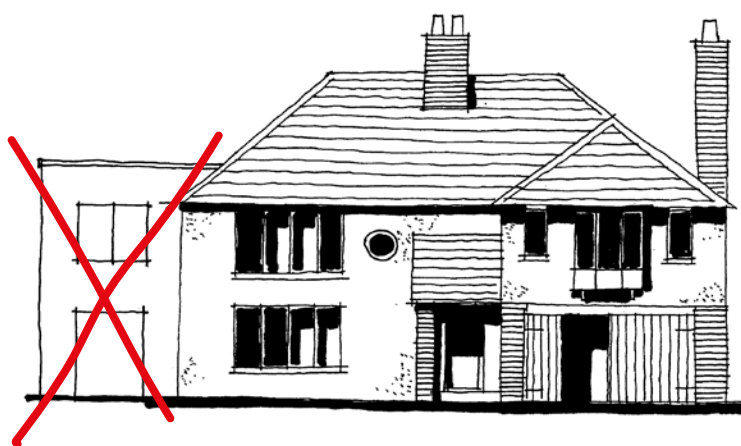


Fig 1

Traditional pitched roof detached dwelling with totally inappropriate flat roofed extension

- It is important that side extensions should relate to the design of the original building with matching roof shape and pitch. (Hipped or Gabled).
- Extensions to detached dwellings should always seek to enhance the overall design unity.
- Set backs to ridge levels and facade junctions helps to ensure that new extensions remain subordinate to the existing dwelling. For a facade this also helps to overcome visual problems associated with slight variations between existing brickwork dimensions and the new work.
- There may be scope in some instances to have a contemporary architect designed 'modern' extension. Quality of design, detailing and materials will be significant considerations. Each case will be viewed on its own merit.

## Hipped Roofs



Fig 2

**DON'T** add a two or more storey flat roofed side extension to a traditional hipped roof dwelling



Fig 2

**DON'T** introduce single storey flat roofed extensions to the side of traditional hipped roofed detached dwellings

## Gabled Roofs

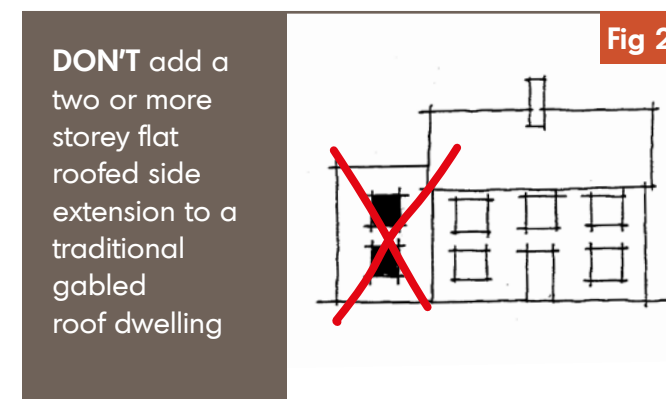


Fig 2

**DON'T** add a two or more storey flat roofed side extension to a traditional gabled roof dwelling

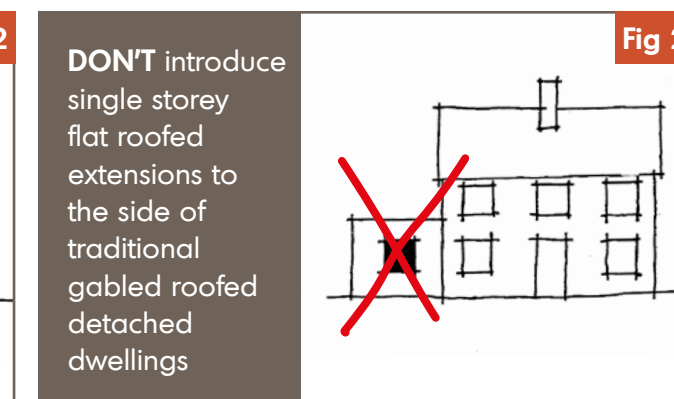


Fig 2

**DON'T** introduce single storey flat roofed extensions to the side of traditional gabled roofed detached dwellings



Fig 2

**DO** ensure that any new extension is generally subservient to the existing dwelling

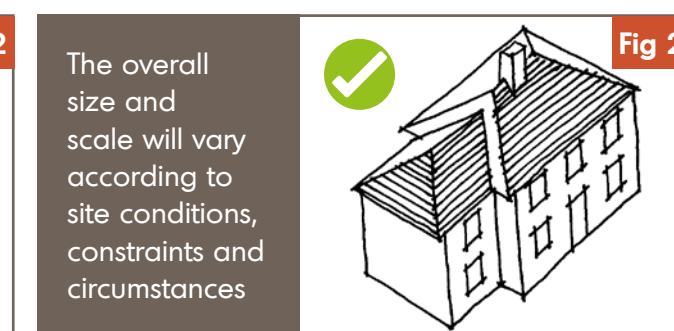


Fig 2

The overall size and scale will vary according to site conditions, constraints and circumstances

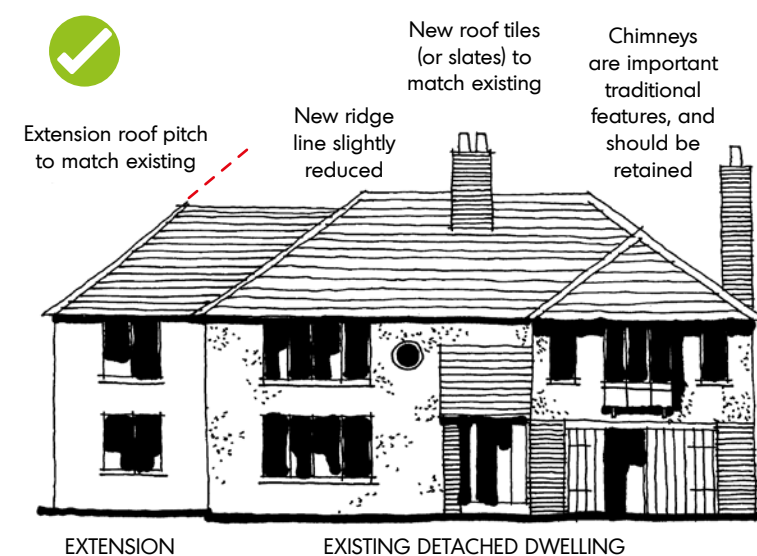


Fig 3

Windows to new extensions should match and line through with the existing. A small set back helps visually delineate new and existing

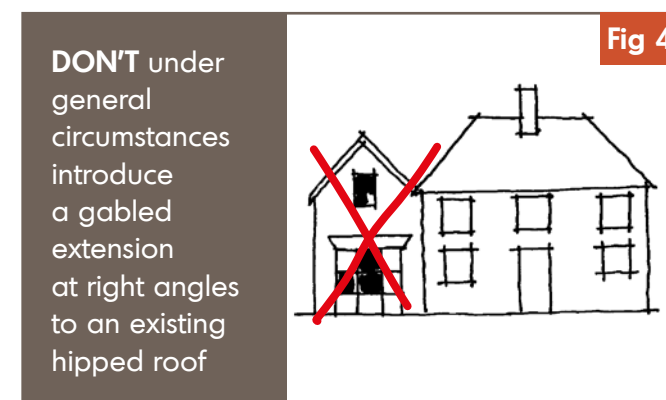


Fig 4

**DON'T** under general circumstances introduce a gabled extension at right angles to an existing hipped roof

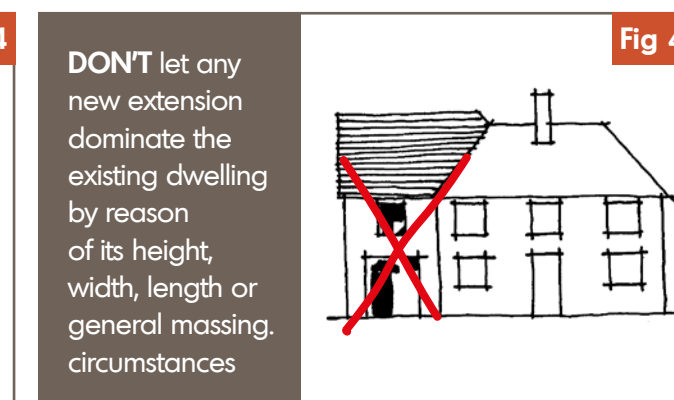
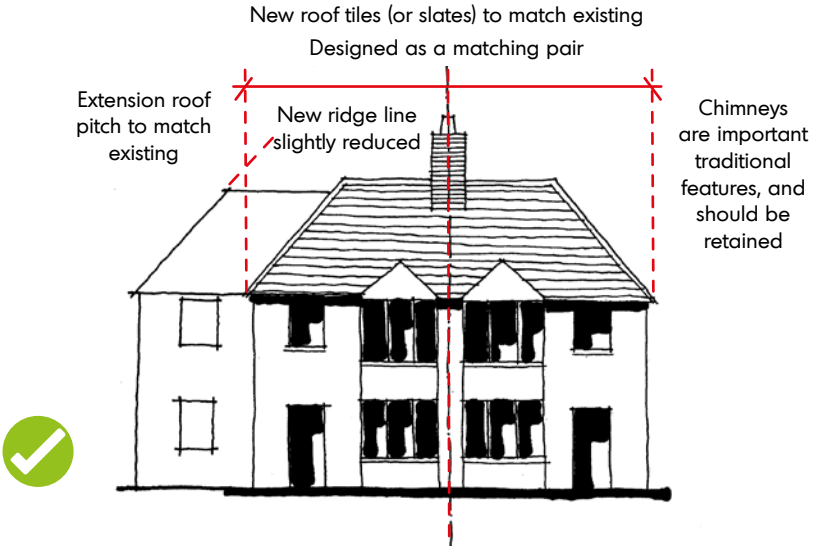


Fig 4

**DON'T** let any new extension dominate the existing dwelling by reason of its height, width, length or general massing. circumstances

Side extensions for semi-detached dwellings




**Fig 5**

Semi detached dwellings are normally Fig-6 designed as a matching pair. It is important that this character is respected and not compromised by any new extension.

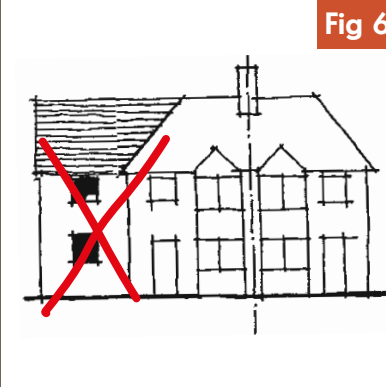
**DO** relate the design of any new extension to the form and character of the existing dwelling with a 450mm min set back between existing building and new extension.

**DON'T** let any new extension dominate the existing, by reason of massing material or height.



**Fig 6**

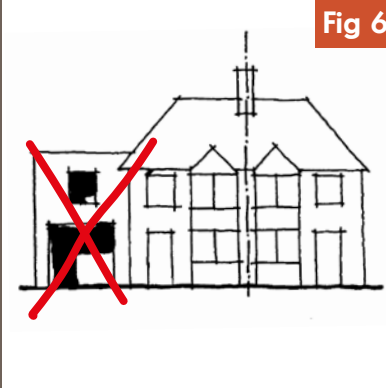
**DON'T** introduce a gabled roof extension to an existing semi detached hipped roof dwelling.



**Fig 6**

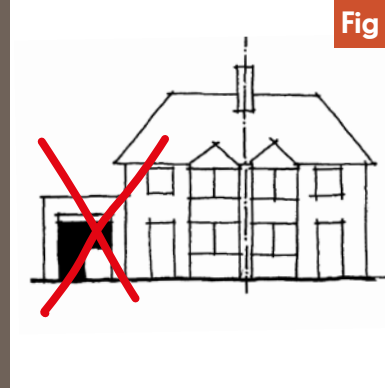
Flat Roofed Extensions

**DON'T** introduce two storey flat roofed extensions. They are not considered appropriate or acceptable.




**Fig 6**

**DON'T** introduce single storey flat roofed extensions to the side of semi detached dwellings.




**Fig 6**

**DO** ensure that any extension is subservient to the existing dwelling.



**Fig 7**

**DON'T** change the traditional compositional balance of the semi detached dwelling by introducing a new extension that runs continuously from the existing roof or wall line.

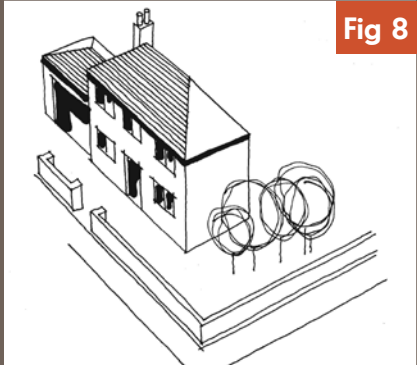


**Fig 7**

Corner plots

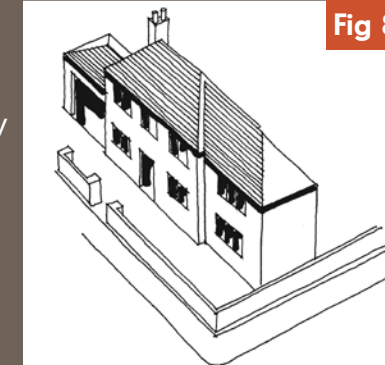
Corner plots are often larger than those of neighbouring dwellings; They can provide welcome open space in the streetscape-often enhanced by landscape planting.

**DO** respect the existing character of the streetscape.



**Fig 8**

**DON'T** design any extension that substantially reduces the openness of the traditional corner plot.



**Fig 8**

Side Extensions & Semi Detached Dwellings

The design and form of any extension to a semi detached dwelling should be compatible and generally subservient to the existing property. Windows, doors and other features should line through.

Flat roofed extensions

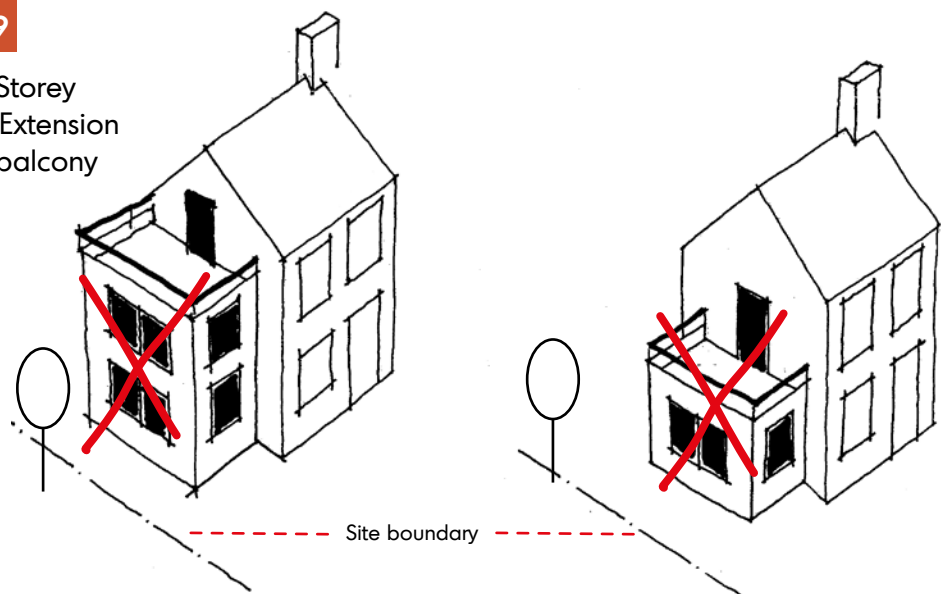
In certain discrete locations contemporary extensions to traditional buildings may be acceptable.

Overlooking

Fig 9

Two Storey Side Extension with balcony

Single Storey Side Extension with balcony



- Side facing windows in extensions of two or more storeys, where they overlook private gardens will not normally be permitted if they add significantly to existing levels of overlooking.
- For habitable rooms windows overlooking adjacent properties are not acceptable.
- In certain instances small non opening windows with obscure glazing may be acceptable for non habitable rooms.
- Flat roofed extensions to the side of an existing dwelling with balconies and/or roof gardens are not acceptable where there is a potential for overlooking.

Two Storey Side Extension

Generally, new overlooking windows will not be permitted  
**DON'T** have windows at high level overlooking adjacent property

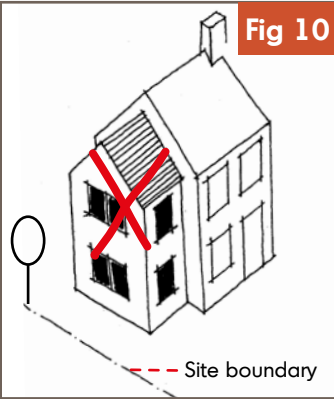


Fig 10

There may be problems with side windows on single storey side extensions

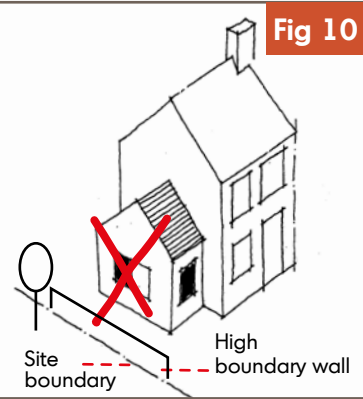


Fig 10

Distance Separation - Side Extensions

Typical street scape elevation, having a building rhythm

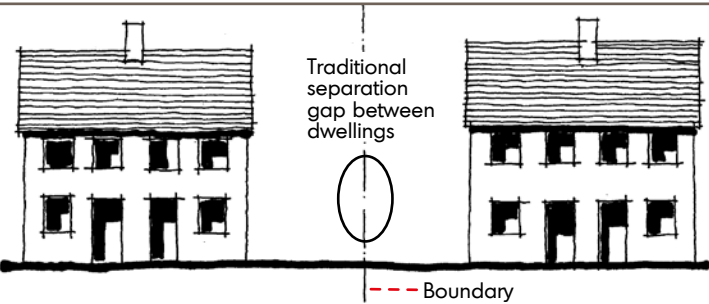


Fig 11

Distance Separation - To Avoid Terracing Effect

**DON'T** build any new two storey side extension on the existing boundary. Two storey side extensions built up to a common boundary would adversely effect the character of the area; and will normally not be permitted.

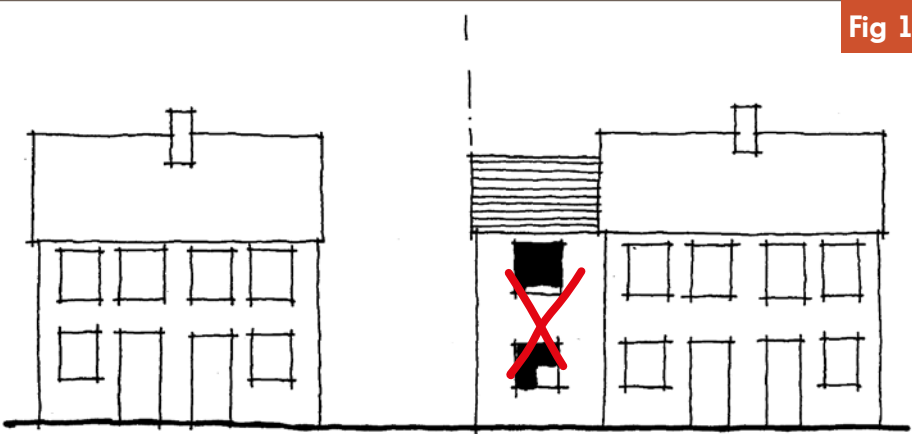


Fig 12

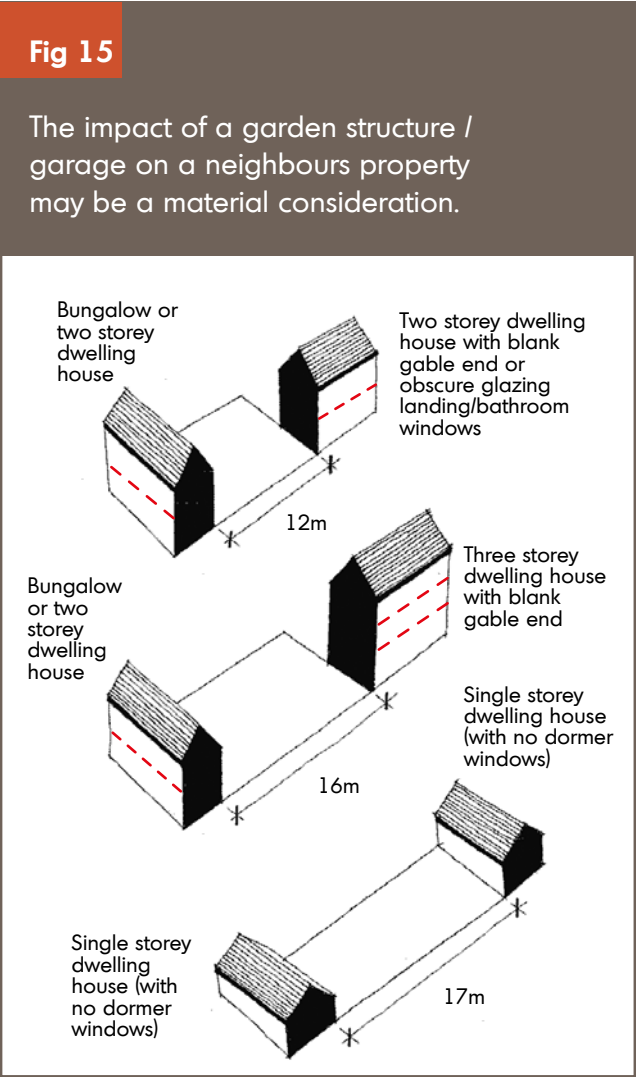
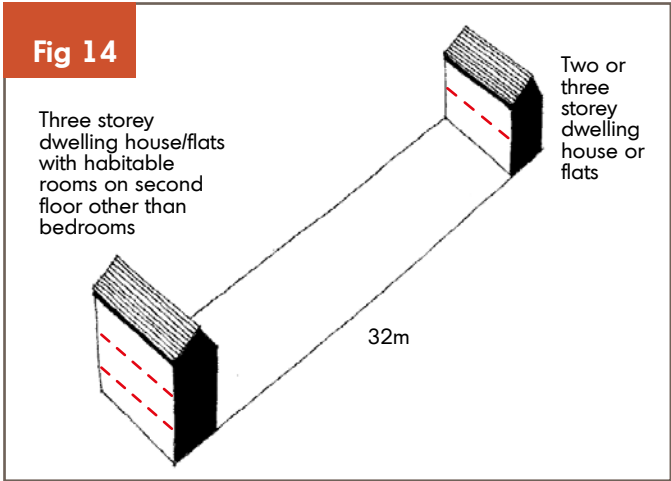
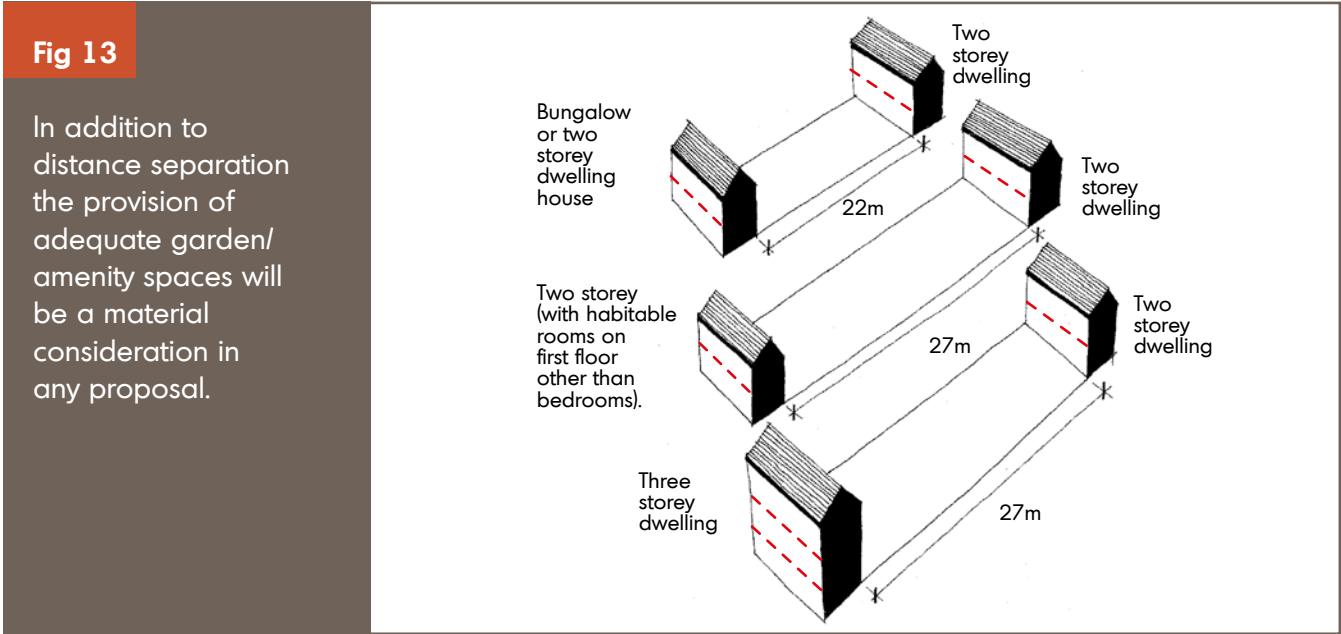
**DO** have a minimum distance separation between a common boundary and any new extension. A minimum 1m distance from the common boundary and the first floor gable wall of a new two storey extension should be provided. Single storey extensions on the ground floor part of a two (or more) storey extension may be built up to the boundary.



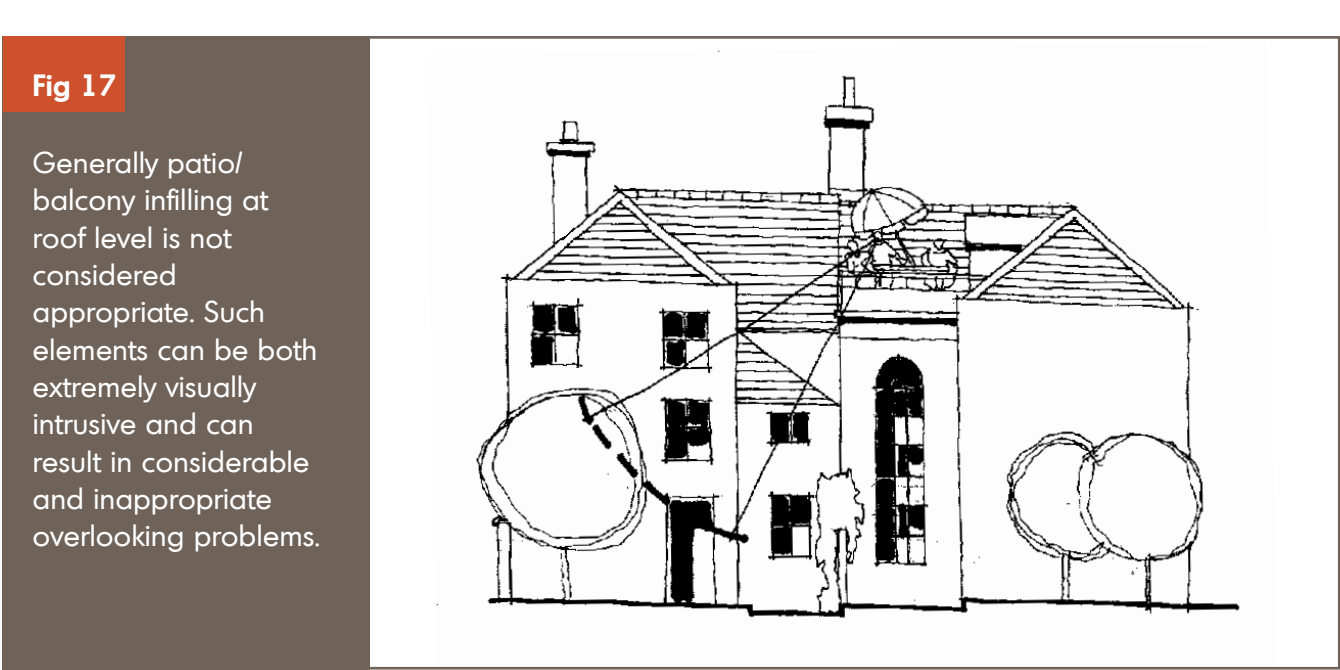
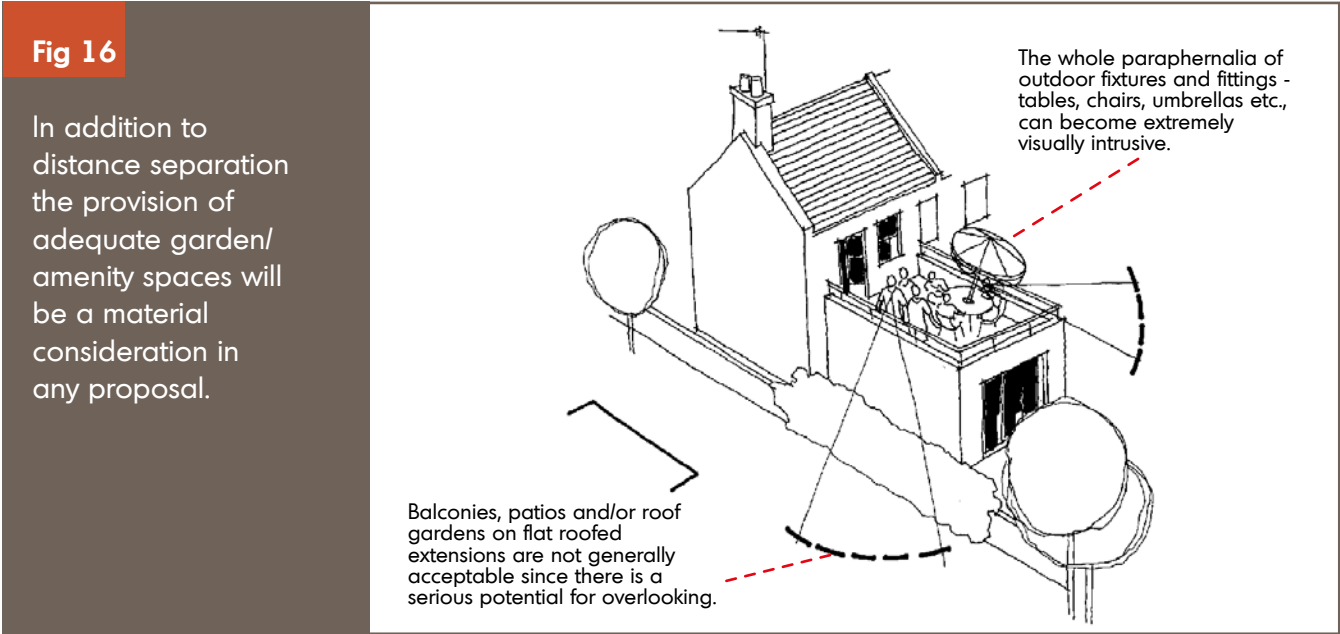
Fig 12



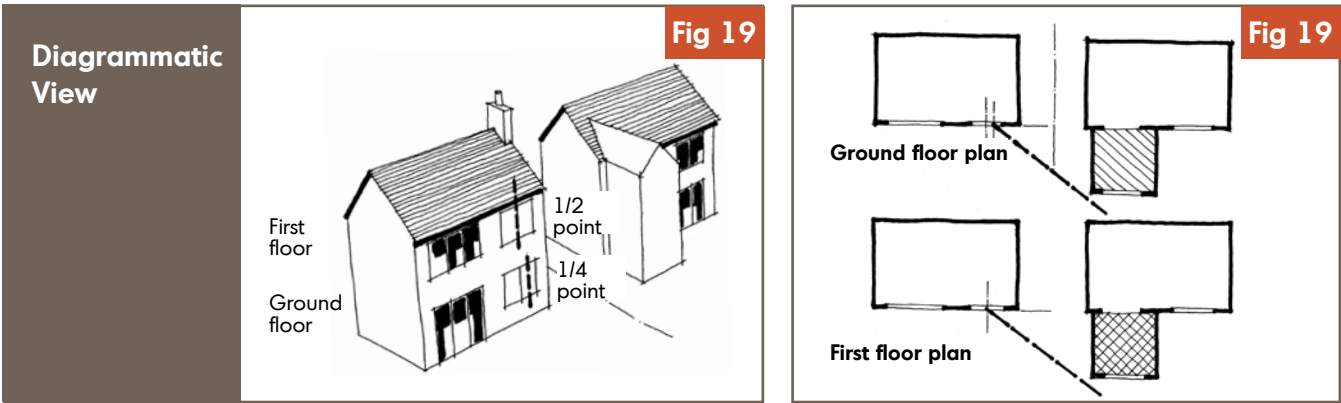
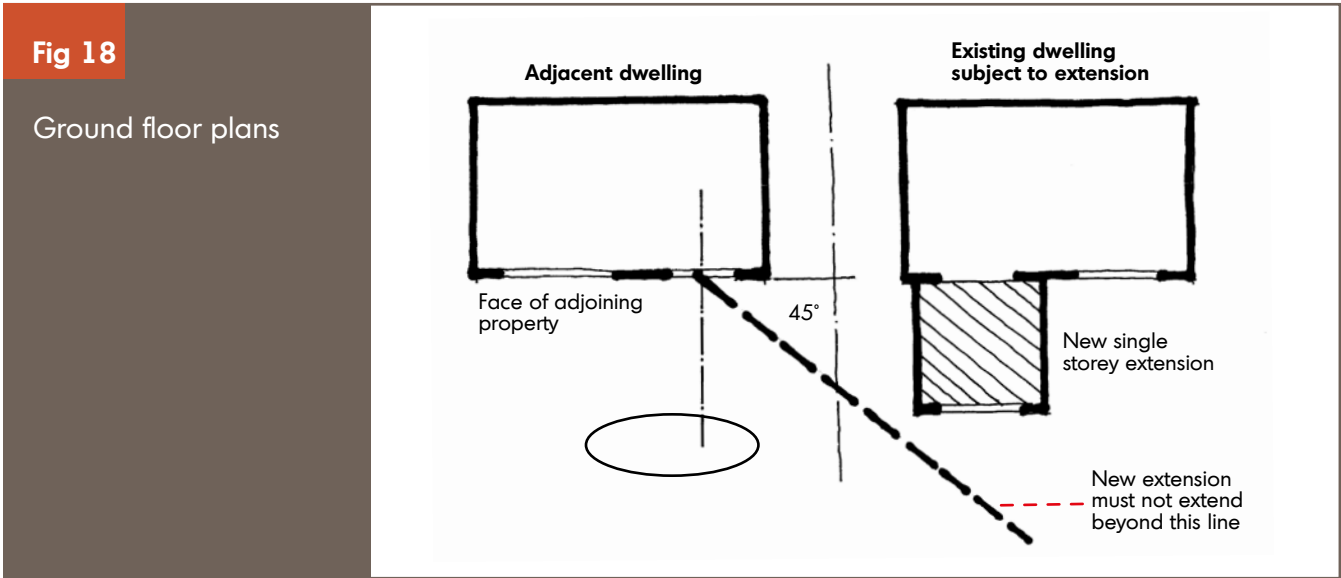
Distance Separation Between Fronts & Backs



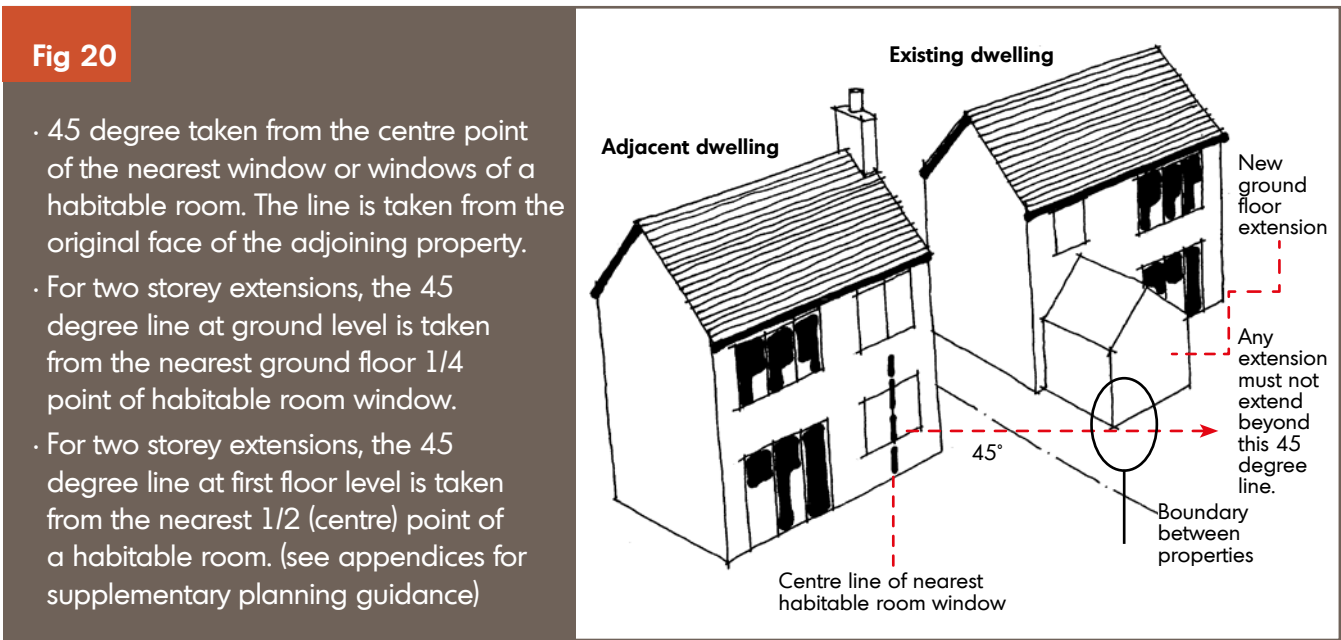
Overlooking : Patios and Balconies



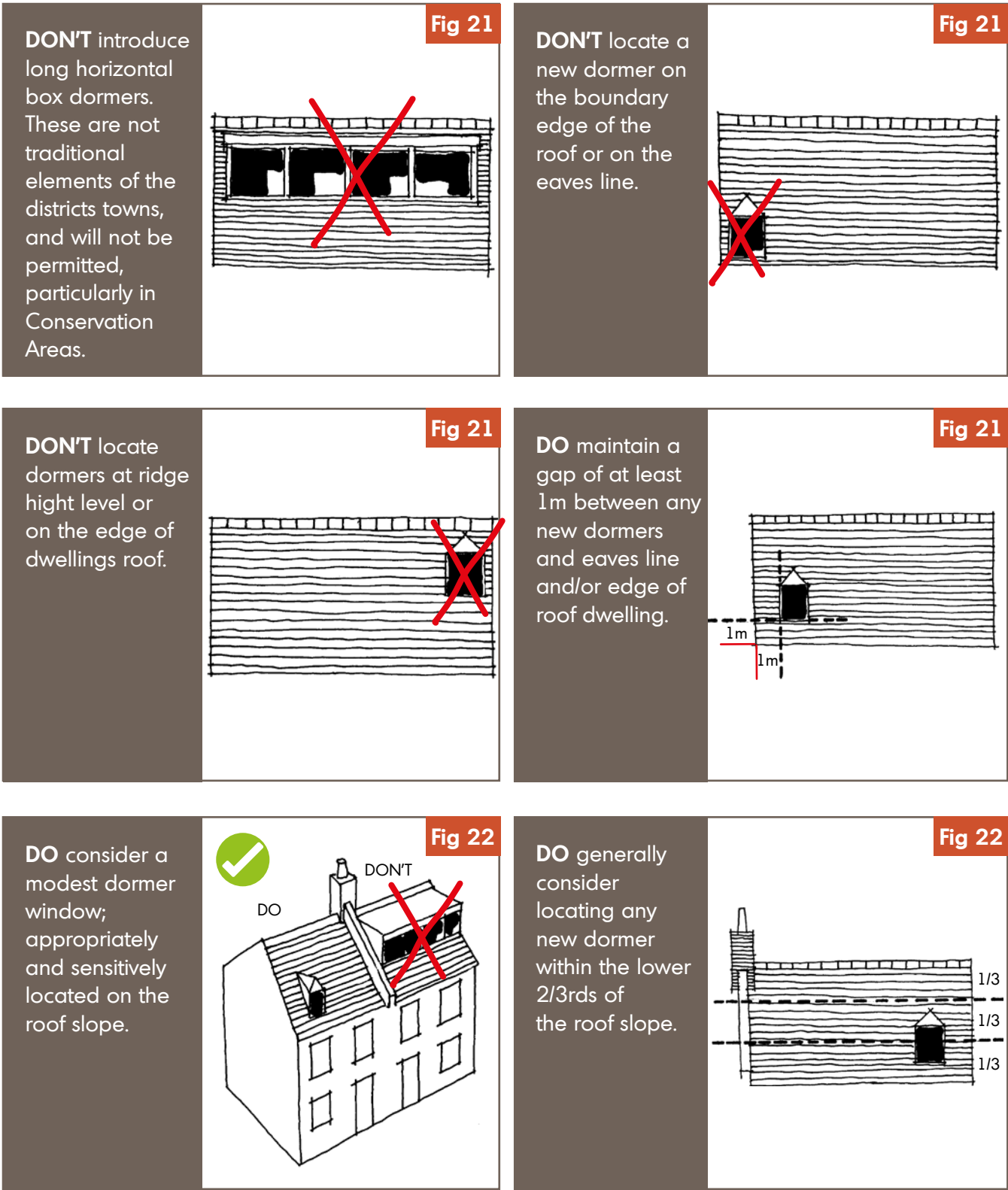
Single Storey Extensions – 45 Degree Rule



Two Storey Extensions – 45 Degree Rule



Roof Dormers



**DON'T** locate a new dormer on the boundary edge of the roof or on the eaves line.

**DON'T** locate dormers at ridge high level or on the edge of dwellings roof.

**DO** maintain a gap of at least 1m between any new dormers and eaves line and/or edge of roof dwelling.

**DO** consider a modest dormer window; appropriately and sensitively located on the roof slope.

**DO** generally consider locating any new dormer within the lower 2/3rds of the roof slope.

Details - Rooflights Good Practice in Listed Buildings

Fig 23

Projecting rooflights on pitched roofs can be a considerable source of visual intrusion on a traditional roofscape. For listed buildings and those in Conservation Areas, consideration should be given to siting any new rooflights flush with the roof slope; This produces a far more acceptable, less visually intrusive detail.

**DON'T** locate large projecting rooflights on prominent elevations.

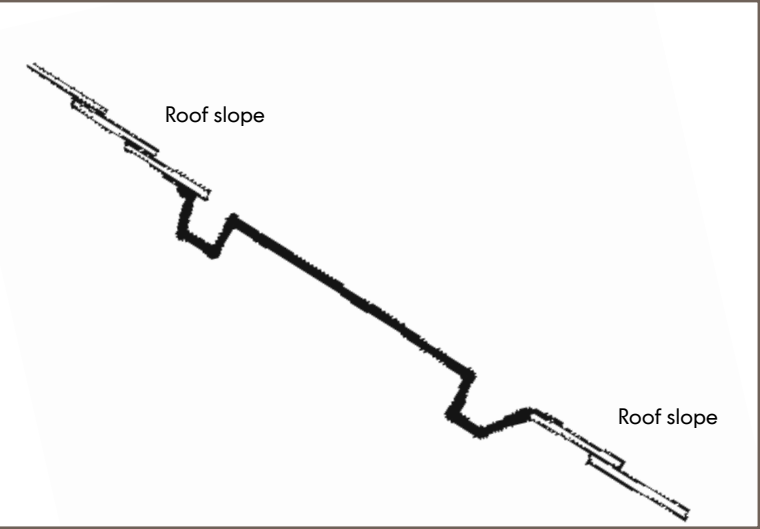
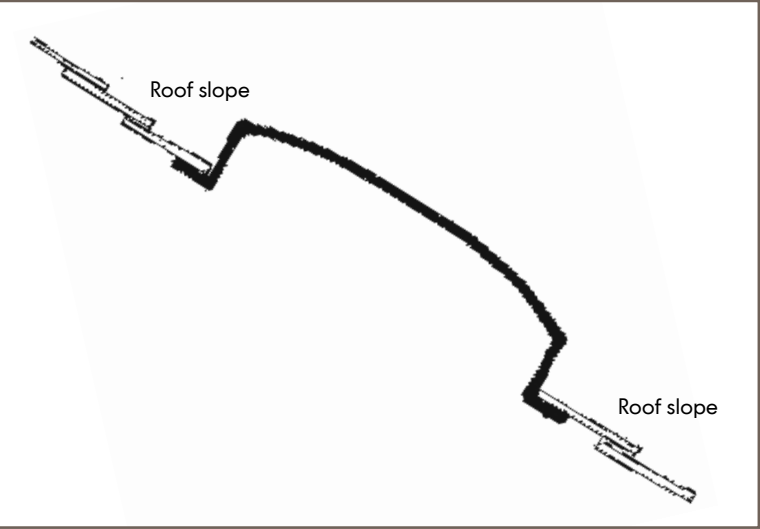


Fig 24

**DON'T** locate large projecting rooflights on prominent elevations.



Balcony and Railings

**DO** ensure that repair/ reinstatement work is undertaken using appropriate and correct materials, detailing and workmanship

**DO** ensure that all the necessary formal approvals have been obtained prior to any work being undertaken.

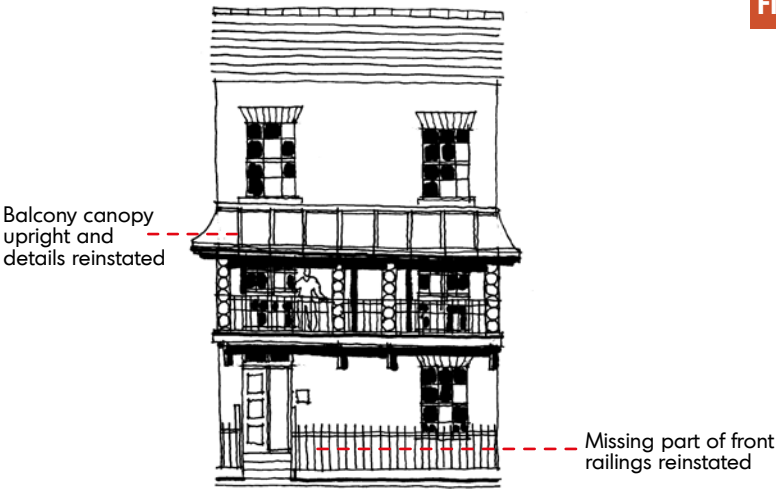


Fig 25

Balconies and railings are a typical feature of Regency townscape. Where they are missing or defective **DO** give consideration to reinstatement and/ or repair as necessary.



Fig 25

Details - Windows

Traditional timber windows would invariably be set well back into the window reveals. This helps to produce shadow and modelling to a building fenestration.

**DO** consider the location of the window frame carefully.

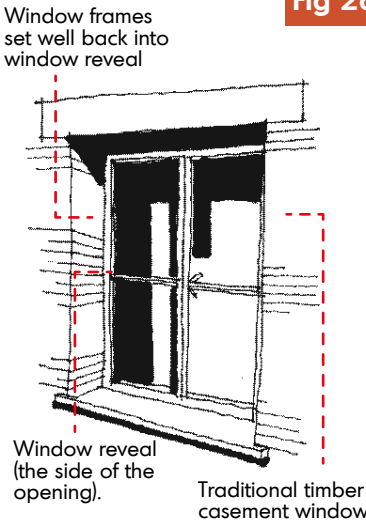


Fig 26

**DON'T** install new windows flush with the surrounding brickwork face.

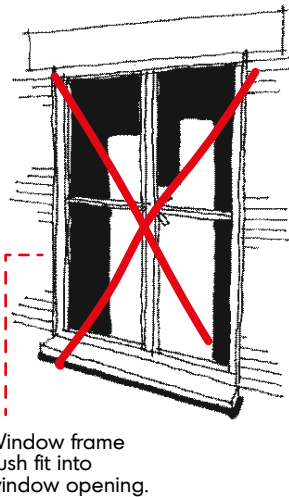


Fig 27



## Roof dormers

Dormer windows will only be permitted where they can be inserted without damaging the character and appearance of the building and the general area and without unreasonably affecting the amenity of the neighbours. Dormer windows should be avoided on prominent elevations that can be clearly viewed from the street; kept well below the ridge line and away from the edge of roofs.

- No dormer should be erected within 1m of the eaves line of the house; there should be a minimum distance of 1m between a dormer window and each side boundary of the property.
- Do use traditional modest pitched roof or lead roof dormers.
- Do not introduce felted flat roofed dormers of modern style unless on an appropriate modern house

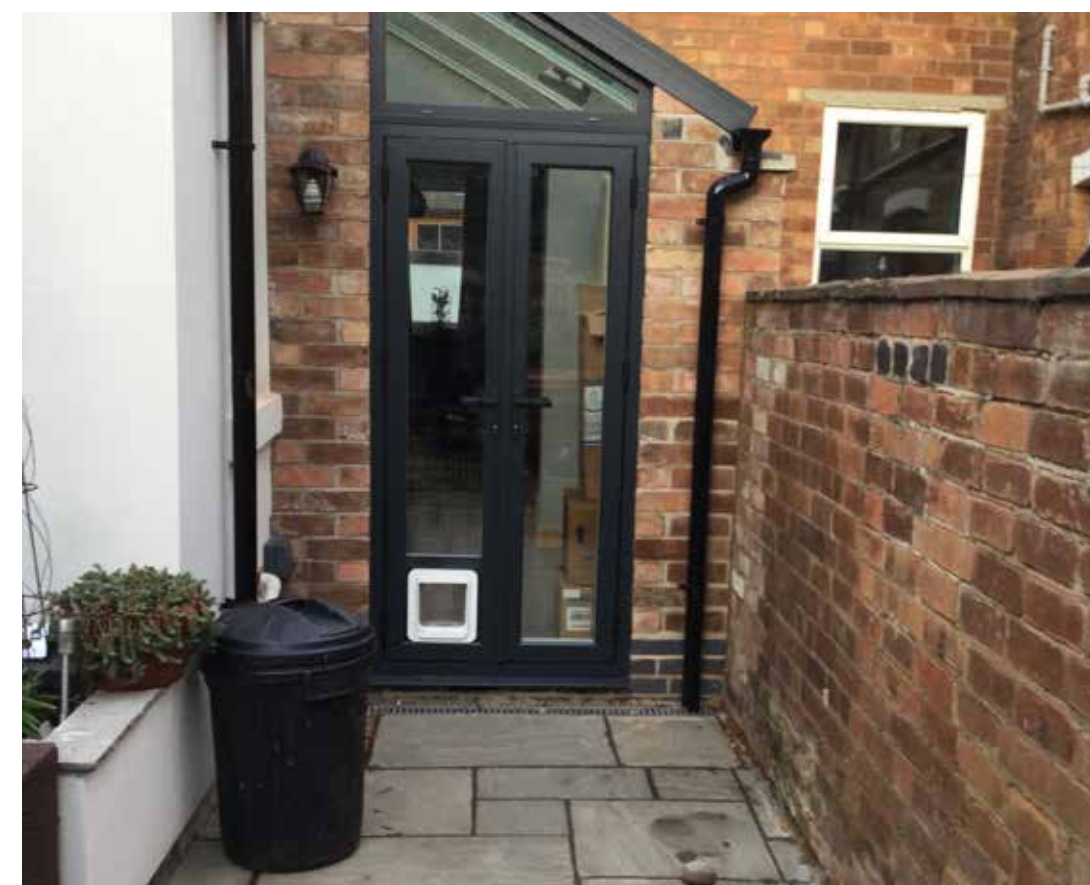
**There is a series of guidance and permitted development self assessment forms to help you determine whether or not you need planning permission for your proposals, available on our website**

## Extensions to terraced houses in Conservation Areas

Much of the District's urban Conservation Areas, particularly in Royal Leamington Spa, are comprised of rows of 19th Century terraces, which are characterised by rear wings and side courtyards with modest rear gardens.

In order to strike a reasonable balance between allowing some scope to extend these properties and protecting the character and appearance of the Conservation Areas together with the living conditions of the occupiers of neighbouring properties, the District Council suggest a side courtyard extension which adheres to the following design principles:

- Include a set back and have a glazed roof with a largely glazed end wall to reflect the open side courtyard feature which formed part of the original layout.
- Set the eaves height at no more than 2 metres, which is the equivalent of the height of the boundary wall which can be built without permission under the Government's impact based permitted development rights together with a glazed roof in order to mitigate the impact on loss of light and outlook from the neighbouring properties.

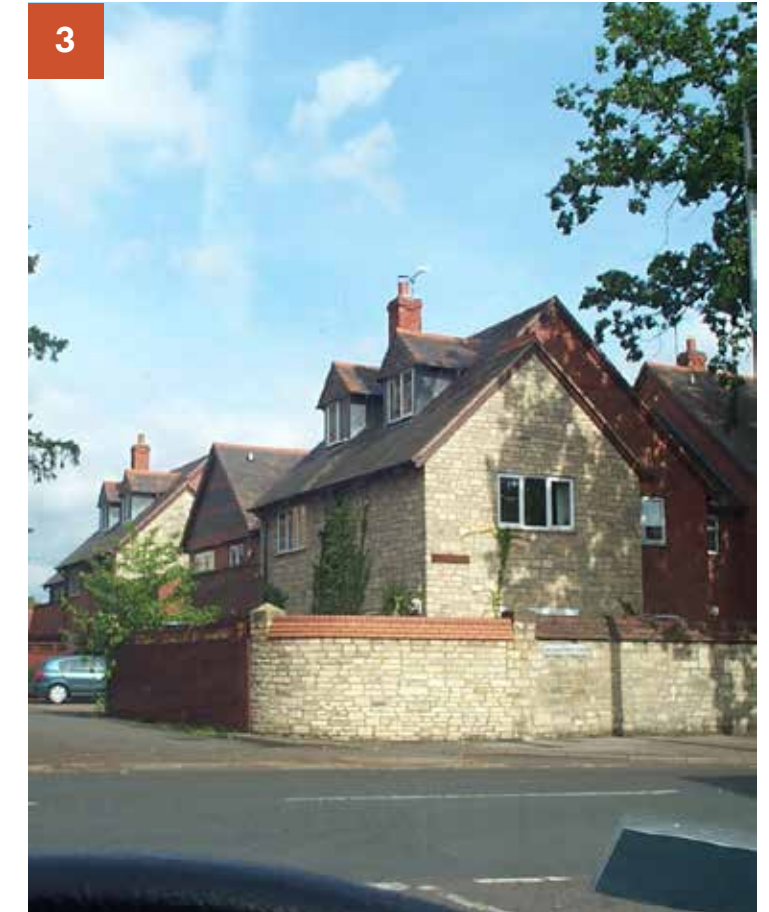


## SECTION 9

# Examples

Photographic examples illustrating some of the points raised in this document.

These are not meant to be prescriptive, but to give a flavour of what is expected from design and in detailing and scale for both new development and domestic extensions, whilst integrating the new with the existing and in sensitive locations. This section also includes some examples that have been less successful and are best avoided.



- 1 Interest can be created by different heights on a corner site as shown on this successful redevelopment.
- 2 Domestic scale well reflected in new build increasing density of the site and also incorporating an earlier building.
- 3 A variety of forms using consistent detailing creates a unique character to this new build site.





- 5 A garden terrace in large grounds gives scope for interesting design solutions, whilst maintaining the mature landscape.
- 6 Innovative feature to turn the corner of a mews road incorporates some traditional features.
- 7 Appropriate scale and simple but effective detailing on a corner site adjacent to listed terrace. The density of this site was increased significantly from its former use, whilst improving the overall street scene.
- 8 Traditional scale and detailing achieve higher densities on this successful brownfield canal site
- 9 Traditional coach house style between larger houses does not dominate the original houses.
- 10 Effective use of traditional detailing and appropriate scale works well on a contemporary terrace in the Conservation Area.
- 11 Sympathetic infill extensions enhance a gap site.
- 12 Mixed scale of infill respecting the scale of late nineteenth century houses on the opposite side of the road to this redevelopment site.





- 13** A successful re-use of mews building, maintaining original openings and restoring original details.
- 14** Traditional scale and detailing with good boundary treatment in a new build situation.
- 15** Distinctive detailing taken from a large house reflected in new build within the grounds.
- 16** The detailing of extensions should respect the detailing of the original house as reflected in this modest extension.

Example which demonstrates how not to extend a house with flat roof and eaves above the height of the existing





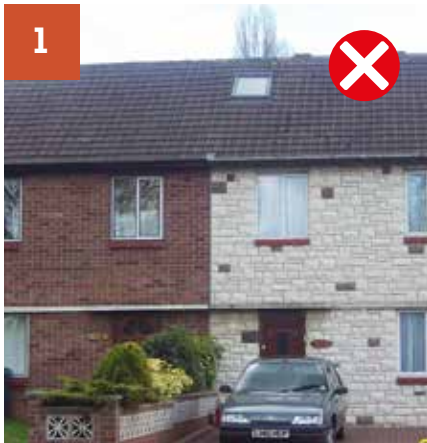


- 1 Height as well as detailing should follow through with the adjacent buildings. Here detailing has been replicated but the original scale is lost, resulting in an unsatisfactory scale of development.
- 2 The scale and appearance of existing buildings successfully replicated on infill buildings.
- 3 Roof extensions can adversely affect the original scale and design of the house.
- 4 Rhythm and scale are critical factors as defined by nineteenth century terraced developments.
- 5/6 Rhythm and scale combine in contrasting situations to produce successful medium density housing on brown field sites.
- 7 Traditional scale and detailing used well in a mews road.
- 8 Small scale new build reflective of mews road scale, behind larger traditional building.



# Detail

- 1 Contrasting treatments do not make for harmony on semi-detached properties.
- 2 Simple detailing can be effective on smaller buildings.
- 3 Correct historical detailing successfully used alongside existing buildings
- 4 Principal features line through on new build infill in an urban setting alongside existing buildings
- 5 Simple but effective detailing on redeveloped urban site alongside historic buildings.
- 6 Innovative approaches to detailing on a Victorian buildings can provide a useful source of imagery.
- 7 Simple detailing often works well in areas of diversity.



## SECTION 10

# The way forward and check list

**The purpose of this section is to provide guidance to assist in making a planning application for residential development within Warwick District.**

The District Council Planning Department will expect all applicants to have taken account of the advice given within this document and to have applied it to the specific site or sites which form part of their application.

The District Council will encourage and welcome pre-application discussions. These enable the relevant planning officer to set out on an informal basis how policy and guidance would be applied to a suggested proposal. Where a proposal will not meet the necessary standards then advice may be given which would enable the proposal to be redesigned in a way that would be more acceptable, prior to a formal planning application being lodged. This process should avoid unnecessary work.

Applicants will be expected to demonstrate that their development achieves good layout and design and complies with policy BE1 and the advice given in this guide.

In drawing together the requirements for a formal planning application, the following check list sets out the relevant information that will need to be submitted:-

- Completed Application form.
- Sufficient drawings. (Produced by an architect or other qualified professional) to demonstrate fully the proposals for the site.
- A site location plan on an Ordnance Survey base.
- Indication of service of any relevant notices on owners or tenants of the site.
- Submission of a site analysis based on the Design Steps in Sections (a) to (k). (This will usually be a part of the Design and Access Statement where necessary (see previous note on P7).
- A design and access statement. Other relevant statements as applicable\*
- Site photographs where necessary.
- Planning Fee.
- Any further relevant Information.

**\*See the Council's website for a full validation check list.**

This document has been produced specifically to assist those wishing to make planning applications for residential dwellings whether for a small extension to an existing house, or a proposal for a new dwelling or a whole estate of new development. It is also a guide to those who wish to carry out development under 'permitted development' rights and would like to add value by utilising good design and integrating with the existing development and wider location.

Adopting the advice within this document will enhance not only the existing property where an extension is proposed, but will also reflect on the care that the developer has taken to widen their view and consider the environment as a whole. This can add not only financial and aesthetic value, but also provide a better sense of place and wellbeing.

### Pre-application advice:

Pre-application advice is a way of finding out whether a specific proposed development would be likely to be acceptable and what the key issues will be before the submission of a formal application.

You should consult the Planning Department's web page in the first instance to see if you require planning permission **[www.warwickdc.gov.uk/planning](http://www.warwickdc.gov.uk/planning)**. There are questionnaires which will help you assess the need for planning permission and guides to help you through the process. You may also contact a planning officer for specific advice regarding your proposal.

If you are a householder within the district you won't be charged for verbal advice about extending your home. If you would like to discuss your proposals, we would encourage you to book a slot at our 'householder drop in sessions' whereby you can obtain the advice of a planning officer in advance of making an application. To do this, please see our website for the telephone number you need to call and details of the information you will need to bring with you.

If you require a written opinion or have a meeting with a planning officer other than through the householder drop in session, or are proposing a major development, a charge will be made. For full details of this and the charging schedule, please consult the advice and download the leaflet published on our website.

**We hope you find this document informative and helpful. Please refer to our website for more information which may apply to your specific project.**

# APPENDIX A

**Key planning policies (please consult the Plan for other policies that may apply)**

**Warwick District Local Plan (2011 - 2029),  
adopted September 2017**

## BE1 layout and design

New development will be permitted where it positively contributes to the character and quality of its environment through good layout and design. Development proposals will be expected to demonstrate that they:

- a) harmonise with, or enhance, the existing settlement in terms of physical form, patterns to movement and land use;
- b) relate well to local topography and landscape features; (see policy NE4);
- c) reinforce or enhance the established urban character of streets, squares and other spaces;
- d) reflect, respect and reinforce local architectural and historical distinctiveness;
- e) enhance and incorporate important existing features into the development;
- f) respect surrounding buildings in terms of scale, height, form and massing;
- g) adopt appropriate materials and details;
- h) integrate with existing paths, streets, circulation networks and patterns of activity;
- i) incorporate design and layout to reduce crime and fear of crime; (see policy HS7);
- j) provide for convenient, safe and integrated cycling and walking routes within the site and linking to related routes and for public transport; (see policy TR1);
- k) provide adequate public and private open space for the development in terms of both quantity and quality; (see policy HS4);
- l) incorporate necessary services and drainage infrastructure without causing unacceptable harm to retained features including incorporating sustainable water management features;
- m) ensure all components, e.g. buildings, landscaping, access routes, parking and open spaces are well related to each other and provide a safe and attractive environment;
- n) make sufficient provision for sustainable waste management (including facilities for kerbside collection, waste separation and minimisation where appropriate) without adverse impact on the street scene, the local landscape or the amenities of neighbours;
- o) meet the highest standards of accessibility and inclusion for potential users regardless of disability, age or gender, and;
- p) ensures that layout and design addresses the need for development to be resilient to climate change; (see policy CC1).
- q) ensure that there is an appropriate easement between all waterbodies/ watercourses to allow access and maintenance

Development proposals which have a significant impact on the character and appearance of an area will be required to demonstrate how they comply with this policy by way of a Layout and Design Statement.

## BE2 developing significant housing sites

Development sites of over 200 dwellings, sites that (in combination with other sites) form part of a wider development area that exceeds 200 dwellings or other developments that have a significant impact on the character and appearance of an area will be expected to comply with a development brief. Where a development brief is absent for a strategic site, planning applications should comply with Policy BE1 and should be accompanied by a Layout and Design Statement providing detailed information to address the information in relation to the matters set out in a) to k) below. Development briefs will be prepared for all these sites, setting out requirements for: a) infrastructure (ensuring alignment with the Infrastructure Delivery Plan); b) layout proposals, including where appropriate linkages and alignment with adjoining sites; c) densities (which should not be lower than 30 dwellings per hectare on average); d) design principles, taking account of the Garden Towns, Villages and Suburbs Prospectus (or any subsequent design guidance adopted by the Council) and Buildings for Life 12; e) design for healthy lifestyles including provision for cycling, walking, playing pitches, parks and open spaces and other green infrastructure; f) landscaping; g) site access and circulation; h) managing and mitigating traffic generation (see policy TR2); i) the requirements set out in Policy BE1; j) community facilities, in accordance with policies HS1, HS6 and the Infrastructure Delivery Plan, including how they will be viably managed and maintained in the long term; and k) protection and enhancement of the historic environment

## HS1 Healthy, safe and inclusive communities

The potential for creating healthy, safe and inclusive communities will be taken into account when considering all development proposals.

Support will be given to proposals which:

- a) provide homes and developments which are designed to meet the needs of older people and those with disabilities;
- b) provide energy efficient housing to help reduce fuel poverty;
- c) design and layout development to minimise the potential for crime and anti-social behaviour and improve community safety;
- d) contribute to the development of a high quality, safe and convenient walking and cycling network;
- e) contribute to a high quality, attractive and safe public realm to encourage social interaction and facilitate movement on foot and by bicycle;
- f) seek to encourage healthy lifestyles by providing opportunities for formal and informal physical activity, exercise, recreation and play and, where possible, healthy diets;
- g) improve the quality and quantity of green infrastructure networks and protect and enhance physical access, including public rights of way to open space and green infrastructure;
- h) deliver, or contribute to, new and improved health services and facilities in locations where they can be accessed by sustainable transport modes;
- i) provide good access to local shops, employment opportunities, services, schools and community facilities, and;
- j) do not involve the loss of essential community buildings and social infrastructure.



## HS6 Creating healthy communities

Development Proposals will be permitted provided that they address the following key requirements associated with delivering health benefits to the community:

- a) good access to healthcare facilities;
- b) opportunities for incidental healthy exercise including safe and convenient walking and cycling networks;
- c) opportunities for community cohesion by the provision of accessible services and community facilities and places and opportunities for people to interact regardless of age, health or disability;
- d) high quality housing outcomes to meet the needs of all age groups in society (including the right mix by size and tenure);
- e) Access to high quality and safe green or open spaces, and;
- f) Access to opportunities to partake in indoor and outdoor sport and recreation. HS7 Crime Prevention

## HS7 Crime prevention

The layout and design of development will be encouraged to minimise the potential for crime and anti-social behaviour and improve community safety. Development proposals will be expected to demonstrate that they:

- a) orientate and design buildings to enable natural surveillance of public spaces and parking areas;
- b) define private, public and communal spaces;
- c) create a sense of ownership of the local environment; and
- d) make provision for appropriate security measures, including lighting, landscaping and fencing, as an integral part of the development.

# APPENDIX B

## Refuse and recycling storage requirements – a guidance note



# Contents

- 1.0** INTRODUCTION
  - 1.1** WHO IS THIS GUIDE FOR?
  - 1.2** CONSULTATION
  - 1.3** FURTHER ADVICE
- 2.0** SUBMITTING PLANNING APPLICATIONS – REFUSE AND RECYCLING CONSIDERATIONS
  - 2.1** Submitting applications
  - 2.2** Granting of planning permission
  - 2.3** Large-scale developments
- 3.0** EXISTING WASTE AND RECYCLING SERVICES IN WARWICK DISTRICT
  - 3.1** Background
  - 3.2** Residential
  - 3.3** Commercial
  - 3.4** Mixed Use (Commercial and Residential)
- 4.0** ASSESSING STORAGE SPACE AND STORAGE CAPACITY
  - 4.1** Background
  - 4.2** Residential
  - 4.3** Commercial
- 5.0** STORAGE REQUIREMENTS
  - 5.1** Containers
  - 5.2** User accessibility
  - 5.3** Collection requirements affecting storage design
- 6.0** PROVISION OF WASTE CONTAINERS
- 7.0** ADDITIONAL SERVICE CONSIDERATIONS
  - 7.1** Bring sites
  - 7.2** Home composting
  - 7.3** Clinical waste
- APPENDIX**
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  - APPENDIX II:**  
Collection vehicle dimensions
  - APPENDIX III:**  
Policy context
  - APPENDIX IV:**  
Reference documents
  - APPENDIX V:**  
Developer's checklist

**Note:** In accordance with Policy BE1 Layout and Design of the Local Plan, developers should make sufficient provision for sustainable waste management including the storage, recycling and collection of waste in accordance with Appendix B without adverse impact on the street scene, the local landscape or the amenities of neighbours.

To effectively respond to this requirement it is necessary to ask the following questions of the design and layout proposed:

- Has there been satisfactory consideration of the internal and external storage of waste?
- Has adequate provision been made for bin storage in terms of the number of containers required and the suitable design of any bin storage area?
- Has adequate provision been made for waste separation using recycling facilities?
- Is the location of any bin storage area within maximum British Standard distances of collection points for waste collection contractors and external access points for residents?
- Is the design of access roads/routes suitable for waste collection?
- Has the impact of the design and location of the bin storage facilities been considered in the context of the whole development?
- Could additional measures, such as landscaping, be used to help integrate the bin storage facilities into the development?
- Has any provision been made for the need to enlarge the bin storage in the future without adversely affecting the development in other ways?

# Introduction

## 1.1 Who is this guide for?

This guidance note has been developed by Warwick District Council's Contract Services department to provide information for architects, developers and others concerned with providing refuse and/or recycling storage facilities for premises within Warwick District.

This guidance is also intended to act as a practical guide in the provision of minimum standards to assist in planning and designing systems for the storage, recycling and collection of waste in domestic and commercial developments. This guidance applies only to developments in Warwick District.

## 1.2 Consultation

This guidance should be referred to from the earliest stages of building design. Adequate storage areas for waste management facilities and good access for collection crews and vehicles can be difficult at later stages in the design process.

All applications for dwellings (whether new build or change of use) will need to provide details of the waste management arrangements for the premises as part of the application. There may be a requirement for a Council Officer to discuss these details with the applicant by phone, e-mail or a site visit.

## 1.3 Further advice

Applicants can contact the following for further clarification:

Contract Services: Telephone: **(01926) 456128**

E-mail: **contract.services@warwickdc.gov.uk**

The Contract Services team is based at:

**Warwick District Council  
Riverside House  
Milverton Hill  
Royal Leamington Spa  
CV32 5HZ**

This guide is downloadable at **www.warwickdc.gov.uk**

## 2. Submitting planning applications – refuse and recycling considerations

### 2.1 Submitting applications

When a planning application is submitted, the Council will expect details of the proposed storage accommodation for waste and recyclable material to be specified and agreed. Designated space for refuse and recycling must be identified on any plans submitted for planning permission. The information contained in this guidance note should be used to determine the required waste management arrangements.

### 2.2 Granting planning permission

In determining planning applications, permission will not normally be granted in advance of submission of details indicating satisfactory storage arrangements for waste and recyclable material.

However, in exceptional circumstances it may be considered appropriate to reserve details of the waste storage accommodation for approval prior to commencement of construction.

## 2.3 Large-scale developments

Applications for major residential or commercial developments are recommended to be accompanied by a concise waste management report that addresses relevant aspects of this guidance. This should indicate:

- estimated volumes and types of waste produced by the development,
- the size and location of refuse and recycling stores and how recyclable material and other waste will be delivered to these stores,
- the equipment specified for containing the refuse and recycling,
- the proposed collection point and the method for transferring waste to this location

## 3. Existing waste and recycling services in Warwick District

### 3.1 Background

The following information provides details of the current collection services provided by Warwick District Council. Architects and developers should give consideration to these collection arrangements when planning and designing waste storage and collection.

### 3.2 Residential

#### 3.2.1. Refuse collections

The majority of residential properties receive an alternate week collection service. Households use a 180litre grey wheeled bin for their non-recyclable waste which is collected fortnightly from the front edge of property. About 10% of properties, mainly in town centre areas, use refuse sacks and receive a weekly collection where outside storage space is limited making a wheeled bin collection service impractical. For complexes of flats and apartments it is more appropriate for refuse to be collected through a communal collection. A communal collection will require the provision of bins, normally larger 4 wheeled bins, and these are normally emptied fortnightly. The developer is required to provide the necessary waste containers (see Section 6).

#### 3.2.2 Recycling collections

Individual dwellings use 55litre red boxes and bags for the collection of paper, glass, cans, plastic bottles, cardboard, clothes, shoes, batteries and engine oil. Red boxes and bags are collected from the front edge of property on a fortnightly basis, normally alternating with the refuse collections. For larger developments of communal properties it is more appropriate for the recycling to be collected through a communal collection. A communal collection will require the provision of bins, normally larger 4 wheeled bins, into which all types of recyclable materials will be mixed. These communal recycling facilities are emptied fortnightly. The developer is required to provide the necessary waste containers (see Section 6).

#### 3.2.3. Garden and food waste collections

Households use a 240litre green bin for their garden and food waste which is collected fortnightly from the front edge of the property. Some households utilise a food caddy in their kitchens to

collect their food waste at source. Separate garden/food waste collections are not currently provided for flat and apartment complexes or properties receiving a weekly sack collection service. The developer is required to provide the necessary waste containers (see Section 6).

### 3.3 Commercial

Waste resulting from any type of business or trading concern is classified as Commercial or Industrial Waste. Collections of this waste must be carried out by a licensed waste collector and are chargeable. Businesses are free to choose their licensed collector.

Warwick District Council does not provide a commercial waste collection service. Commercial properties must ensure that they arrange a suitable commercial waste agreement for their businesses and must keep documents that provide details of their collection arrangements. Commercial waste must be stored within the curtilage of the property at all times.

### 3.4 Mixed use (commercial and residential)

Waste produced by premises containing both commercial and residential units must be stored separately to avoid commercial waste entering the household waste stream.

## 4. Assessing storage space and storage capacity

### 4.1 Background

When considering the amount of storage space needed for any particular development the following tables will help to calculate the amount of external storage space required. This should only be taken as a guide, since individual developments may need specific storage requirements.

### 4.2 Residential

The following tables provide guidance with regards to required storage space for containers:

STANDARD RESIDENTIAL PROPERTIES (PER FORTNIGHT)			
Size of household (persons)	Refuse containers required	Containers required for garden/food waste	Recycling containers required
1-5	1 x 180L grey bin	1 x 240L green bin	2 x boxes and 2 x bags
6	1 x 240L grey bin	1 x 240L green bin	3 x boxes and 3 x bags
7	2 x 180L grey bins	1 X 240L green bin	3 x boxes and 3 x bags

FLATS AND APARTMENTS (PER FORTNIGHT)		
No. of flats	Refuse containers required	Recycling Containers Required
Less than 7	1 x 180L grey bin per property	Contact contract services to discuss further
8 or more	Communal bulk bin allowing 180L per property	Communal bulk bin allowing 180L per property
Single room dwellings	Communal bulk bin allowing 120L per property	Communal bulk bin allowing 120L per property

HMOS AND STUDENT ACCOMMODATION (PER FORTNIGHT)			
No. of occupants	Refuse Capacity Required	No. of refuse containers required	Recycling Containers Required
1-3	180L	1 x 180L grey bin	1 x box and 1 x bag
4-5	240L	1 x 240L grey bin	2 x boxes and 2 x bags
6-8	360L	2 x 180L grey bins	3 x boxes and 3 x bags
9-10	480L	2 x 240l grey bins	4 x boxes and 4 x bags
11+	Contact Contract Services to discuss	Contact Contract Services to discuss	Contact Contract Services to discuss

### 4.3 Commercial

4.3.1 It is the responsibility of the business owner to assess their own waste requirements and agree a collection to meet these requirements. External storage space within the boundary of the property will be required.

## 5. Storage requirements

### 5.1 Containers

#### 5.1.1 Number of containers

As a general rule, residential properties will require 1 x 180 litre grey wheeled bin, 1 x 240 litre green wheeled bin, 2 x 55 litre recycling boxes and 2 x 55 litre recycling bags where they can be accommodated. Extra capacity may be required for larger households and consideration should be given to this by developers at the planning and design stage.

Where a property cannot accommodate these bins, alternative external communal storage will be required. In these circumstances each development should be provided with the minimum number of separate containers in which to store waste and recyclable material.

#### 5.1.2 Size of storage areas

External waste storage areas must be large enough to allow access to all containers.

#### 5.1.3 Locks

Our refuse and recycling collection contractors will not accept liability for lost or replacement keys. If necessary, a key pad may be used to gain access, but property managers should be advised that such codes will be shared by a variety of collection operatives. Property managers should contact Contract Services to arrange collection of keys and codes prior to any properties being occupied.

### 5.2 User accessibility

#### 5.2.1 User convenience

Storage areas for residential dwellings should be sited so that the occupiers are not required to carry waste more than 30m from an external door to the point of storage. Adequate provision should be made to ensure containers can be moved to the collection point along an external route only.

### 5.2.2 Accessibility

All provision must be designed to be accessible for disabled persons, as far as possible.

### 5.2.3 Recycling signs

Storage areas for waste and recyclable material should be clearly designated for this use only, by a suitable door or wall sign and, where appropriate, with floor markings.

## 5.3 Collection requirements affecting storage design

### 5.3.1 Maximum containers moving distances

In accordance to British Standard 5906:2005 residents and/or waste collection operatives should not be required to move any 2-wheeled container more than 15m from the point of storage to the point of collection or any 4-wheeled container more than 10m from the point of storage to the point of collection.

In accordance with HSL recommendations collection operatives should not be required to carry recycling containers or loose refuse sacks more than 10m without resting.

### 5.3.2 Access path requirements

In the case of wheeled waste containers the path between any external bin area or bin store and the nearest vehicular access should:

- be free of steps or kerbs (a dropped kerb may be required)
- have a solid foundation
- be rendered with a smooth continuous finish (a cobbled surface is unsuitable for any type of wheeled container)
- be level, unless the gradient falls away from the bin store, in which case it should not exceed 1:12
- have a minimum width of 2 metres

### 5.3.3 Storage area finishing requirements

The storage areas should be on a hard standing at ground level with no steps, well lit and have a sufficient door entry width to accommodate the manoeuvring of bulk bins (See Appendix I for bin dimensions). A turning circle of at least 1.5m diameter should be provided for the manipulation of containers. Doors should open outwards and enough head height must also be designed into the bin storage area to allow for the lid of a bulk bin to be lifted comfortably. Consideration should be given to designing storage areas for refuse and recycling to ensure that containers are not visible from an area accessible by the general public.

### 5.3.4 Access road requirements

Waste storage should be designed to allow operatives to make collections from adopted highways. Where this is impractical any private access roads should be constructed to withstand the laden weight of collection vehicles with sufficient access and turning room for these vehicles. Roads should have a minimum width of 5 metres (British Standards, 2005) and be arranged so that collection vehicles can

continue mainly in a forward direction keeping reversing to a minimum in the interest of general safety. Turning circles should be a minimum of 20.3m and vehicles should not have to reverse for more than 12 metres. Overhead service cables and pipes should be at least 7 metres above ground level.

### 5.3.5 Food waste considerations for commercial premises

Where a food outlet site is being developed consideration must be given to the requirements set out in Chapter VI of Regulation (EC) 853/2004 on the hygiene of foodstuffs. Chapter VI requires the following:

- Food waste, non-edible by-products and other refuse are to be removed from rooms where food is present as quickly as possible, so as to avoid their accumulation.
- Food waste, non-edible by-products and other refuse are to be deposited in closable containers, unless food business operators can demonstrate to the competent authority that other types of containers or evacuation systems used are appropriate. These containers are to be of an appropriate construction, kept in sound condition, be easy to clean and where necessary to disinfect.
- Adequate provision is to be made for the storage and disposal of food waste, non-edible by products and other refuse. Refuse stores are to be designed and managed in such a way as to enable them to be kept clean and, where necessary, free of animals and pests.
- All waste is to be eliminated in a hygienic and environmentally friendly way in accordance with Community legislation applicable to that effect, and should not constitute a direct or indirect source of contamination.

## 6. Provision of waste containers

In June 2016, Warwick District Council introduced charges for all waste containers. The charges are applicable to new, additional, lost, stolen, old, dirty or damaged containers. A list of current charges can be found at [www.warwickdc.gov.uk/recycling](http://www.warwickdc.gov.uk/recycling)

The charges cover the supply and delivery of the containers as well as administration costs. The containers remain the property of Warwick District Council. The charge does not pass ownership of the container to the resident.

The use of Warwick District Council containers is encouraged as they are made to specific standards and are suitable for waste collection purposes. However, if sourced from elsewhere they are required to meet the following specific criteria:

### Grey bins for refuse

- 180 litres
- Dark grey colour
- Compliant with BS EN 840-1:2012
- Dimensions – 1100mm (height), 505mm (width) and 755mm (depth)

### Green bins for garden/food waste

- 240 litres
- Dark green colour



- Compliant with BS EN 840 – 1:2012
- Dimensions – 1100mm (height), 580mm (width) and 740mm (depth)

#### Recycling boxes and bags

- No larger than 55 litres
- Handles for safe and easy lifting and tipping
- Made from a strong sturdy material

Waste containers for individual properties can be ordered online at [www.warwickdc.gov.uk/recycling](http://www.warwickdc.gov.uk/recycling). Bulk orders for larger numbers of properties can be placed with the Contract Services Team. Please visit [www.warwickdc.gov.uk/newdevelopments](http://www.warwickdc.gov.uk/newdevelopments) for further information.

Warwick District Council is unable to supply 4-wheeled containers for communal collection purposes but can suggest suppliers. Developers should allow sufficient lead time for bins to be manufactured and delivered to ensure they are in place before properties become occupied. Please refer to Appendix I for 4-wheeled container specifications.

## 7. Additional service considerations

### 7.1 Bring sites

Where appropriate, in major new developments, the Council may require the provision of a public recycling site ('bring site'), to provide additional recycling facilities to the local community. Bring site facilities should be suitably located so as to be easily and conveniently accessible to all site users but should also be located away from the nearest dwelling to reduce disturbance to residents.

Bring sites must be accessible to service vehicles by adoptable highway and should consist of a recommended minimum area of 6m long by 2m wide area. Arrangements for regular cleansing of the site should be agreed with Warwick District Council to prevent accumulations of waste and nuisance from pests or vandalism.

### 7.2 Home composting

Provision for compost bins should also be considered in all dwellings with a garden. An area of 2m x 1m should be allocated with suitable drainage.

Warwickshire County Council may be able to offer subsidised compost bins for new developments. Further details can be found at [www.warwickshire.gov.uk/recycling](http://www.warwickshire.gov.uk/recycling).

### 7.3 Clinical waste

Clinical waste consists of four main categories:

- Human or animal tissue, blood or bodily fluids, or excretions
- Dressings or swabs
- Unwanted medicines and other pharmaceutical products
- Used syringes, needles and blades ('contaminated sharps')

Non-hazardous domestic medical waste, of the kind resulting from small injuries or minor illnesses, plus soiled nappies, incontinence pads and sanitary towels, do not – under normal circumstances – constitute clinical waste, and may be disposed of with domestic refuse.

In any development comprising a medical centre, dental surgery, veterinary surgery, home for the elderly, nursing home, home or day care centre for the disabled or handicapped, separate storage and collection arrangements are required for clinical and non-clinical waste.

Normally clinical waste is sealed inside yellow, coded bags. Sharps (including needles and surgical implements) are stored in special boxes.

Warwick District Council will only collect clinical waste from residential properties. These collections are made separately from normal refuse collections. Commercial premises must make their own collection arrangements.

**For more information about clinical waste, please contact the Contract Services team.**

APPENDIX I – Wheeled bin dimensions and specifications

a) 2-wheeled bins

DIMENSIONS (mm)			
Capacity (litres)	180	240	360
Height	1100	1100	1090
Width	505	580	600
Depth	755	740	880



Bins should conform to BS EN 840.

a) 2-wheeled bins

DIMENSIONS (mm)			
Capacity (litres)	660	1100	1280
Height	1310	1370	1430
Width	1250	1250	1260
Depth	720	980	985



Bins should conform to BS EN 840.

The standard sized 4-wheeled bin used in Warwick District is 1100litres, however waste collection vehicles are also equipped to empty 660litre and 1280litre bins. Metal 4-wheeled bins are normally advisable as they have a longer life span than 4-wheeled plastic bins.

If is preferable for refuse bins to have a black lid with ‘Non-recyclable waste only’ signage on the front of the bin.

It is preferable for recycling bins to have a red lid with recycling flap or slot. The signage on the front of the bin should read ‘Mixed recycling’ with Recycle Now material logos for ‘mixed glass’, ‘mixed paper & card’, ‘cans, foil & aerosols’ and ‘household plastic packaging’. The signage should also state ‘Please make sure your recycling is clean, dry and loose – no plastic carrier bags’.

c) Recycling boxes and bags

DIMENSIONS (mm)	RECYCLING BOX (WITH LID)	RECYCLING BAG
Capacity (litres)	55	55
Height	350	550
Width	585	360
Depth	390	320



APPENDIX II – Collection vehicle dimensions

Collection Vehicle Dimensions

DIMENSIONS (M)	REFUSE COLLECTION VEHICLE	RECYCLING COLLECTION VEHICLE
Width	2.5	2
Overall length	10	9.4
Height	3.5	3.5
Maximum weight of Vehicle (tonnes)	26	12

APPENDIX III – Policy context

The guidance contained within this document has been developed with consideration of key legislation.

i) The government’s Waste Strategy 2007 imposed targets for the recycling of household waste:-

- To recycle or compost at least 40% of household waste by 2010
- To recycle or compost at least 45% of household waste by 2015
- To recycle or compost at least 50% of household waste by 2020

ii) All new developments must meet the requirements of Part H6 of the Building Regulations 2000 (Solid Waste Storage). This states that:-

- Adequate means of storing waste shall be required; and
- Adequate means of access should be provided for people in the building to the place of storage and from the place of storage to the collection point for the collection of waste

iii) Section 45 of the Environmental Protection Act 1990 places waste management duties on local authorities. Under Sections 46 and 47 a local authority may require:-

- Waste of certain types to be stored separately so that they can be recycled
- Occupiers of dwellings to provide containers of a specified type for the storage of waste
- Additional containers to be provided for the separate storage of recyclable waste
- Locations where containers should be placed for emptying

APPENDIX IV: Reference documents

Adept: Making Space for Waste, Designing Waste Management in New Developments, A Practical Guide for Developers and Local Authorities.

Building Regulations 2000 (as amended by SI 2001/3335), requirement H6, Solid waste storage

Manual for Streets 2007

Department of Transport Design Bulletin 32, Residential Roads and Footpaths

Environmental Protection Act 1990

Household Waste Recycling Act 2005

Waste Strategy for England 2007

Warwick District Council Policy for Houses in Multiple Occupation (HMOs) and Student Accommodation

Health and Safety & Laboratory: Manual handling in kerbside collection and sorting of recyclables HSL/2006/25

APPENDIX V: Developer's checklist

CONSIDERATION	STANDARD MINIMUM REQUIREMENTS	APPLICABLE Y/N?	PROVISION MADE Y/N?
Standard residential properties (townhouses, family homes, etc.)	<ul style="list-style-type: none"><li>Minimum external storage for 1 x 180L refuse bin, 1 x 240L garden and food waste bin, 2 x 55L recycling boxes and 2 x55L recycling bags</li><li>Internal storage for refuse and recycling should be provided</li><li>Collection operatives should not be required to move bins more than 15m in total</li><li>Storage location should be on hard standing at ground level with no steps</li><li>Any storage areas should be sensitively located and designed to fit in with the local environment having regard to restrictions concerning listed buildings and conservation areas</li><li>Provision for compost bins should also be considered in all dwellings with a garden. An area of 2m x 1m should be allocated with suitable drainage</li></ul>		
Flats and apartments	<ul style="list-style-type: none"><li>See guidance document for further details of storage capacity requirements (sections 4 and 5)</li><li>Internal storage for refuse and recycling should be provided</li><li>External storage should be located within 30m of an external door</li><li>Storage areas should be on hard standing at ground level with no steps, well-lit and have a sufficient door entry width to accommodate the manoeuvring of bulk bins. A turning circle of at least 1.5m diameter should be provided for the manipulation of containers. Doors should open outwards and enough head height must also be designed into the waste storage area to allow for the lid of a bulk bin to be lifted comfortably.</li><li>Landowner/Leaseholder will be responsible for cleaning and maintaining storage areas</li><li>Collection operatives should not be required to move 4-wheeled bins more than 10m in total</li><li>Any storage areas should be sensitively located and designed to fit in with the local environment having regard to restrictions concerning listed buildings and conservation areas</li></ul>		



CONSIDERATION	STANDARD MINIMUM REQUIREMENTS	APPLICABLE Y/N?	PROVISION MADE Y/N?
HMOs and student accommodation	<ul style="list-style-type: none"><li>See guidance document for further details of storage capacity requirements (sections 4 and 5)</li><li>Sufficient internal storage for refuse and recycling should be provided by the landowner/leaseholder</li><li>Sufficient external storage should be provided by the landowner/leaseholder and located within 30m of an external door</li><li>Storage areas should be on a hard standing at ground level with no steps, well-lit and have a sufficient door entry width to accommodate the manoeuvring of bins. A turning circle of at least 1.5m diameter should be provided for the manipulation of containers. Doors should open outwards and enough head height must also be designed into the waste storage area to allow for the lid of a bulk bin to be lifted comfortably.</li><li>The landowner/leaseholder will be responsible for cleaning and maintaining storage areas</li><li>Collection operatives should not be required to move 2-wheeled bins more than 15m in total</li><li>Any storage areas should be sensitively located and designed to fit in with the local environment having regard to restrictions concerning listed buildings and conservation areas</li></ul>		
Commercial developments	<ul style="list-style-type: none"><li>External storage should be located within 30m of an external door</li><li>Landowner/Leaseholder will be responsible for cleaning and maintaining storage areas</li><li>Any storage areas should be sensitively located and designed to fit in with the local environment having regard to restrictions concerning listed buildings and conservation areas</li><li>Storage areas should be within the confines of the development. Under no circumstances is the storage of any waste permitted on the public highway or footway</li><li>Due to the nature of the waste from hospitality businesses, e.g. restaurants, fast food outlets, etc. being high in biodegradable content, extra attention should be paid to the storage and collection arrangements. It is important that storage areas for these facilities are suitably protected from vermin and animal scavenging and that it does not cause offence to neighbours by being detrimental to their visual amenity or through emission of offensive odours.</li></ul>		

CONSIDERATION	STANDARD MINIMUM REQUIREMENTS	APPLICABLE Y/N?	PROVISION MADE Y/N?
Bring sites	<ul style="list-style-type: none"><li>Bring site facilities should be suitably located so as to be easily and conveniently accessible to all site users but should also be located away from the nearest dwelling to reduce disturbance to residents.</li><li>Bring sites must be accessible to service vehicles by adoptable highways</li><li>Bring sites should consist of a recommended minimum area of 6m long by 2m wide area.</li><li>A hard standing area for collection vehicles should be provided with adequate headroom beneath trees, overhanging buildings or overhanging telecom or power lines.</li></ul>		

Telephone: (01926) 456128  
E-mail: [contract.services@warwickdc.gov.uk](mailto:contract.services@warwickdc.gov.uk)  
[www.warwickdc.gov.uk](http://www.warwickdc.gov.uk)

# APPENDIX C

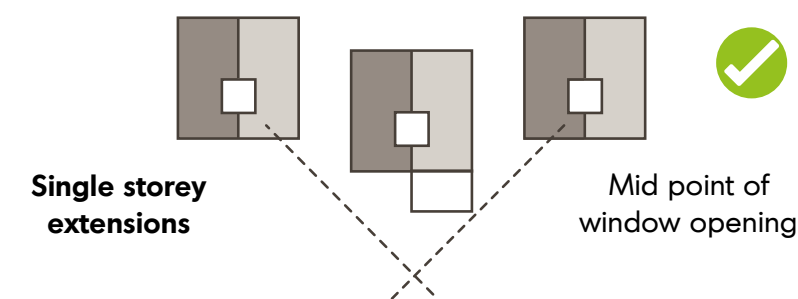
## The 45 degree guideline

The 45° Guideline is intended for use in relation to planning applications for new development including extensions to existing properties, which would have an effect upon adjoining residential accommodation.

The Policy has been adopted for use as supplementary guidance for development management purposes, and its adoption was first ratified by the Council on 28th April 1993 and following public consultation, further ratified on 10th January 1996.

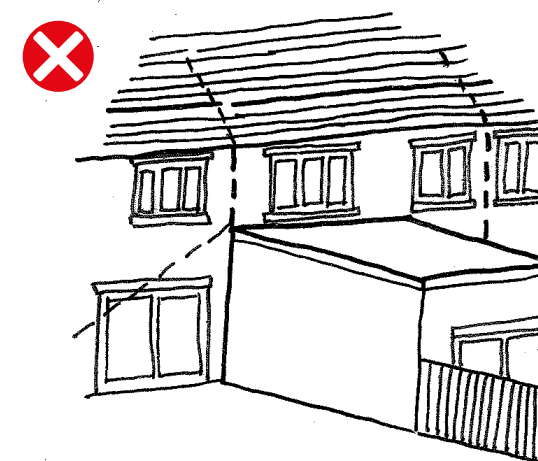
The intention of the Policy is threefold.

- To balance the interests of those seeking to extend their property whilst securing the interest of adjoining occupiers.
- To simplify the approach to house extensions and create greater certainty for householders, their neighbours, builders and agents, thus avoiding potential confrontation and delay.
- To provide a consistent approach to decision making which, in turn, gives a greater sense of 'fair play' in determining such applications.



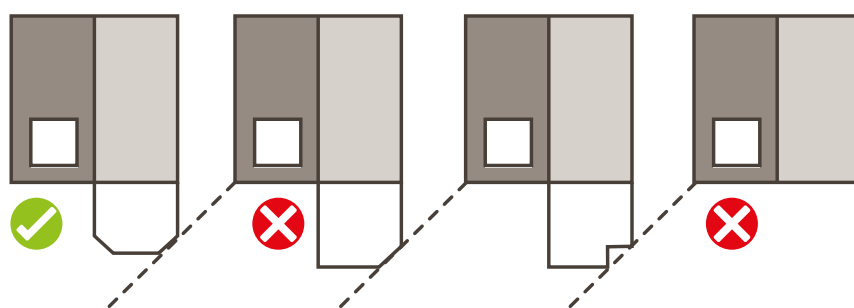
Generally, the 45° guideline provides for an imaginary line drawn from the centre point of the nearest window or windows from the original face of the adjoining property, or properties, providing the principal source of light to a habitable room. The line is drawn at an angle of 45° across the application premises and extensions should be designed so as not to breach that line. The 45° guideline will be applied at both the front and rear of dwellings but not at the side. Where an extension contravenes this line then it may be considered to have an unreasonable effect on the neighbouring property by reason of loss of daylight or sunlight and by creating an unneighbourly overbearing effect and therefore would be unlikely to receive planning permission. Individual site circumstances will, however continue to be taken into account and the application of the 45° guideline will not necessarily be the overriding consideration.

Breaches of the 45° line which occur at a distance of 8m or more will generally be considered not to result in material harm to light and outlook.



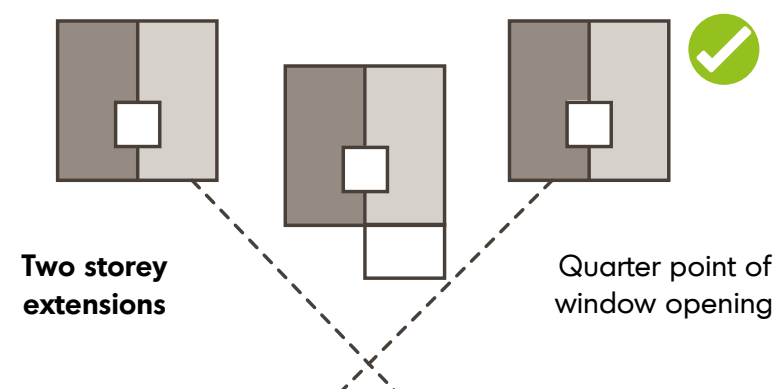
### Design considerations

Design considerations will also be important and the use of angled walls to comply with the 45° guideline will not be considered acceptable unless they are conceived as an integral part of the design.



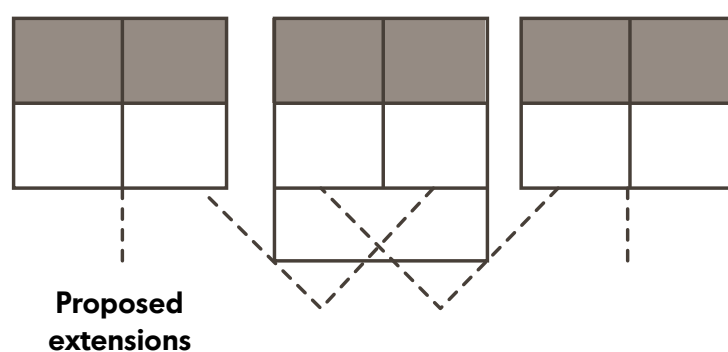
### First floor extensions

In respect of the first floor extensions the line is drawn from the quarter point\* of the nearest ground floor window lighting a habitable room and the centre point of a corresponding first floor window. The line should not be breached in either case. A first floor extension will include any extension over 4 metres in height taken from the ground level adjoining the extension on the neighbours site.\* (The 'Quarter' point is established by measuring a quarter of the width of the relevant window from its nearest edge to the proposed extension).



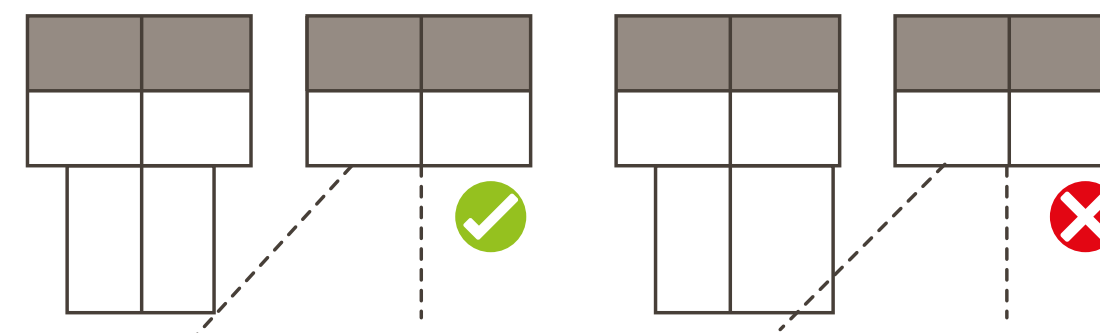
### Joint extensions

Where two or more residents wish to extend their premises together, then this will generally be acceptable, even though both may not comply with the 45° guideline when drawn from the other property. The 45° guideline will, however, still apply from the dwellings of other adjoining premises. A letter of agreement from both neighbours will usually be required to ensure that the extensions will be constructed together. This will be supplemented



by the imposition of a planning condition to that effect.

Similarly, where a neighbouring occupier has already built an extension or benefits from an existing planning permission to erect an extension that would not comply with the 45° guideline, then an applicant will normally be allowed to erect an extension to the same depth on the boundary with that neighbour providing no other neighbour is adversely affected



Breaches of the 45 degree line which occur at a distance of 8m or more will generally be considered not to result in material harm to light and outlook

The intention of this guideline, in part, is to protect the amenities of neighbouring occupiers, but also to secure proper amenities for existing housing stock. Generally therefore, the failure of a neighbouring occupier to raise objection to a particular proposal in breach of the guidelines will not prejudice the implementation of the guideline

### Definition

'Habitable room' includes dining room, kitchen, lounge, study and bedrooms but specifically precludes WC's bathrooms, utility rooms, landings and hallways.

Some proposals for house extensions may not require the submission of a planning application and may be 'permitted development'.

Details of Permitted Development Rights can be found in the Planning Portal

[https://www.planningportal.co.uk/info/200187/your\\_responsibilities/37/planning\\_permission/2](https://www.planningportal.co.uk/info/200187/your_responsibilities/37/planning_permission/2)

For more assistance with regard to the need for planning permission for a range of projects and a range of self assessment forms, see the Warwick District Council website:

[https://www.warwickdc.gov.uk/info/20382/do\\_i\\_need\\_planning\\_permission/248/residential\\_planning](https://www.warwickdc.gov.uk/info/20382/do_i_need_planning_permission/248/residential_planning)

# APPENDIX D

## Extensions and distance separation guidance

The Distance Separation guidance is intended for use in relation to planning applications for new residential development, both on greenfield sites and, where infilling within an existing residential area is proposed, by introducing a more objective standard against which to assess the impact of such development upon the amenities of the adjoining occupiers.

The guidance was first ratified by the Council on 11th May 1994 and following public consultation was further ratified on 10th January 1996. It is still relevant in full today.

The intention of the guidance is two-fold.

- a) To limit the potential for over-development, loss of privacy and dominance over adjoining dwellings and secure a reasonable standard of amenity and outlook for local residents.
- b) To provide a consistent approach to the decision making process thereby securing a level of certainty for architects, designers and those wishing to carry out development, thus avoiding potential confrontation and delay. The guidance comprises of the following distance separation standards:-

The application of Distance Separation Standards is not intended to be the only material consideration in determining planning applications and consequently, specific site circumstances including, for example, ground levels, design and other physical constraints together with all other material considerations will continue to be taken into account.

Within Conservation Areas, where the overriding need is to preserve or enhance the character or appearance of the area, the provisions of this guidance will not be directly applied. However, issues of overlooking, overshadowing or loss of light or sunlight will continue to be taken into account and assessed alongside other material considerations. In addition, awkwardly shaped sites or sites which merit special design treatment, or the need to infill unsightly gaps in street frontages, in an appropriate manner, may justify an exception to, or modifications of, normal standards.

### Definitions

Habitable room includes dining room, lounge, kitchen, study and bedrooms, but specifically excludes WC's, bathrooms, utility rooms, landings and hallways.

Certain development proposals may constitute 'permitted development' for which Planning Permission would not be required and accordingly this guidance would not apply. Details of 'permitted development rights' are set out on our website with a self-assessment questionnaire for you to complete

The Distance Separation guidance is intended for use in relation to planning applications for new residential development, both on greenfield sites and, where infilling within an existing residential area is proposed, by introducing a more objective standard against which to assess the impact of such development upon the amenities of the adjoining occupiers.

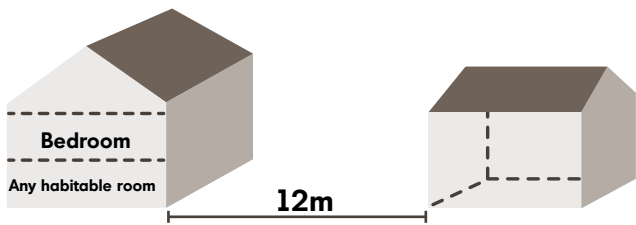
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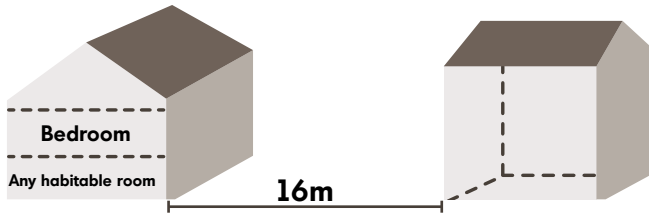
- a) To limit the potential for over-development,
- b) To provide a consistent approach to the decision making process thereby securing a level of certainty for architects, designers and those wishing to carry out development, thus avoiding potential confrontation and delay.

The guidance comprises of the following distance separation standards:-

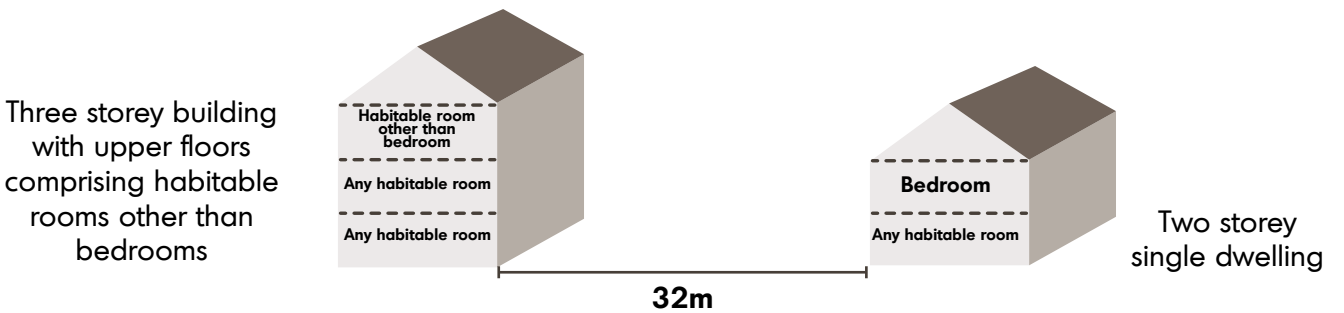
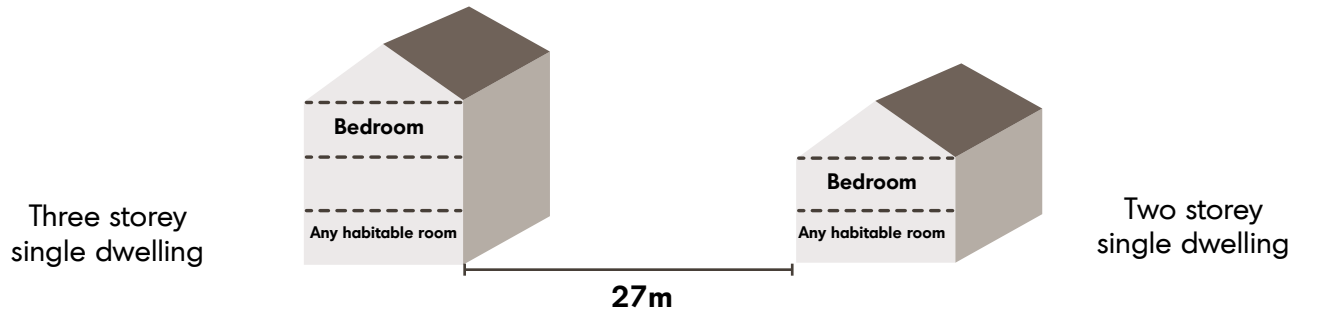
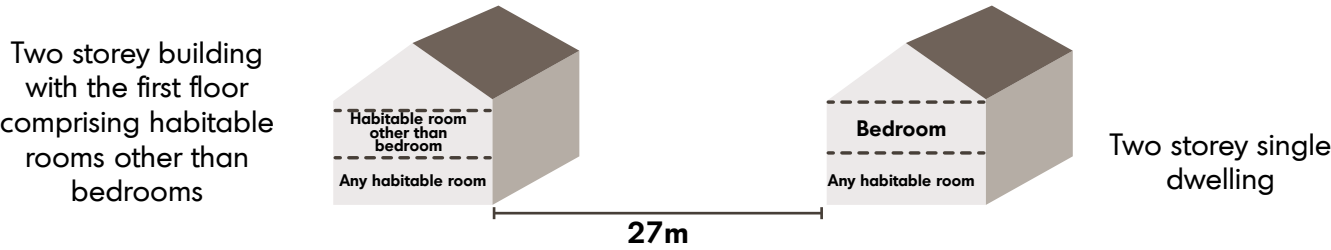
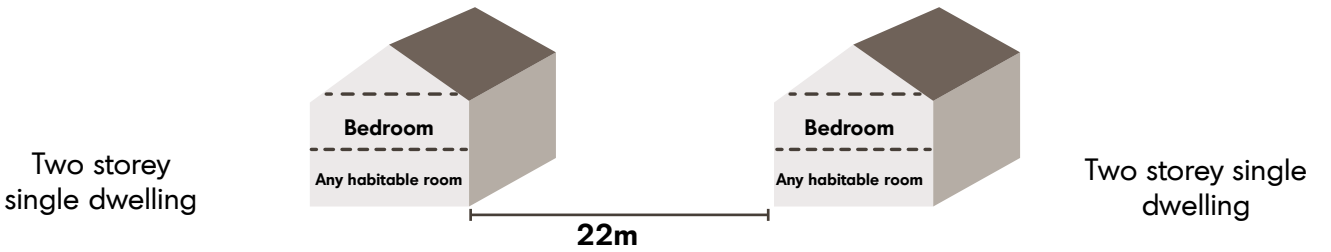
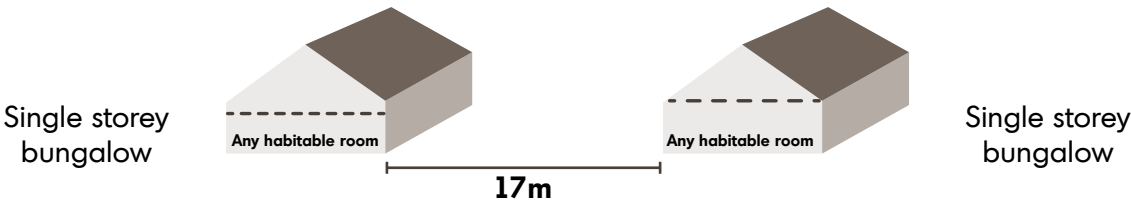
Separation between fronts or backs of dwelling units and the side of another dwelling unit



Single two storey dwelling facing blank first floor gable end of two storey building (including gables with windows maintained in obscure glazing)



Single two storey dwelling facing blank first & second floor gable end of three storey building (including gables with windows maintained in obscure glazing)



Reduce front-to-front separation distance across public streets:

Imposing the full 22m separation distance across public streets on new developments can run counter to the objective of achieving good design, as this would require dwellings to be set back from the street. Therefore where it is considered necessary in the interests of good design, a reduced front-to-front separation distance of 15m may be permitted across public streets, provided that the full 22m separation is achieved to provide adequate privacy at the rear of the dwellings in question.





**Warwick District Council**  
**Riverside House**  
**Milverton Hill**  
**Royal Leamington Spa**  
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Warwick District Council

# PARKING STANDARDS



Standards for the amount of vehicle and cycle parking to be provided for all types of development, and guidance and design principles for how parking could be accommodated within schemes.



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## CHAPTER 1

# Introduction

**This Supplementary Planning Document (SPD) sets out Warwick District Council's detailed policies on parking for both vehicles and bicycles. It supplements policy TR4 of the Local Plan adopted September 2017. It replaces the former WDC Parking Standards (2007), which required review in the context of the adoption of both the National Planning Policy Framework (NPPF) and the new Local Plan.**

## Policy context

**1.1** With the adoption of the NPPF (2012) there has been a significant shift in national policy and advice in respect of car and vehicle parking. Before the NPPF, national policy required maximum parking standards, aimed at limiting car ownership with a view to encouraging alternative modes of travel. Current national policy and guidance recognises that this approach in isolation has little/no impact on car ownership, and has instead often created issues and tensions in neighbourhoods where parking provision does not meet demand. As such, paragraph 39 of the NPPF now requires Local Planning Authorities to take the following matters into account when developing parking standards:

- The accessibility of the development
- The type, mix and use of development
- The availability of and opportunities for public transport
- Local car ownership levels
- An overall need to reduce the use of high emission vehicles

**1.2** The Ministerial Statement of March 2015 also specifically discourages the imposition of restrictive parking standards, unless there is evidence that they are required to address specific highway management and safety issues.

## Vehicle ownership in Warwick District

**1.3** Data from the 2011 Census demonstrated that the proportion of households with no access to a car/van had decreased from 19.4% to 18.4% since the 2001 Census, and the trend for increasing car ownership is anticipated to continue.

**1.4** Tables detailing vehicle ownership data for the district are included in the supporting evidence paper, and this data has informed the Parking Standards set out in this document. Key points from the data can be summarised as:

- The percentage of households with no access to a vehicle is lower than in the national and regional context.
- The percentage of households with two or more cars is higher within the district than in the national and regional contexts.
- In predominantly rural wards, the % of dwellings with no cars can be up to a third less than the district average.
- Kenilworth wards also have a notably lower % of dwellings with no access to a car or van.
- Other more urban wards tend to have a higher % of households with no access to a vehicle.

- Brunswick ward has approximately double the no. of dwellings with no access to a car than the district average
- Clarendon and Crown wards have similar numbers of dwellings with no access to a car/van, at more than 50% above the district average
- Wards where the % of dwellings that have no vehicles is lowest; tend to have higher than average ownership of 2 or more cars.

## Aims and scope

**1.5** The principal objective of this SPD is to ensure delivery of sufficient cycle and vehicle parking to meet the demands of new developments. In addition to guiding the amount of vehicle and cycle parking provided in new developments, this document will also set out some basic design principles aimed at ensuring parking is provided as conveniently as possible for intended users, and at mitigating visual impacts of greater numbers of parking spaces. Research published in 'Space to Park' sets out that in multiple case studies, parking was cited by residents as problematic even where the amount of parking provided is sufficient in quantitative terms to meet demand. The 'problems' arise when residents choose to park in places where the design and layout had not intended (e.g. up kerbs, on footpaths and on grass verges), due to their designated parking spaces being perceived to be less convenient or inadequate. The research therefore concludes that the overall location and design of parking provision is arguably as important as ensuring sufficient supply.

As such this SPD will address:

- The amount of parking spaces to be provided
- The location, and therefore the convenience of the spaces relative to the properties they serve
- The practical usability of the spaces provided – e.g. are car parking spaces wide enough to park and open car doors without hitting a wall? Does the layout of the plot and its dimensions allow space to pass easily with a bicycle to reach the storage space provided, or drag a wheelie bin past a parked car where appropriate?

**1.6** It is clearly desirable to encourage travel by means other than the private car. However it is clear from the outcomes of the previous policy approach nationally, that restricting car parking alone will have little to no effect on modal choice. It is now widely accepted that whilst residents may choose to make certain trips by alternative modes, they are likely to continue to retain a car for others. Therefore demand for space to park cars at home is considered unlikely to diminish in the foreseeable future. In light of this, it is concluded that whilst this SPD will set clear objectives for cycle parking standards as part of a wider objective of encouraging other modes, it is beyond the scope of this SPD to go further in this agenda.

## CHAPTER 2

# Residential parking

How much parking?

2.1 Table 1 below sets out the parking standards for residential development, incorporating a mix of parking allocated to a particular property (usually on plot), and a proportion of unallocated (predominantly on street) provision. The evidence and justification used to develop these standards is set out in a separate supporting evidence paper, and design principles for accommodating vehicle and cycle parking are set out in detail later in this chapter.

Table 1

RESIDENTIAL DEVELOPMENT				
Type of development	Threshold/criteria	No. of allocated spaces	No. of unallocated spaces	Cycle parking spaces
New dwellings	1 bed	1	20% of total allocated parking space provision across the site, where a development includes 10 or more dwellings.	1
	2 bed	2		2
	3 bed	2		3
	4+ bed	3		1 space per bedroom
Houses in Multiple Occupation (HMOs)		1 / 2 bedrooms (rounded up to the nearest whole number where there are an odd number of bedrooms)		1 / 2 bedrooms
Purpose built student accommodation (PBSA)		Each case to be considered on merit*		
Sheltered housing for the active elderly	Residents	1 space per unit		1 space per 5 units
	Non-resident staff	1 space per 2 staff members		1 space per 5 people
	Visitors	1 space per 10 units		
Sheltered housing for frail elderly	Warden	1 space per resident warden		1 space per 5 people
	Non – resident staff	1 space per 2 staff members		
	Visitors	1 space per 5 units		1 space per 10 bedrooms

\*Refer to Section 2.2 of the supporting evidence paper

NB: Where applicable, the number of prking spaces should be rounded up to the nearest whole number.

Applying the standards

2.2 The parking standards set out in Table 1 will be expected to be achieved on all new build residential development unless special circumstances can be demonstrated to justify a greater or lower provision. The standards apply equally to market and affordable housing, and where appropriate should apply to householder extensions where the number of bedrooms would increase.

2.3 There are two reasons why a scheme may not demonstrate the standards set out in Table 1:

- a) The applicant can reasonably justify either higher or lower parking provision than set out in the standard based on available evidence.
- b) It is not reasonably possible to achieve the parking standards as set out in table 1.

The second reason (b) is most likely to be the case where properties in established built up areas come forward for conversion or redevelopment, where other matters such as conservation impacts and Residents Parking Zones (RPZ) need to be considered. **Where allocated requirements cannot reasonably be achieved, the submission of a parking survey is required with any planning application** (see paragraphs 2.8-2.10, and the methodology set out in Appendix A).

2.4 4 Parking provision which falls below the prescribed standards may be considered appropriate where the applicant can demonstrate specific circumstances in respect of one or more of the following:

1. Lower provision may be justified where the application site is located within an area which is highly accessible (for example within the town centres as defined in the Local Plan)
2. There is evidence that significantly less/or significantly more parking demand would be generated than that specified in the standards.
3. The development meets other planning objectives and would not unacceptably worsen the parking situation.
4. There is sufficient capacity for on street parking (whether within a Resident’s Parking Zone or not) without detrimentally affecting the safety or convenience of other residents and occupiers.
5. It is in a RPZ but a S106 agreement\*\* will be put in place to waive or reduce the resident’s rights to parking permits within the RPZ. Where this is proposed and the development site is within a RPZ but also within 200m of an area or areas where the street is not subject to a RPZ, a parking beat survey will be required of the area (or areas) outside the RPZ to demonstrate that any additional demand could be accommodated within reasonable walking distance of the development outside the RPZ.
6. There is no on-street parking permitted in the vicinity of the development, and therefore there is no potential for on-street parking to detrimentally affect the safety and convenience of other residents or occupiers
7. The development includes a ‘car club’ secured through S106 agreement\*\*

\*\* A template Unilateral Undertaking is included in Appendix B

2.5 If criteria (4), (6) or (7) are met then it is expected that the development will only appeal to those households with a level of car ownership that can be accommodated on-site. Alternatively, the applicant may be able to demonstrate that there is regularly sufficient off-street parking available without displacing significant numbers of vehicles (through provision of a parking survey). In any such cases, the Council will need to be satisfied that the development would not result in an overspill of car parking onto nearby streets where parking controls are weaker.

2.6 In some instances, there may be particular urban design or conservation issues such as the reuse of a listed building which, in accordance with criteria (3), might justify car parking below the standard set out in this SPD. Each case will be considered on its own merits.



2.7 Unallocated parking spaces in addition to the allocated provision should be provided as set out in the standards where:

- Development of more than 10 new dwellings (with new adoptable standard highway) – it is anticipated that these are likely to be provided on street
- All developments of new flats where parking is allocated to particular flats – these should be included within parking areas associated with the flats. A lower overall provision may be acceptable where all parking for flats is unallocated and therefore more flexible and efficient.

Undertaking a Parking Survey

2.8 Parking surveys should be undertaken using the methodology set out in appendix A. The methodology is based on that developed by the London Borough of Lambeth (a widely recognised methodology nationally) but with some local adaptations. The methodology requires that other permitted schemes be taken into account when calculating available parking.

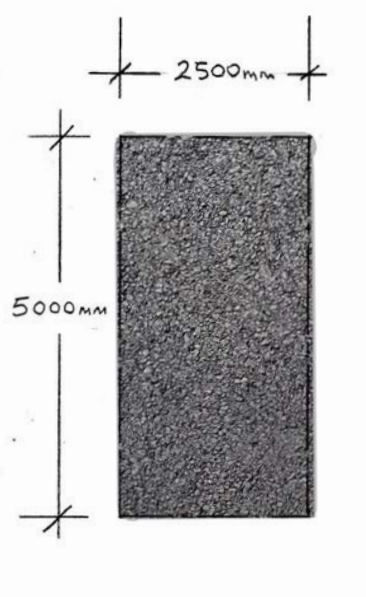
Leamington Spa

- 2.9 The methodology in appendix A identifies an additional requirement for schemes being put forward in the six wards of Leamington Spa. Namely that parking surveys undertaken within the town should be undertaken only within Higher Education term-time (principally the University of Warwick). This is designed to reflect the large concentration of HMOs in this area, which led to the imposition of an Article 4 Direction in 2012 in order to give the Council greater control over the development of HMOs.
- 2.10 Approximately 81% of HMOs within Warwick District were found to be occupied by students. Whilst it is challenging to evidence the level of car parking demand generated specifically by students, it is likely that some demand does exist, and in order that this is factored into survey results, surveys undertaken within the 6 wards of Leamington Spa (i.e. the area covered by the Article 4 Direction) should be completed within Higher Education term-time only.

Residential parking accommodation

Parking space dimensions

2.11 In line with emerging WCC advice, parking space dimensions required by this SPD are greater than those that have been sought in the past. The dimensions below are **minimum** requirements for parking spaces (NB these are different from theoretical space dimensions for on street parking set out in the parking survey methodology - Appendix A, as those dimensions have to take account of manoeuvring space and gaps between parked vehicles).



Bay parking: 2.5m (W) x 5 m (L)

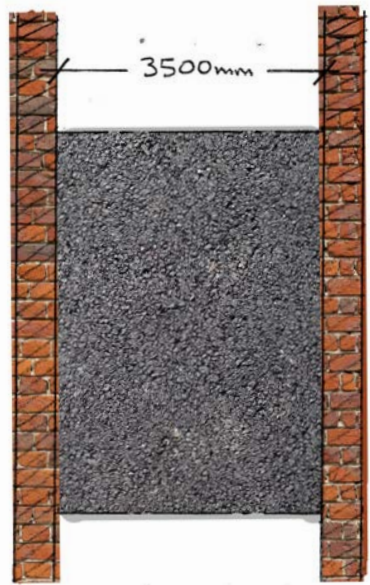
\*\*\*please note that minimum dimensions for an electric vehicle parking space are 2.8m wide – see page 24 for electric charging requirements



If a parking space is located against a wall or other boundary structure, additional width should be provided:

Driveway width 3m (W) x 5.5m (L)  
(11m long for a tandem driveway)

3.0m (W) x 5m(L)



And between two boundaries this should be increased further to 3.5 (W) x 5.0m (L)

## Best Practice

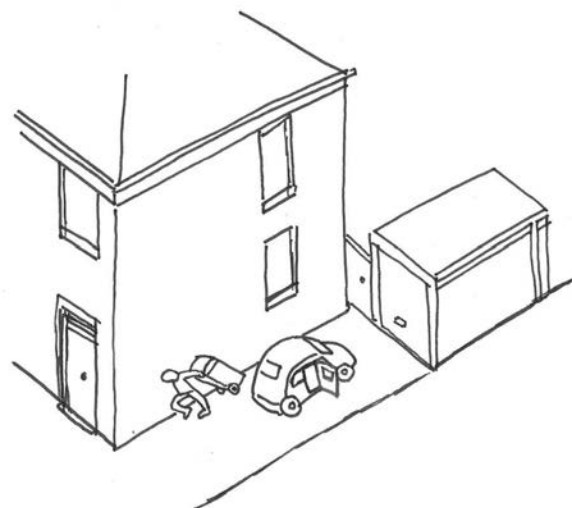
**2.12 'Lifetime Homes'** specifications regarding residential parking are considered to be best practice and will be supported. These standards aim to provide parking that makes it as easy as possible to get into or out of a vehicle for the widest range of people possible, including those with reduced mobility and/or those with children. Lifetime Homes standards outline principles and dimensions to be provided, or measures that would ensure space could be cost effectively adapted should need arise.

## Other considerations

**2.13** The space dimensions cited above address only the space required to park a car with relative ease and open the doors on each side. Dependent on the layout of a plot, it is possible that additional space (width) may be required to enable residents to pass a parked car or cars with for example a bicycle or a wheelie bin. This might be necessary for example to access cycle storage in a shed/garage/back garden or to access designated bin store or preferred discrete bin space near for example a kitchen door.

- Width of a cyclist pushing a bike – 1100mm
- WDC 240litre wheelie bin dimensions –  
H: 1100mm W: 580mm D: 740mm

**2.14** Where the layout of any plot is likely to necessitate the movement of a wheelie bin or a bicycle past cars parked in allocated parking spaces to storage locations, it must be demonstrated that sufficient space/width has been designed in to allow for this to occur without hindrance. It may also be appropriate to consider the movement of prams, pushchairs and mobility scooters.



## Allocated parking provision – how should it be incorporated?

**2.15** There are a number of options for how allocated spaces can be accommodated as set out below. Allocated parking spaces are not usually acceptable within the adopted/adoptable highway in new build development. Each of the typical methods of accommodating allocated parking (as set out in Car Parking – What Works Where?) has pros and cons, which are set out below and illustrated with local examples as much as possible.

**2.16** In the cases of rear parking courts and parking on plot at the rear, the cons are generally considered to be of sufficient weight that they are specifically discouraged, and should only be used where all other options have been exhausted.

**2.17** A mix of allocated parking solutions across any residential development is advocated, and over-reliance on a single solution will usually be resisted.

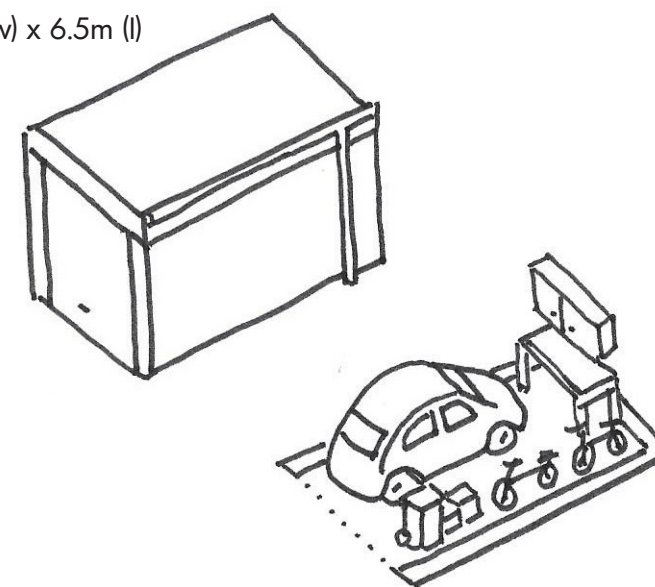
## Garages

**2.18** Garages should be considered **in addition** to the parking standards set out in this document, and should not usually form part of the allocated parking provision. This recognises that garages are not regularly used for car parking. As a result of excluding garages from the overall parking provision, garage parking typologies have been excluded from on plot parking typologies discussed in the table on the following pages.

**2.19** Where garages are provided in addition to the relevant parking provision set out in table 1, it is recommended that they should be designed to be capable of accommodating a parked car and other general storage commonly accommodated within garages, including bicycles, garden tools, and children's play equipment.

**2.20** Where special circumstances have been demonstrated and agreed with the LPA so that some garages are specifically designed as part of the parking

**\*\*4m (w) x 6.5m (l)**



solution (i.e. are to be counted part of the provision required in table 1), the minimum internal\*\* dimensions are set out below will be required:

**2.21** This is designed to maximise the potential for it to be used for regular car parking, by ensuring that it is easy to get the car into and out of the garage and open the doors once parked in the garage, whilst still providing some space for storage of other common items such as bicycles, garden tools, white goods etc.

**2.22** Minimum garage set back from the rear of the footway is 6m, and for a tandem driveway arrangement this should be 11.5m. This is to ensure that a car might park in front of the garage without overhanging the highway.



On plot

2.23 There are numerous configurations for providing parking spaces on plot. A mix is advocated with pros and cons considered below. Over reliance on a single solution will be resisted.

Configuration	Pros	Cons	Recommendations
SIDE (SINGLE OR TANDEM)	<ul style="list-style-type: none"><li>· Convenient for residents</li><li>· Cars usually visible from habitable rooms within the property</li><li>· Creates activity at the front of the property and helps to animate the street.</li></ul>	<ul style="list-style-type: none"><li>· Tandem driveways can be less convenient as cars may need to be swapped around. This can sometimes lead to cars being left on the street.</li><li>· If there is not sufficient width to comfortably open car doors, move around the vehicle and manoeuvre wheelie bins and bicycles past a parked car, they are unlikely to be used.</li></ul>	<ul style="list-style-type: none"><li>· Ensure that an element of soft landscaping is included at the front of the properties and/or within the street scene.</li><li>· Ensure that driveways to the sides/in between properties meet the minimum dimensions set out above, and that where necessary there is sufficient space to manoeuvre wheelie bins and bicycles etc.</li></ul>

Configuration	Pros	Cons	Recommendations
CAR PORT	<ul style="list-style-type: none"><li>· Assist in providing a sense of enclosure to the street</li><li>· Enclose the vehicle but cannot be used for secure storage of other items</li></ul>	<ul style="list-style-type: none"><li>· Sometimes used for wheelie bins</li></ul>	

Configuration	Pros	Cons	Recommendations
IN FRONT SINGLE OR DOUBLE	<ul style="list-style-type: none"><li>· Convenient for residents</li><li>· Cars usually visible from habitable rooms within the property</li><li>· Creates activity at the front of the property</li></ul>	<ul style="list-style-type: none"><li>· Creates large areas of hard landscaping which can adversely impact on the street scene.</li></ul>	<ul style="list-style-type: none"><li>· Hardstanding across the entire frontage of the property should be avoided.</li><li>· Ensure frontage includes elements of soft landscaping – ideally a 50/50 ratio.</li></ul>



Configuration	Pros	Cons	Recommendations
REAR	<ul style="list-style-type: none"><li>· Convenient for residents to access their properties.</li><li>· Can remove need to park at the front, where this is desirable – e.g. where the street frontage forms part of the strategic network.</li></ul>	<ul style="list-style-type: none"><li>· Can reduce activity to the street at the front where residents can more conveniently use the back door.</li><li>· Can be more challenging to locate the relevant property from the back (e.g. how do you know you have located property no. 22?)</li><li>· Can reduce the size of the rear garden</li><li>· Often observed being used for bin storage</li></ul>	<ul style="list-style-type: none"><li>· This approach should be avoided unless other options have been exhausted. They are often observed to be under-used.</li><li>· If they need to be used the following should apply:<ul style="list-style-type: none"><li>- Space dimensions should be generous (see dimensions above) with convenient access direct to the host dwelling.</li><li>- Lighting of the spaces should be incorporated</li><li>- High quality boundary treatments should be used</li></ul></li></ul>

Configuration	Pros	Cons	Recommendations
CUT OUT OR DRIVE THROUGH	<ul style="list-style-type: none"><li>· Cut out or drive through provide continuous enclosure to the street</li><li>· Can be utilised to assist in the creation of a continuous sense of enclosure to the street, where this is a design objective.</li><li>· Reduces need for hard standing within the street scene</li><li>· Subject to appropriate width, provides a convenient route to move bicycles and wheelie bins etc. between the front a rear of the property.</li></ul>	<ul style="list-style-type: none"><li>· It can become more convenient to access the properties from the back, thus reducing activity within the street.</li></ul>	<ul style="list-style-type: none"><li>· Use gates not doors to discourage use of the space for storage</li><li>· Ensure sufficient width allowed – see minimum dimensions above.</li></ul>

**CONS**

Rear spaces can often be left empty with residents preferring to park at the front.

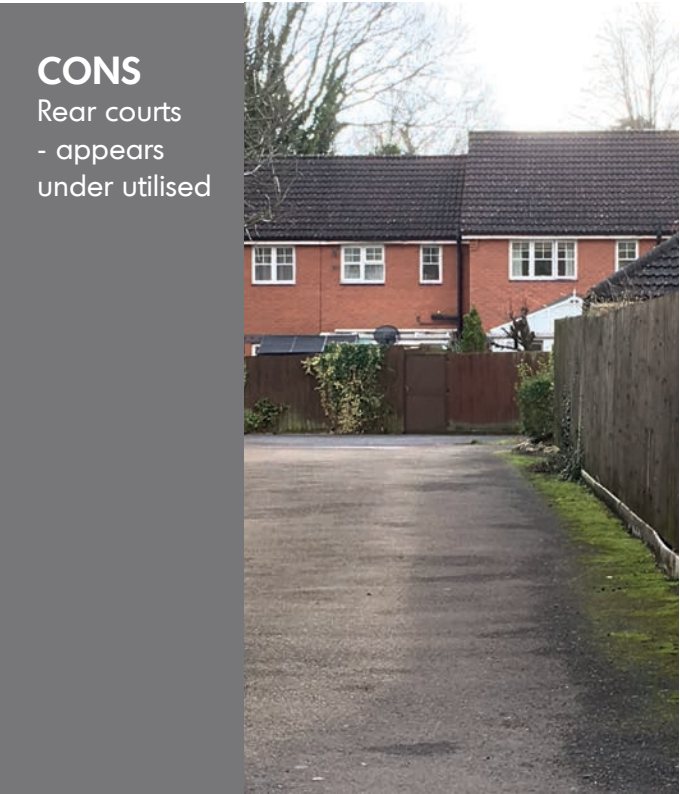




Configuration	Pros	Cons	Recommendations
FRONT COURT	<ul style="list-style-type: none"><li>Convenient for residents</li><li>Cars usually visible from habitable rooms within the property</li><li>Forms a threshold between the street and the dwelling</li></ul>	<ul style="list-style-type: none"><li>Can create significant areas of hard landscaping which can appear unattractive if not adequately mitigated by soft landscaping</li></ul>	<ul style="list-style-type: none"><li>Include boundary treatments and landscaping which create definition between the street and semi-private space</li></ul>



Configuration	Pros	Cons	Recommendations
REAR COURTS	<ul style="list-style-type: none"><li>Have the potential to reduce the amount of hard landscaping areas in the street scene.</li></ul>	<ul style="list-style-type: none"><li>Often not used in favour of parking at the front – perceived to be more convenient and often better overlooked.</li><li>Often poorly overlooked from the properties they serve, leading to perceived and actual security concerns.</li><li>Lack of perceived ownership of the space can lead to use for rubbish storage.</li><li>Require lighting</li></ul>	<ul style="list-style-type: none"><li>Rear parking courts should generally be avoided. They should only be utilised when all other options for accommodating parking have been exhausted.</li><li>Where they are used, they should:<ul style="list-style-type: none"><li>be small (less than 10 spaces),</li><li>use high quality boundary materials</li><li>have a narrow access to create defensible space. This should however enable two cars to pass each other taking into account any utilities in the area such as flues or meter boxes</li></ul></li></ul>



Off street frontage parking

Configuration	Pros	Cons	Recommendations
<b>PERPENDICULAR TO THE STREET</b> <b>(usually utilised in front of rows of terraced properties)</b>	<ul style="list-style-type: none"><li>· Convenient for residents to reach their front doors.</li><li>· Usually well overlooked by habitable rooms.</li><li>· Generates activity within the street</li></ul>	<ul style="list-style-type: none"><li>· Can create long expanses of hard standing, and be dominant within the street scene</li><li>· Can create a sense of disconnection with the street, as parked cars form a 'barrier' between dwellings and the highway.</li><li>· Possible conflict between vehicles and pedestrians as cars have to cross footpaths</li><li>· Can blur the boundaries between public and private space.</li></ul>	<ul style="list-style-type: none"><li>· No more than 4 spaces should be located together in a block without a break</li><li>· Groups of spaces should be separated by soft landscaping with vertical emphasis – e.g. trees and shrubs.</li><li>· Ensure that good pedestrian routes to front doors are established – wide and direct – bear in mind that people may walk from the footpath, and will not always be arriving by car!</li><li>· High quality materials should be used</li><li>· Provide an area of defensible private space to the front of dwellings.</li><li>· Ensure there is pedestrian visibility for drivers and pedestrians</li></ul>

**PROS**

Established example in Leamington Spa utilises railings to define parking spaces, which are interspersed with soft landscaped areas.



**CONS**

South of Leamington Spa- long run of frontage parking dominates the street scene.




Unallocated parking – how should it be accommodated?

- 2.24** Unallocated parking spaces can be provided in shared car parking areas or within the street. The pros and cons of shared court parking are outlined above. On street parking for visitors and occupants with higher than average numbers of vehicles at their properties is advocated as the preferred method of accommodating unallocated requirements set out in table 1, as this type of parking is considered to have the greatest sense of shared ownership.
- 2.25** Any parking spaces provided within the adopted/adoptable highway are not permitted to be allocated for the exclusive use of any particular property. As such, on street/unallocated parking is considered to be a more efficient means of car parking. The types of on street parking arrangements are from the typologies set out in ‘Car Parking –What Works Where?’ and discussed using local examples as far as possible.

Configuration	Pros	Cons	Recommendations
<b>PARALLEL TO (IN LINE WITH) THE STREET</b> <b>(Bays may be marked or unmarked)</b>	<ul style="list-style-type: none"><li>· Flexible and efficient to use</li><li>· Well surveyed from activity within the street and surrounding properties</li><li>· Generates activity within the street</li><li>· May assist traffic calming</li></ul>	<ul style="list-style-type: none"><li>· Streets need to be sufficiently wide to ensure people don't park on the footpaths.</li><li>· Some bays have been observed not being used in favour of parking on the pavement – perceived convenience important to usage.</li></ul>	<ul style="list-style-type: none"><li>· Landscaping (preferably vertical) is a benefit to soften the appearance.</li></ul>

**PROS**

parallel parking bays in Kenilworth are well overlooked in the street.



<b>RIGHT ANGLED TO THE STREET</b>	<ul style="list-style-type: none"><li>· Flexible and efficient means of accommodating parked vehicles</li><li>· Well surveyed from activity within the street and surrounding properties</li><li>· May assist traffic calming</li></ul>	<ul style="list-style-type: none"><li>· Requires generous street widths to accommodate reversing space (therefore building heights and enclosure need to be considered accordingly)</li><li>· Can become visually dominant within the street scene.</li></ul>	<ul style="list-style-type: none"><li>· Landscaping (preferably vertical) should be utilised to break up blocks of parking bays, at least every 4 bays.</li><li>· Ensure good pedestrian routes to front doors of buildings, ensuring that parking does not become a barrier to people travelling on foot.</li></ul>
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**PROS**  
Right angled  
to the street in  
Leamington Spa

Configuration	Pros	Cons	Recommendations
<b>ANGLED TO THE PAVEMENT (i.e. less than a right-angle to the pavement)</b>	<ul style="list-style-type: none"><li>· Flexible and efficient to use</li><li>· Well surveyed from activity within the street and surrounding properties</li><li>· Generates activity within the street</li><li>· May assist traffic calming</li></ul>	<ul style="list-style-type: none"><li>· Requires space for reversing within the street (though less space than right-angled parking)</li><li>· Can create some awkward spaces at the ends of the rows</li><li>· Can become dominant in the streetscene</li><li>· Cars can overhang the pavement</li></ul>	<ul style="list-style-type: none"><li>· Landscaping (preferably vertical) should be utilised to break up blocks of parking bays.</li><li>· Ensure good pedestrian routes to front doors of buildings, ensuring that parking does not become a barrier to people travelling on foot.</li><li>· Need to ensure sufficiently wide footpath as vehicles likely to overhang the footpath.</li></ul>

Configuration	Pros	Cons	Recommendations
<b>CENTRAL RESERVATION Kerbside parking arranged around both sides of a strip dividing traffic flows with marked bays for parking in same direction as the traffic flow.</b>	<ul style="list-style-type: none"><li>· Potential to provide additional capacity</li><li>· Well overlooked by surrounding properties</li><li>· Potential traffic calming effect.</li></ul>	<ul style="list-style-type: none"><li>· Additional highway space required</li><li>· Greater pedestrian movements across the carriageway to get to and from parked cars.</li></ul>	<ul style="list-style-type: none"><li>· Building heights and proportions need to be designed to reflect the wider street requirements.</li><li>· Comprehensive street design required to ensure appropriate and safe crossing opportunities to and from parked cars.</li></ul>
<b>HOUSING SQUARE (Kerbside parking arranged around a central landscaped space. Further parking on the opposite side of the streets.)</b>	<ul style="list-style-type: none"><li>· Flexible and efficient means of accommodating parked vehicles</li><li>· Well surveyed from activity within the street and surrounding properties</li><li>· May assist traffic calming</li></ul>	<ul style="list-style-type: none"><li>· Requires additional pedestrian movement across the carriageway to and from parked vehicles</li></ul>	<ul style="list-style-type: none"><li>· Ensure there is natural surveillance from habitable rooms in the properties surrounding the space.</li><li>· Street design to be carefully considered to ensure vehicles are encouraged to travel at appropriate speeds.</li></ul>



**PROS**  
Landscaped  
space with  
parking in  
Kenilworth

**2.26** As indicated a mix of allocated and unallocated spaces is required by these standards. In addition, a mix of arrangement for both allocated and unallocated provision is encouraged.

Electric charging facilities

2.27 Policy TR1(d) of the adopted Local Plan requires, where practical, the incorporation of facilities for charging plug-in and other ultra-low emission vehicles where the development proposals include provision for off street parking and is for one or more dwelling. Recharging points should be provided in line with the Low Emissions Strategy Guidance for Developers (April 2014) or any subsequent revision.

For residential development:

PARKING TYPE	PROVISION RATE
Allocated parking	1 charging point per unit (house with dedicated parking)
Unallocated parking	1 charging point per 10 spaces (unallocated parking)

2.28 To prepare for increased demand in future years, appropriate cable provision should be included in scheme design and development in agreement with the Council.

Designing for Electric Vehicles

2.29 It is important that there is sufficient grid capacity, and infrastructure in the ground and across the site is sufficient to meet additional energy demands.

2.30 The location of Electric Vehicle charging points should be considered early in the masterplanning process, so that the most suitable locations are identified i.e. hub sites for public access charging points. Provision of public infrastructure to accommodate visitors and opportunities for pooling of Electric Vehicles will be supported.

2.31 Equipment provision should be in accordance with the 'IET Code of Practice for Electric Vehicle Charging Equipment'.

2.32 The following issues should be considered when designing for the provision of Electric Vehicle bays/Charging points:

- EV Bays should be a minimum of 2.8m wide.
- EVCPs must be protected from collision and should be positioned to avoid becoming an obstruction or trip hazard.
- They should not be in the immediate vicinity of trees or other street furniture.
- They should avoid existing utilities cabling and equipment in the vicinity.
- Electric Vehicle Charge Points and cable enabled points should be shown on the layout plan.

CHAPTER 3

Residential  
cycle parking

How much cycle parking?

3.1 The standards for the amount of cycle parking required for residential development are set out in Table 1. Residential developments of all types and scales will be expected to achieve these standards. This, plus the principles below, recognise the assertion of Manual for Streets (para 8.2.1 p99) that “..providing enough convenient and secure cycle parking at people’s homes and other locations for both residents and visitors is critical to increasing the use of cycles. In residential developments, designers should aim to make cycle storage at least as convenient as access to car parking.”

Cycle parking – how should it be incorporated?

3.2 Residential cycle storage should be both convenient (in terms of siting and ease of use) and secure. The pros and cons of different types of cycle storage are explored below.

On plot

Configuration	Pros	Cons	Recommendations
INTEGRAL TO THE PROPERTY FABRIC (ACCESSED FROM AN EXTERNAL ELEVATION)	<ul style="list-style-type: none"><li>· Convenient for residents</li><li>· Secure (subject to appropriate lock)</li><li>· Sheltered</li></ul>	<ul style="list-style-type: none"><li>· Potential urban design considerations</li><li>· Risk of cycle storage being converted and used for other purposes</li></ul>	<ul style="list-style-type: none"><li>· Ensure the location is as accessible as possible</li><li>· Use mortice locks for greater security</li></ul>

Configuration	Pros	Cons	Recommendations
GARAGE	<ul style="list-style-type: none"><li>· Secure storage</li></ul>	<ul style="list-style-type: none"><li>· May need to manoeuvre bicycles past any cars parked in front of the garage.</li><li>· May need to manoeuvre bicycles around a car or cars parked in the garage.</li></ul>	<ul style="list-style-type: none"><li>· Ensure there is sufficient space to manoeuvre a bicycle past any parked vehicles that might park in front of the garage.</li><li>· Ensure there is sufficient space within the garage to manoeuvre bicycles even when there is a car parked in the garage.</li><li>· Ideally cycle storage should be located as near to the front of the garage as possible to maximise convenience</li><li>· Where cycle storage is proposed at the rear of a garage, additional manoeuvring depth may be required (i.e. to turn the bicycle 90 degrees around a parked car).</li></ul>



Configuration	Pros	Cons	Recommendations
<b>FREESTANDING BESPOKE CYCLE STORE OR SHED</b>	<ul style="list-style-type: none"><li>Secure sheltered storage space</li><li>Larger scale stores likely to be useful for flats/apartments or other types of multiple occupancy properties.</li></ul>	<ul style="list-style-type: none"><li>Potential urban design considerations if freestanding shelter is to be located in front of a property.</li><li>Potentially less convenient in terms of access if located at the rear of the property</li></ul>	<ul style="list-style-type: none"><li>Freestanding storage sited in front of a dwelling must be carefully positioned so as not to have an undesirable visual impact or to block inter-visibility between the dwelling and the street.</li><li>Where sheds or freestanding storage is to be sited at the rear, careful consideration should be given to the route to this storage. It should:<ul style="list-style-type: none"><li>Keep the route as short as possible</li><li>Avoid steep gradients and steps</li><li>Avoid sharp turns / ensure sufficient space to manoeuvre a bicycle through the route</li></ul></li><li>Use mortice locks to provide greater security</li></ul>

Configuration	Pros	Cons	Recommendations
<b>INTERNAL STORAGE SPACE (IN RESPECT OF APARTMENT BLOCKS AND MULTIPLE OCCUPANCY PROPERTIES)</b>	<ul style="list-style-type: none"><li>Secure</li><li>Potentially convenient to access</li></ul>	<ul style="list-style-type: none"><li>Manoeuvring a bicycle through an internal space is likely to require additional space and wider doors for example.</li></ul>	<ul style="list-style-type: none"><li>Ensure designated storage space is located on the ground floor (avoid the need to move bicycles up or down stairs)</li><li>It should be located as close as possible to the main point of access.</li><li>Ensure that access requires minimal doors to negotiate with a bicycle and ensure that relevant doors are sufficiently wide to pass through with a bicycle without hindrance.</li><li>Avoid consecutive doors internally.</li></ul>

Shared cycle storage

- 3.3** In some residential developments there may be a need/desire for shared external cycle parking for visitors and/or residents. Where this is to be provided (e.g. in the form of Sheffield Stands or cycle sheds), the following principles should be applied:
- It should be sited in a legible location, ideally close to a principal route
  - Stands should be sited so they do not obstruct pedestrian or cycle desire lines along a street
  - Cycle storage should benefit from natural surveillance from surrounding properties, and other movement activity.
  - Storage provision should be secure and lit as appropriate.

CHAPTER 4

# Non-residential parking

### How much parking?

- 4.1** Table 2 below sets out the amount of car parking and cycle parking expected as standard for developments in different use classes. These standards aim to take account of the need to provide sufficient parking for vehicles so that parking does not have a detrimental impact on the local economy, but also to recognise that alternative transport modes exist and there is an element of choice which could be exercised across many parts of the district.
- 4.2** The standards set out in table 2 apply to all developments that result in the creation of non-residential floorspace, including the extension of existing non-residential premises and changes of use. They are generally anticipated to be off street.
- 4.3** The floor areas expressed in table 2 are Gross Floor Area (GFA), calculated using the external measurements.

Table 2

USE CLASS	LAND USE	VEHICLE PARKING SPACES	CYCLE PARKING SPACES
A1	Non-food retail	1 space/14sq.m	1/150sq.m
	Food retail	1 space/14sq.m	1/150sq.m
A2	Financial and business services	1 space/ 25sq.m	1/150sq.m
A3	Restaurants and cafes	1 space / 20sq.m	1/150sq.m
A4	Drinking establishments	1 space/20sq.m	1/150sq.m
A5	Hot food takeaway	1 space / 20sq.m	1/150sq.m
B1(a)	Offices	1 space/20sq.m up to 1000sq.m, then 1 space/30sq.m additional floor space.	1/200sq.m
B1(b)	Research and development	1 space/20sq.m up to 1000sq.m, then 1 space/30sq.m additional floor space.	1/200sq.m
B1(c)	Light Industrial	1 space/40sq.m	1/200sq.m
B2	Light Industrial	1 space/50sq.m	1/500sq.m
B8	Storage and distribution	1 space /80sqm	1/850sq.m
C1	Hotels and guest houses	1 space / bedroom	1/4beds
C2	Residential care home	1 space/3 residents + provision for an ambulance	To be considered on merit



USE CLASS	LAND USE	VEHICLE PARKING SPACES	CYCLE PARKING SPACES
D1	Consulting rooms (doctors, dentists, vets)	4 spaces / consulting room	1/3 consulting rooms
	Crèche, day nursery, day centre	1 space / FTE staff + space for dropping off and collecting children as appropriate.	1/5staff + 1/200sq.m for visitors
	Schools	2 spaces / classroom for staff and visitors. + facilities for picking up and setting down children or as determined by Travel Plan.	1/5staff + 1/3 students Appropriate space for the storage of push propelled scooters will be supported.
	Higher and further educational establishments	2 spaces / classroom for staff and visitors; Student/parent parking to be determined on merit or according to Travel Plan	1/5staff + 1/3 students
	Art galleries, museums and libraries	1 space / 30sqm	1/4staff + 1/50sq.m for visitors
	Places of Worship	1 space / 10sqm or 5 seats/person spaces	To be considered on merit
D2	Cinemas, conference facilities, concert halls, theatres and other similar spectator facilities	1 space /5 seats	1/5staff + 1/100sq.m
	Swimming pools, sports halls, health clubs and gymnasias	1 space / 10sqm + 1 space / 4 spectator seats	1/5staff + 1/100sq.m
	Golf courses	3 spaces / hole	To be considered on merit
	Playing fields	12 spaces / pitch plus motor coach space **other facilities such as club houses and bars must be considered separately	To be considered on merit
Sui Generis	Vehicle repair, garage and spares stores	1 space / 20sqm	To be considered on merit
	Car sales establishments	1 space / 50sqm car display area	To be considered on merit
	Exhaust and tyre centres	1 space/3 residents + provision for an ambulance	To be considered on merit

Applying the standards

4.4 The standards set out in table 2 aim to address the more common types of development proposals in different use classes. It is not possible to identify parking standards for every potential type of development/land-use. Where a particular land-use does not have a defined parking standard, likely parking requirements will be considered on a case by case basis based upon the intended use, location of the site, availability of parking in the vicinity and other relevant factors.

Mixed use developments

- 4.5 Where a development proposal is mixed use (i.e. comprises different use classes), the amount of car parking required for each component part should be calculated to quantify the total amount of parking required. The location and arrangement of the car parking shall be designed according to the site layout requirements, but should incorporate the design principles set out in this document.
- 4.6 Shared use provision may be appropriate if this would not cause conflict, for example where uses operate at different times of the day or on different days of the week.

Flexing the standards

4.7 It is recognised that a degree of flexibility may be required due to the specific circumstances of a development proposal. Where it can be demonstrated that parking demand is likely to be lower than the prescribed standard, or indeed in excess of the prescribed standard, a flexible approach will be taken. Deviation from the standards may be deemed appropriate where the applicant can demonstrate specific circumstances in respect of one or more of the following:

Lower Provision

1. The presence of capacity for additional demand to be accommodated on street without detrimentally affecting the safety and convenience of residents and occupiers
2. The presence of sufficient capacity in local off street car parks to accommodate any increase in parking demand
3. The development is located in an area that is demonstrably accessible by alternative modes of transport (e.g. the town centres of Leamington, Warwick and Kenilworth as defined in the Local Plan)
4. The development will not generate any (or negligible) parking
5. The development will generate significantly less parking than prescribed in the standard (e.g. meeting a specific local need)
6. The development meets other planning objectives and would not unacceptably worsen the parking situation.

Higher Provision

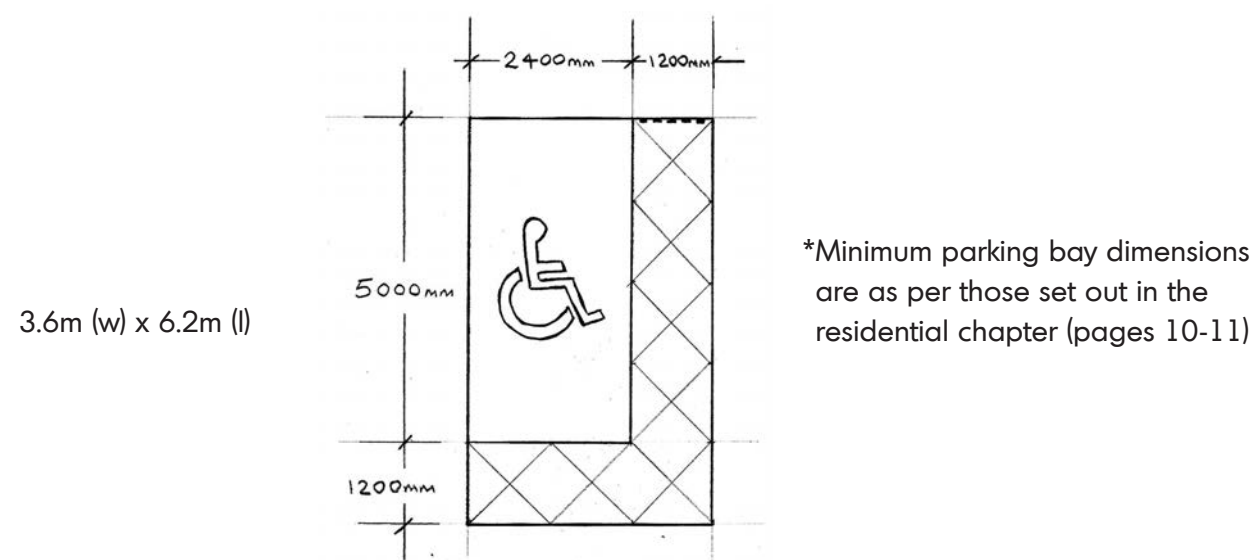
7. The needs of the business require higher parking, despite demonstrably promoting alternative modes of travel

- 4.8 As an illustration of criterion 6, the standards may be reduced in Conservation Areas in order to ensure that the development respects the character of the area.
- 4.9 Where applicants seek to satisfy criteria 3 or 4, the council will expect, where appropriate, this to be demonstrated through a travel plan.
- 4.10 Where an applicant seeks to demonstrate a proposal would meet criterion 5, surveys based on comparable sites and locations may be submitted.

## Inclusive parking provision

### Parking for people with disabilities

- 4.11** A minimum of 5% of the total number of spaces should be provided to the standards set out below for use by people with disability.
- 4.11** Where a car park designed with less than 10 spaces, at least one space should be designed to these specifications. A rounding up principle should be applied where the calculation of disabled parking provision does not result in a whole number.
- 4.13** The minimum dimensions for disabled parking provision are as follows:



- 4.14** These dimensions provide for additional space for getting into and out of a vehicle both through the driver and passenger doors, and also additional length space to access the rear of a vehicle.
- 4.15** Other design requirements:
- Spaces should be located as close as possible to the entrance(s) of building(s) as possible and signposted as clearly as possible
  - Spaces should be marked with lines and the international symbol for access
  - Spaces should be on level ground
  - Dropped kerbs should be positioned to allow convenient access and routes to and from the building(s) should be free from steps, steep gradients and obstructions such as bollards
  - Spaces should be well lit.

### Parent and child parking

- 4.16** Parent and child parking requirements are broadly similar to those set out above for inclusive mobility. This is due to the additional space required to get infants and children into and out of car seats, and convenient access needed to manoeuvre prams and pushchairs to and from the building(s).

- 4.17** The amount of parent and child parking to be provided will need to be considered on a case by case basis, based on the intended land use and its attractiveness to families. Parent and child spaces however should be provided **in addition** to those required for users with a disability and marked appropriately.

### Motorcycles and other Powered Two-Wheelers (PTW)

- 4.18** All non-residential developments should provide a minimum of 1 space for the parking of powered two wheeled vehicles for every 25 car parking spaces derived through application of the vehicle parking standard set out in table 2.
- 4.19** PTW spaces should be secure, well-lit and situated in prominent, accessible locations, which benefit from natural surveillance from surrounding properties and activity from people in the vicinity. For security, the use of anchor points based on steel rails or hoops is recommended as a minimum.
- 4.20** PTW spaces should measure 1.4 x 2.4 metres, marked out by white lining and the words 'Motorcycle Parking Only'. They should be covered, on a flat surface, on good quality hard standing that does not become soft in hot weather (a problem with tarmacadam), and, where not covered, they should be away from the canopies of existing or proposed trees.

## Electric charging facilities

- 4.21** Recharging points should be provided in line with the Low Emissions Strategy Guidance for Developers (April 2014) or any subsequent revision. For all retail/commercial/industrial land uses, this is currently **10% of all parking spaces**. The 10% provision may be phased with 5% provision initially and a further 5% trigger.
- 4.22** To prepare for increased demand in future years, appropriate cable provision should be included in scheme design and development in agreement with the local authority.
- 4.23** It is important that there is sufficient grid capacity, and infrastructure in the ground and across the site is sufficient to meet additional energy demands.
- 4.24** The location of Electric Vehicle charging points should be considered early in the masterplanning process, so that the most suitable locations are identified i.e. hub sites for public access charging points. Provision of public infrastructure to accommodate visitors and opportunities for pooling of Electric Vehicles will be supported.
- 4.25** Equipment provision should be in accordance with the '**IET Code of Practice for Electric Vehicle Charging Equipment**'.
- 4.26** The following issues should be considered when designing for the provision of Electric Vehicle bays/Charging points:
- EV Bays should be a minimum of 2.8m wide.
  - EVCPs must be protected from collision and should be positioned to avoid becoming an obstruction or trip hazard.
  - They should not be in the immediate vicinity of trees or other street furniture.
  - They should avoid existing utilities cabling and equipment in the vicinity.
  - Electric Vehicle Charge Points and cable enabled points should be shown on the layout plan.



Design principles for non-residential car parking

4.27 The extent of the car parking required for different non-residential land-uses will vary significantly. However, it is likely that where new parking is to be provided on site, it will usually be grouped together. Where a 'car park' is to be provided, the following design principles should be incorporated as far as possible.

The overall objective

4.28 As an overarching objective, car parking areas should be designed as 'spaces' in their own right, and pay at least equal regard to the movement of pedestrians and cyclists and the quality of the environment created for people outside of the car.

Layout and design

(a) **Relationship to the building or buildings** – Car parking areas are expected to be sited close/ adjacent to the properties they serve. They should be well overlooked by these properties and any other nearby properties as appropriate. In the interest of maximising surveillance from the buildings and of facilitating convenient access (see (b) below), parking is most likely to be located in front of the building(s).



(b) **Pedestrian routes** – whether there are routes/pedestrian desire lines across a parking area, or there is simply a need to move from the vehicle to access an associated building or buildings, pedestrians (and sometimes cyclists) will need to navigate the space. As such routes should:

- Be as direct as possible and reflect pedestrian desire lines – for example a straight and direct route to the entrance/entrances
- Be sufficiently wide
- Be designed to give pedestrians priority over the movement of vehicles – through for example the use of materials, ensuring that the level of the crossing is flush with the remainder of the route.

- (c) **Sustainable Urban Drainage(SUDs)** – should be an early consideration in the design process, to establish the types and principles of the SUDs requirements. There is potentially a strong relationship between SUDs and the detailed landscaping requirements of (d) below.
- (d) **Landscaping** – Hard and soft landscaping design should evolve concurrently, having regard to the quality of the space and its security. The following points should demonstrably be addressed in any planning submission:
  - Definition of key pedestrian and cycle routes – level routes and material choices and ensuring that natural surveillance to and from these routes is not inappropriately obscured.
  - Definition of boundaries and perimeters – sense of enclosure and the quality of the boundary. These are considerations in the quality of the space and the actual and perceived security of the car park.
  - Hard landscaping should employ the highest possible quality materials, and different surfacing materials might usefully assist in defining different spaces for different priorities – e.g. pedestrian walking spaces
  - Soft landscaping should be appropriately sited and were possible include vertical planting. Low level planting should be avoided in spaces where people may cut across it or where adjacent to parking spaces where people may step on it whilst exiting their vehicle.
- (e) **Lighting** – Lighting design should respond to the layout of the space and the hard and soft landscaping. It should ensure that pedestrian routes are easy to navigate after dark, and appropriately illuminate the space. There should be no 'dark spots' which could contribute to a sense of insecurity.



## CHAPTER 5

# Non-residential cycle parking

## How much cycle parking?

**5.1** The minimum standards for the amount of cycle parking for different types of development are set out in table 2. Non-residential developments of all types and scale will be expected to achieve these standards.

## Cycle parking – how should it be incorporated?

**5.2** The following principles for siting and designing cycle parking should be demonstrably incorporated into development proposals:

- Shared cycle storage should be sited in a location that is easily legible from the point(s) of entry to the site.
- It should be as closely sited to the main entrance or entrances as possible, with a clear, safe and attractive route to the entrance(s) on foot. It should not in itself however obstruct pedestrian desire lines/routes to and from the building or buildings
- Cycle storage should be sited to benefit from natural surveillance from the associated building or buildings, and any external activity/movement.
- Cycle storage provision should be secure
- External storage should be lit for convenience and security, and routes to and from the building or buildings should also be lit as appropriate
- Storage space should be covered to protect bicycles from the elements wherever possible, and always for long stay provision.

## Other considerations

- Where cycle storage provision may be used by workers and commuters, provision should be made for shower and changing facilities to be integrated into the development.

## APPENDIX A

# Residential parking survey methodology

The following guidelines should be followed when undertaking a survey, as required by the Parking Standards SPD and the Local Validation List. The guidelines are based upon the Lambeth Methodology, which is a widely accepted methodology for such surveys. If these guidelines are not followed, the Council and the Local Highway Authority may not be able to make a full and proper assessment of the planning proposal. This in turn could result in further survey work being required and delays in the determination of a planning application. It could also result in refusal of planning permission.

## Extent of the survey

The parking survey should cover the area in which residents of a proposed development may want to park. The criteria set out below should demonstrably inform the extent of the survey area. However, common sense should be applied in all cases and the extent of the survey area and justification for any amendments should be included with the survey information submitted. If inadequate justification is provided for a survey area, then amendments may be required or a recommendation made accordingly.

- Any area of a street which lies within 200m walking distance (approximately a 2 minute walk) of the site. Note that this distance should be measured along the street(s) up to a point of 200m from the site, and **NOT** illustrated as a 200m isochrone (circle) radiating from the site.
- In addition to the above, where a distance of 200m would be part way along a street, the survey should be extended to the nearest junction, or other appropriate location along the street. This is in recognition of the fact that people are unlikely to stop part way along a street at an imaginary 200m line.
- Any off street or public car parks as appropriate within 200m walking distance of the site.

## Exclusions from the survey

- If the site is in a **Residential Parking Zone (RPZ)**, any parking bays in adjoining RPZs should be excluded as future residents would not be eligible to park/apply to park in these.
- If the site lies adjacent to, but not in, a **RPZ**, then all streets within that RPZ must be excluded, as residents would not be eligible to park in them.
- Locations where residents are unlikely to be able to/want to park. For example where access may be restricted, or where actual or perceived safety concerns exist.

## Survey times

Residential parking surveys should be undertaken when the highest numbers of residents are at home; generally late night during the week. Therefore as a minimum, the following is required:

- Two snapshot surveys on two separate weekday nights (i.e. Monday, Tuesday, Wednesday, or Thursday)
- The snapshot surveys should be undertaken between the hours 00:30 – 05:30

## Leamington Spa

- In addition to the other criteria set out, any survey undertaken within the six wards of Leamington Spa must be undertaken in the Higher Education term-time (University of Warwick principally though University of Coventry, and Mid Warwickshire College may also be relevant)

## Surveys should not be undertaken:

- In weeks that include one or more public holiday – it is also recommended that the weeks immediately following or preceding public holidays should be avoided.
- In school holidays - it is also recommended that the weeks immediately following or preceding school holidays should be avoided
- On or close to a date when a local event is taking place, as this may impact the results of the survey.



Additional surveys

Additional surveys may be required where a proposed development would be located close to land uses which may increase parking demand at certain times. For example:

- Town centre locations
- Regular specific uses close to the site (e.g. Place of Worship, community hall, sports club): additional surveys should be undertaken when these are in operation.
- Commercial uses close to the site: morning and early evening surveys may also be required due to conflict with residential parking. In these cases, surveys between the hours of 07:00 – 08:30 and 18:00 – 19:00 may be required, noting the amount of parking on a 15 minute basis over this time.
- Railway stations/other areas of commuter parking: additional morning and evening peak hour surveys will be required to assess the impact of commuter parking. These should be done between 07:00 – 08:00 and 17:30 – 18:30.

**Applicants should contact Local Highway Authority prior to undertaking a survey if there is any doubt about the requirements.**

**It should be noted that some factors may not become apparent until the survey has been submitted to the Council for consideration. For example, the survey itself might reveal anomalies that require further investigation, or a subsequent officer site visit may reveal circumstances that require amendments.**

Required information

The following information should be included with the survey results, to be submitted with a planning application:

- The date and time of the survey
- A description of the area noting any significant land uses in the vicinity which may affect parking within the survey area (e.g. Places of Worship, restaurants, pubs, bars, hospitals, large offices, town centres)
- Any unusual observations (e.g. suspended parking bays, spaces out of use because of road works or presence of skips etc)
- A drawing (preferably 1:1250) showing the site location and the extent of the survey area. All other parking and waiting restrictions such as Double Yellow Lines, bus lay-bys, kerb build outs, and crossovers (vehicular accesses etc should also be shown on the plan.
- The number of cars parked on each road within the survey area on each night should be counted and recorded in a table as shown below. It would be helpful to note the approximate location of each car on the plan (marked with an X).
- Photographs of the parking conditions in the survey area can be provided to back-up the results. If submitted, the location of each photograph should be clearly marked.

Areas within a Residents Parking Zone (RPZ)

Details of RPZs can be found **here**. As noted above, only streets within the RPZ in which the development site is located should be counted in the parking survey.

Only Permit Holder Bays (PHB) and shared bays which allow resident parking (these may be shared with Pay and Display parking and/or Business Permit Holders) should be counted.

To calculate parking capacity each length of parking bay must be measured and then converted into parking spaces by dividing the length by 6 (each vehicle is assumed to measure 6m), and rounding down to the nearest whole number.

For example: A parking bay measures 47m in length.

$47/6 = 7.83$

7.83 spaces should be rounded down to the nearest whole number.

Therefore the number of parking spaces is calculated to be 7.

The capacity of each separate parking bay must be calculated separately and then added together to give the total number of parking spaces on each street in the survey area.

The results should generally be presented in the following format (figures given as an example):

STREET NAME	TOTAL LENGTH (M) OF PARKING SPACES	NO. OF PHB SPACES	NO. OF CARS PARKED IN PHB BAYS	PHB PARKING STRESS (%)
A	350	58	58	100
B	250	41	31	75.6
C	150	25	10	40
TOTAL	750	124	99	79.8

A separate note should be made of any areas where cars can legally park overnight. These are generally Single Yellow Lines or Single Red Lines (SYL/SRL) or short term parking or Pay-and-Display bays. The number of cars parked in these areas should be counted and presented separately.

Areas not in a RPZ

All areas of unrestricted parking should be counted. To calculate the parking capacity, each length of road between obstructions (such as crossovers, kerb build-outs, yellow lines etc) must be measured. Each length between obstructions must then be converted into parking spaces by dividing by 6m (each vehicle is assumed to be 6m in length), and rounding down to the nearest whole number – see the worked example above. The capacity of each section of road must be calculated separately and then added together to give the total number of parking spaces for each street in the survey area.

The distance between crossovers should be measured in units of 6m. For example, if the distance between two crossovers or a crossover and another obstruction is 14m, then only 12m should be counted in the survey, and any space between crossovers measuring less than 5m should be discounted from the calculation. For reasons of highway safety, the first 10m from a junction should also be omitted from the calculation.

A map or plan showing the measurements used in calculating parking capacity should be supplied so that this can be verified by the Council. The parking survey may not be accepted if this is not supplied.

The results should generally be presented in the following format (figures given as an example):

STREET NAME	TOTAL LENGTH (M) OF KERB SPACE	LENGTH OF UNRESTRICTED PARKING (M)	NO. OF PARKING SPACES	NO. OF CARS PARKED ON UNRESTRICTED LENGTH OF ROAD	UNRESTRICTED PARKING STRESS (%)
A	400	350	58	58	100
B	300	250	41	31	75.6
C	200	150	25	15	60
TOTAL	900	750	124	104	83.9

Understanding the results

The results of the survey will be analysed by the Local Planning Authority and the Local Highway Authority in accordance with the Local Development Plan, and any supplementary policy adopted by the above authorities.

The Council will also take into consideration the impact of any recently permitted schemes in determining the acceptability or otherwise of each proposed development. Applicants can review pending and approved planning proposals in the vicinity of their scheme using WDC’s interactive mapping.

Note that stress levels of over 100% stress (or 100% occupancy level) are possible. This is because small cars may need less space than 5m to park, meaning that additional cars can be accommodated.

APPENDIX B

Template  
Unilateral  
Undertaking



Dated 20

UNILATERAL UNDERTAKING

GIVEN BY

(1) [ ]

TO

(2) WARWICK DISTRICT COUNCIL

and

(3) WARWICKSHIRE COUNTY COUNCIL

Pursuant to Section 106 of the Town and Country Planning Act 1990 (as amended)

IN RESPECT OF

Land at

[ ]

THIS DEED is made on the day of 2017

BY:

(1) [ ] ("the Owner")

TO:

(2) Warwick District Council of Riverside House, Milverton Hill,  
Leamington Spa, CV32 5HZ ("THE Council")

(3) Warwickshire County Council of Shire Hall Warwick CV34 4RL ("the County Council")

WHEREAS

- (A) The Council is the local planning authority for the District of Warwick for the purposes of the Act.
- (B) The Owner is the freehold owner free from encumbrances of the Land registered at HM Land Registry under Title Number [WK ]
- (C) The Owner has submitted an application to the Council which was validated on [ (ref: W/[ ))] to in relation to the Land (the "Application").
- (D) The Owner has determined to enter into a unilateral planning obligation by way of this Deed as hereinafter set out with the intent that the covenants by the Owner contained in the [Second] Schedule hereto shall be planning obligations for the purposes of Section 106 of the Act

NOW THIS DEED WITNESSES as follows:-

1. Definitions and interpretation

In this Deed:

- 1.1 "the Act" means the Town and Country Planning Act 1990 (as amended)
- 1.2 "Commencement of Development" means the date on which any material operation (as defined in Section 56(4) of the Act) forming part of the Development begins to be carried out other than (for the purposes of this Deed and for no other purpose) operations consisting of site clearance, demolition work, archaeological investigations, investigations for the purpose of assessing ground conditions, remedial work in respect of any contamination or other adverse ground conditions, diversion and laying of services, erection of any temporary means of enclosure, the temporary display of site notices or advertisements and any works to the listed building required in connection with or ancillary to the any such operations and "Commence Development" shall be construed accordingly.
- 1.3 "Development" the development of the Land described in the Application

- 1.4 "Index" means the All Items Retail Prices Index published by the Office of National Statistics contained in the Monthly Digest of Statistics (or contained in any official publication substitution therefore) or such other index as may from time to time be published in substitution therefore;
- 1.5 "Index Linked" means adjusted in accordance with the movements in the Index between the date of this Deed and the date of the relevant payment;
- 1.6 "Interest" means interest at 4 per cent above the base lending rate of the Bank of England plc from time to time
- 1.7 "the Land" means the land described in the First Schedule hereto
- 1.8 "Occupation and Occupied" means occupation for the purposes permitted by the Planning Permission but not including occupation by personnel engaged in construction, fitting out or decoration or occupation for marketing or display or occupation for security purposes
- 1.9 "the Planning Obligations" means the covenants by the Owner contained in the Second Schedule hereto
- 1.10 "the Planning Permission" means a planning permission granted (whether by the Council or otherwise) in respect of the Application
- 1.12 "Traffic Regulation Order Contribution" means the sum of £3,000.00 to be paid in accordance with the Second Schedule
- 1.13 Words importing one gender shall be construed as importing any other gender
- 1.14 Words importing the singular shall be construed as importing the plural and vice versa
- 1.15 The clause and paragraph headings in the body of this Deed and in the Schedules hereto do not form part of this Deed and shall not be taken into account in its construction or interpretation

## 2. The Planning Obligations

- 2.1 This Deed is made pursuant to Section 106 of the Act
- 2.2 The Planning Obligations are planning obligations for the purposes of Section 106 of the Act
- 2.3 The Council is the Local Planning Authority and the County Council the local highways authority by whom the Planning Obligations are enforceable
- 2.4 No person shall be liable for any breach of any of the planning obligations or other provisions of this Deed after it shall have parted with its entire interest in the Land but without prejudice to liability for any subsisting breach arising prior to parting with such interest.

- 2.5 References to any party to this Deed shall include the successors in title to that party and to any deriving title through or under that party and in the case of the Council and County Council the successors to their statutory functions save where specifically provided to the contrary by this Deed.

## 3. Commencement

This undertaking shall come into effect upon the date written above but the obligations contained herein shall become effective only upon the grant of Planning Permission.

## 4. Conditionality

With the exception of clauses 2, 4, 7 and 10 (which take effect immediately), this deed is conditional on the grant and issue of the Planning Permission.

## 5. Owner's Covenants

The Owner covenants with the Council and the County Council to observe and perform the Covenants as set out in the Second Schedule.

## 6. Determination of deed

The obligations in this deed (with the exception of clause 7) shall cease to have effect if before the Commencement of Development, the Planning Permission:

- 6.1 expires;
- 6.2 is varied or revoked other than at the request of the Owner; or
- 6.3 is quashed following a successful legal challenge.

## 7. Council and County Council's costs

The Owner shall pay to the Council and County Council on or before the date of this deed the reasonable and proper legal costs incurred by the Council and County Council in connection with the negotiation, completion and registration of this deed.

## 8. Indexation

All sums of money payable to the County Council and the Council under this Deed shall be Index Linked

## 9. Interest

If any payment due under the Second Schedule is paid late Interest shall be payable from the date payment is due to the date of payment.

## 10. Miscellaneous

- 10.1 This Deed is registerable as a local land charge by the Council
- 10.2 No provisions of this Deed shall be enforceable under the Contracts (Rights of Third Parties) Act 1999

**THE FIRST SCHEDULE**

The Land

The freehold land being [ ] and shown edged red on the plan attached hereto.

**THE SECOND SCHEDULE**

The Owner's Covenants

1. The Owner covenants with the Council and the County Council to:
- a. pay to the County Council within the period of 8 weeks following the Commencement of Development the Traffic Regulation Order Contribution which shall be used for amending the Traffic Regulation Order governing the residents' parking scheme in the vicinity of the Land to exclude the Land as developed by the Development from the said scheme so that the occupants of the dwellings on the Land shall not be entitled to resident parking permits.
  - b. to notify the County Council in writing of first Occupation of the Land within 7 days of that first Occupation taking place such notice to be addressed to the Infrastructure Delivery Manager, Communities, Warwickshire County Council, Barrack Street, Warwick, CV34 4SX.

IN WITNESS whereof the parties hereto have executed this  
Deed on the day and year first before written.

EXECUTED AS A DEED by  
[ ]

acting by


Director

Director/Secretary



**Warwick District Council**  
**Riverside House**  
**Milverton Hill**  
**Royal Leamington Spa**  
**CV32 5HZ**  
**[www.warwickdc.gov.uk](http://www.warwickdc.gov.uk)**



 <b>Executive meeting – 27<sup>th</sup> June 2018</b>		<b>Agenda Item No.</b>  <b>5</b>
<b>Title</b>	Increased Litter Bin Provision	
<b>For further information about this report please contact</b>	Gary Charlton Contract Services Manager <a href="mailto:gary.charlton@warwickdc.gov.uk">gary.charlton@warwickdc.gov.uk</a> 01926456315	
<b>Wards of the District directly affected</b>	All	
<b>Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?</b>	No	
<b>Date and meeting when issue was last considered and relevant minute number</b>	N/A	
<b>Background Papers</b>	None	

<b>Contrary to the policy framework:</b>	No
<b>Contrary to the budgetary framework:</b>	No
<b>Key Decision?</b>	Yes
<b>Included within the Forward Plan? (If yes include reference number)</b>	No
<b>Equality Impact Assessment Undertaken</b>	No

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	06.06.18	Bill Hunt
Head of Service	06.06.18	Rob Hoof
CMT	06.06.18	Chris Elliott
Section 151 Officer	06.06.18	Mike Snow
Monitoring Officer	06.06.18	Andy Jones
Finance	06.06.18	Mike Snow
Portfolio Holder(s)	8.06.18	Councillor Moira-Ann Grainger
Consultation & Community Engagement		
None, but some locations will require additional engagement with residents and local stakeholders.		
Final Decision?		Yes
Suggested next steps (if not final decision please set out below		

## **1. Summary**

- 1.1) The total number of Litter bins and their collection frequency has not increased since the start of the Contract in 2013. There are now a range of issues from overflowing litter bins to damaged or removed bins which are generating continued complaints from the public. A condition survey of the litter bins in 2017 estimated that circa 100 bins are in need of immediate replacement due to damage or age.
- 1.2) Within the existing Street Cleansing contract there is no availability to increase collections without additional resource and cost. Officers propose to increase litter bin collections by 150 to 200 per day until the end of the contract in 2021.
- 1.3) There are 75 additional litter bins to be installed in locations across the District to increase the capacity in locations which suffer from continued overflowing bins. A further 60 damaged bins or missing bins from the condition survey are to be replaced.
- 1.4) During the summer month's there is a substantial increase in the volume of litter and waste created in the Districts destination parks and gardens due to the District having award winning parks. To maintain the destination parks cleanliness to a good standard, an additional parks team and seasonal barrowman is needed to support the emptying of bins and litter picking operations.

## **2. Recommendation**

- 2.1. The Executive agree an additional a team of two operatives working 7 days per week including the lease hire of the vehicle at £98k per annum and to increase the existing emptying frequency by circa 50 bins per day at £10k per annum. Both to be implemented as soon as possible, until 31 March 2021, with these costs funded from the Business Rate Retention Volatility Reserve.
- 2.2. The Executive agree revenue cost for a seasonal mobile cleansing team to work in the parks 7 days per week for 5 months from May including the lease hire of the vehicle at £47k and two seasonal cleansing operatives working on-site for 7 days a week for 12 week period during the summer at £19k per annum. With these costs included in the Budget/Medium Term Financial Strategy, initially funded from the BRRVR, and increased savings to be found by the Council in future years.
- 2.3. The Executive agree to replace 60 damaged or removed litter bins at £16.5k and to purchase and install 75 additional litter bins to increase litter bin capacity is £21k, with these costs included within the Capital Budget, funded from the Capital Investment Reserve.

## **3. Reasons for the Recommendation**

- 3.1 Litter, litter bin emptying and the general condition of the street scene is under constant scrutiny by the public and media. In recent months Neighbourhood Services has received a number of complaints and queries from councillors and residents regarding the number of litter bins in situ and their emptying frequency. These issues range from overflowing litter bins to damaged or removed bins. Increasing existing litter bin collection frequencies will be a positive message to the public and can be given good levels of publicity to support the Councils commitment to a cleaner environment.



- 3.2 Clean Up Britain, a national environmental behaviour change organisation have launched the Now or Never campaign in Leamington Spa. They have described using Leamington as a "live test-bed unit to research, identify and experiment with new ideas aimed at persuading people to stop dropping litter. There is now an increased focus in using litter bins which will lead to bins becoming fuller quicker.
- 3.3 The District's population has already increased in size since the tendered contract was awarded in 2013 and with that increase forecast to continue, the contract has no scope to increase emptying frequencies without more investment into the service.
- 3.4 Warwick District Councils parks and gardens are of high quality and receive large numbers of visitors each year. To maintain the cleanliness of the areas during the peak visitor season additional resources are required. The provision of a 2<sup>nd</sup> Parks team and seasonal barrowmen provide the best value solution to maintaining the cleansing standard.

## 4. Policy Framework

### 4.1 Fit for the Future (FFF)

The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects.

The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council's FFF Strategy.

FFF Strands		
People	Services	Money
<b>External</b>		
<b>Health, Homes, Communities</b>	<b>Green, Clean, Safe</b>	<b>Infrastructure, Enterprise, Employment</b>
<u>Intended outcomes:</u> Improved health for all Housing needs for all met Impressive cultural and sports activities Cohesive and active communities	<u>Intended outcomes:</u> Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and ASB	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/ productivity of local economy Increased employment and income levels
<b>Impacts of Proposal</b>		
Increasing litter bin collections offers a positive message in respect of a cleaner community.	Supports the Council's commitment to a cleaner environment.	A high quality public environment contributes to the local economy especially tourism and our town centres.

<b>Internal</b>		
<b>Effective Staff</b>	<b>Maintain or Improve Services</b>	<b>Firm Financial Footing over the Longer Term</b>
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
<b>Impacts of Proposal</b>		
None.	Reducing customer complaints by addressing customer concerns of insufficient litter bin collections.	It may be possible to reduce the cost of this additional work as part of the contract re-let in 2021.

## 4.2 Supporting Strategies

Each strand of the FFF Strategy has several supporting strategies and seeks to support the Clean element of the Green, Clean Safe strategy by delivering a reasonable level of cleanliness across the district through the Street Cleansing Contract.

## 4.3 Changes to Existing Policies

This report does not seek to change policy.

## 5. Budgetary Framework

- 5.1. Within the existing Street Cleansing or Contract Services budgets there are no available funds to pay for this additional service improvement. Officers propose for the cost of these additional activities being included in the current year Budget and Medium Term Financial Strategy (MTFS) which are discussed in more detail in the separate Fit For the Future report.
- 5.2. The revenue cost to supply a team of two operatives working 7 days per week including the lease hire of the vehicle, is £98k per annum. The revenue cost to empty circa 50 additional capacity bins per day is £10k per annum. These costs have been included within Budget and MTFS up to March 2021 and are proposed to be funded from the Business Rate Retention Volatility Reserve. The impact of the additional collections will be assessed at the end of this financial year and if the service improvements are found to be good value further funding options can be assessed. In addition, consideration could be given for the activities to be included into the new contract as a permanent option. It may be possible for an element of these costs to be absorbed within a new contract, but there can be no certainty about this.
- 5.3. The revenue cost for a seasonal mobile cleansing team to work in the parks 7 days per week for 5 months from May including the lease hire of the vehicle is

£47k. Two seasonal cleansing operatives working on-site for 7 days a week for 12 week period during the summer is £19k per annum. These costs have been included within Budget and MTFS on a recurring basis. In the short/medium term, these as are again proposed to be funded from the Business Rate Retention Volatility Reserve, but in the long term this increases the savings level still to be found by the Council.

- 5.4. The capital cost to replace 60 damaged or removed litter bins and install new litter bins would be £16.5k. The capital cost to purchase and install 75 additional bins to increase litter bin capacity is £21k. The total cost of £37.5k can be included within the Capital Budget, funded from the Capital Investment Reserve (unallocated balance of circa £1m).

## 6. Risks

- 6.1. Increasing litter bin capacity could increase the amount of household waste being deposited at certain locations resulting in no net benefit to the provision offered.
- 6.2. Increased litter bin numbers creates a larger capital burden in future years when bins need replacing.
- 6.3. Not increasing the capacity or collection frequencies of the litter bins will fuel a negative opinion of the cleanliness of the District and complaints may escalate.

## 7. Alternative Option(s) considered

- 7.1 This report is requesting additional funding for service improvements. The alternative option would be to not proceed with recommendation or to only recommend selected items.

## 8. Background

- 8.1 The emptying of the Council's litter bins is contracted to VEOLIA, the elements of the street cleansing contract such as Highway Cleansing and bin emptying are completed in a 40 day schedule and utilise 20 specialist open caged vehicles. The litter bins are emptied daily across the District in set geographical areas based upon their emptying cycle such as daily, weekly or monthly. The table below sets out the total number of litter bins and the emptying frequencies across the District's parks and town/residential areas.

<b>Park Frequencies</b>	<b>Number</b>	<b>Town Frequencies</b>	<b>Number</b>
Daily	129	Daily	259
Weekly	76	Weekly	451
2 times per week	29	2 times per week	23
3 times per week	3	3 times per week	64
Monthly	14	5 times per week	2
<b>Total Park Bins</b>	<b>251</b>	<b>Total Town Bins</b>	<b>799</b>

- 8.2 In recent months the Council has received a number of complaints and queries from councillors and residents regarding the number of litter bins in situ and their emptying frequency. These issues range from overflowing litter bins to damaged or removed bins. During 2017 a condition survey was undertaken of the litter bins, their locations and their state of repair. Due to damage or age

there are circa 100 bins that are in need of immediate replacement. 20 of these bins are scheduled to be replaced before the end of May 2018 but there is only budget remaining to replace a further 20 this financial year.

- 8.3 There is presently circa 540 litter bins emptied on a daily basis and these collections are mixed in with other street/park cleansing tasks. Due to the nature of how the contractor set up the delivery of these tasks, there is limited scope to increase the number of litter bin collections without adding staff and vehicles to the contract.
- 8.4 The contractor has confirmed that they would need to source an additional vehicle and two extra staff to increase litter bin collections by any noticeable number. The additional vehicle would be dedicated to litter bin emptying and could provide an additional litter bin collections of between 150 to 200 per day. The number has a wide variant due to location of the bins as travel time between locations is the main factor in how many can be emptied in any one day.
- 8.5 In conjunction with the additional vehicle there is the option to increase the number of litter bins in high use areas/high yield areas. There are circa 75 locations that would benefit from increased capacity by either a larger litter bin or a second bin.
- 8.6 There is a substantial increase in visitor numbers during the summer month's due to the District having award winning parks which increases the volume of litter and waste across the Districts parks. To support the emptying of bins and litter picking operations last year in our parks we introduced an additional parks team. This operates for 5 months from the start of May to coincide with the Bank Holidays through to the end of September.
- 8.7 In conjunction with the parks team last year we introduced two seasonal cleansing operatives working on-site for 7 days a week in Jephson Gardens/Pump Room Gardens and St Nicholas Park for a 12 week period before and after the 7 week school holidays. This on-site presence helps with maintaining litter and emptying the litter bins around the high footfall areas.
- 8.8 Rural locations for bin emptying are time consuming and the current frequency for these collections is set to maximise fuel economy and load capacity for the contractor. Rather than increase the number of journeys by increasing the emptying frequency, rural areas would benefit from increased litter bin capacity in known hot spot areas. In addition to this, consultation with the Parish and Town Councils will seek to establish if bin locations are still relevant, or needed, in new locations. There will be a limit to the additional capacity available but this detail will be worked through with each Parish or Town Council.