

# **Guide to Residential Development**

## **Supplementary Planning Document (SPD)**



**November 2013**



*‘Good design has the power to transform people’s quality of life. Good-quality places must not be seen as a luxury. Well-designed homes, streets, parks, workplaces, schools and hospitals can all have a positive impact on our lives and our communities. Harnessing the power of good design can create a built environment of inspiring places and space as well as buildings.’*

*‘Good design doesn’t mean: buildings in any particular style –it means smart thinking about efficient use of resources and direct response to needs and all development is encouraged to mesh with larger planning and local objectives.’*

*By good design we mean: buildings and spaces that are fit for purpose and will last, development that is in the right place and responds to its surroundings, places that are designed for all to use and promote community inclusion and cohesion proposals, that respond to environmental imperatives and minimise their carbon footprint, schemes that create spaces and places that people will enjoy and be proud of (CABE).*



## Contents

1. INTRODUCTION.....	4
2. POLICY CONTEXT.....	6
3. DESIGN POLICY AND GUIDANCE FOR ALL NEW RESIDENTIAL DEVELOPMENT.....	13
4. GUIDELINES SPECIFIC TO CERTAIN TYPES OF RESIDENTIAL DEVELOPMENT IN ADDITION TO THE GENERAL POLICY AND DESIGN PRINCIPLES.....	25
5. APPENDICES.....	38
APPENDIX 1 – CONTACT DETAILS.....	38
APPENDIX 2 – USEFUL PUBLICATIONS AND LINKS.....	39

# 1 Introduction

## Purpose

- 1.1 A key objective of the Core Strategy is to ensure that the right mix and type of homes are delivered in the right places to meet the identified local need. Good design is vital to ensure that Worthing's built environment is not compromised. This Supplementary Planning Document seeks to outline the key elements for achieving these objectives when considering all new residential developments in Worthing. This SPD therefore, covers matters such as: housing mix; density; sustainable construction and design amongst others. The overall aim is to ensure that the right type of homes are built where they are needed and to the highest design quality.
- 1.2 The Council's planning policies in the adopted Core Strategy aim to protect and enhance the quality of life and are the basis for promoting and managing development in the borough. The National Planning Policy Framework (NPPF) advises that Supplementary Planning Documents (SPD) should only be used where they can help applicants make successful planning applications or aid infrastructure delivery and should not be used to add unnecessarily to the financial burdens on development. This Guide to Residential Development SPD will not set out any additional policy or procedural requirements; rather it will address locally important issues and provide further guidance on existing planning policy as signposted in the adopted Core Strategy.
- 1.3 The aim of this SPD is to interpret policy as well as to include design-led good practice guidance, pulling together information in one place. As such, it should contribute to successful planning application outcomes and improved design and, in taking account of policies and other standards and requirements, should speed up the applications process.

## Status

- 1.4 Supplementary Planning Documents (SPDs), whilst not having Development Plan status, are intended to expand on policy or provide further details to support Development Plan Documents. SPDs are subject to statutory preparation procedures under Regulations 11-16 of the Town and Country Planning (Local Planning) (England) Regulations 2012. Development proposals should have regard to this document, which will be a material consideration in determining applications in conjunction with the relevant planning policies. The Council's planning policies have been referenced but for a full statement of policy and how it will be applied, the Core Strategy should be consulted.
- 1.5 This document was subject to public and stakeholder consultation from 28 June 2013 to 30 August 2013. A report outlining the responses to

consultation together with any proposed amendments was taken to members on 3<sup>rd</sup> October 2013 for adoption. A copy of the Statement of Consultation is available to view on the Council's website.

- 1.6 At the time of drafting this SPD officers were not aware that the Government was intending to publish its 'Housing Standards Review' consultation. Whilst this, in many respects, helps to endorse the approach being taken by the Council there are other local elements which may not necessarily align with the national agenda in the future. If these suggested changes are taken forward it may be necessary to review this SPD and local standards in response to any changes made to housing design standards at the national level.

### **Using this guidance**

- 1.7 This SPD provides general policy and design guidance for all residential development and then more detailed design guidance for specific types of residential developments. It is broken down into the following sections:
- **Section 2 Policy Context** - This provides the national and local policy context for the design of new homes.
  - **Section 3 Design Policy and Guidance for All New Residential Development** - This section provides an overview of the key local characteristics of Worthing and covers some of the elements that need to be considered when designing new residential developments.
  - **Section 4 Guidelines specific to certain types of residential development (in addition to the general policy and design principles)** - This section seeks to add clarity to some of the most relevant Core Strategy policies and gives some general guidance to more specific types of residential development.
  - **Section 5 Appendices – Appendix 1** provides useful contact details and **Appendix 2** includes a list of useful publications and links on the matters contained or referred to in this document.

### **Sustainability Appraisal (SA) Screening**

- 1.8 Consideration has been given as to whether an independent Sustainability Appraisal (SA) would be required for this SPD. It has been concluded that the SA undertaken for the Core Strategy will have already adequately covered the issues dealt with in this document. This document seeks to add clarity to policy and not add or set new policy or targets.

## 2 Policy Context

### National Objectives

- 2.1 The Government attaches great importance to the design of the built environment. Good design is indivisible from good planning and should contribute positively to making places better for people. The NPPF (para's.56 - 68) recognises the importance of planning positively for the achievement of high quality and inclusive design for all development, including individual buildings, public and private spaces and wider area development schemes.
- 2.2 Planning policies and decisions should aim to ensure that developments (NPPF Para. 58):
- *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 reflect the identity of local surroundings, 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; and*
  - *are visually attractive as a result of good architecture and appropriate landscaping.*
- 2.3 Local planning authorities should consider using design codes where they could help deliver high quality outcomes. **However, design policies should avoid unnecessary prescription or detail and should concentrate on guiding the overall scale, density, massing, height, landscape, layout and access of new development in relation to neighbouring buildings and the local area more generally** (NPPF para.59).
- 2.4 The NPPF places great importance on delivering a wide choice of high quality homes. Paragraphs 47 to 55 of the NPPF sets out the Government's approach to ensure this objective is delivered. It recognises the importance of using the local evidence base to objectively assess need for both market and affordable housing. It goes on to explain at paragraph 50 how Local Planning Authorities (LPA's)

can help deliver a wide range of high quality homes, widen opportunities for home ownership and create sustainable, inclusive and mixed communities. One of the key elements is for LPA's to identify the size, type, tenure and range of housing that is required in particular locations, reflecting local demand.

### The Issues, Challenges and Objectives for Worthing

- 2.5 The Core Strategy has identified the more significant issues and challenges facing the borough, which need to be addressed. These key issues and challenges have informed the spatial vision and strategy for the borough.
- 2.6 The Core Strategy provides the vision of how Worthing will look in 2026. The vision guides the rest of the Core Strategy and all subsequent documents in the Local Development Framework. It emphasises local distinctiveness and focuses on delivery to provide a clear message about the way in which the town will change. The following extracts from the Core Strategy Vision have particular relevance for this document:

***'There will be an adequate supply of housing that meets the needs of all residents. A range of dwellings (mix, type and affordability) will be supplied that seeks to match the income and locational needs of residents.'***

***'...The quality of the town's natural, historical, and built environment will continue to improve with due regard being given to mitigating against and adapting to the adverse impacts of climate change. New developments will be of a high quality and continue to be guided by the principles of sustainable development.'***

- 2.7 Following on from the Vision and setting the priorities for the Local Development Framework are the Seven Strategic Objectives. Whilst all seven have relevance in some way or other to this document, the following have a more specific relevance:
- **Strategic Objective 1 – Protect the Natural Environment** and Address Climate Change refers to the need to ensure that new development protects the natural environment and addresses the issues relating to climate change in consideration of location and design.
  - **Strategic Objective 4 – Meet Worthing's Housing needs** highlights the need ensure for the delivery of a mix of homes and to ensure that those homes are designed to meet the current and future needs of their occupants.

- **Strategic Objective 5 – Reduce Social and Economic Disparities and Improve Quality of Life for All.** This seeks to build sustainable communities where the overall quality of life for all is improved.
- **Strategic Objective 6 – Deliver High Quality Distinctive Places** seeks to improve the quality of life for all by ensuring that new development is built in the most sustainable locations, to a high standard that enhances the environment whilst respecting the character of the borough.

### Worthing Core Strategy

- 2.8 Worthing's Local Development Framework (LDF) consists of a series of documents; of particular relevance here is the Core Strategy. The Core Strategy sets out the Council's spatial vision, strategic objectives and spatial strategy. The Council has also developed a number of Supplementary Planning Documents (SPDs) and these will be a material consideration in the assessment of planning applications. A related SPD is the Space Standards SPD adopted Feb 2012. This Guide to Residential Development SPD supports the policies in the Core Strategy.
- 2.9 The most relevant Core Strategy policies are Policy 16 Built Environment and Design and Policy 8–Getting the Right Mix of Homes. Other relevant policies include Housing policy 9, which seeks to protect the existing housing stock and more particularly, family housing stock. Policy 17 (sustainable construction) and Policy 18 (sustainable energy generation) collectively seek to ensure that all new development will contribute to making Worthing a more sustainable place to live and work by reducing its contribution to carbon emissions and ensuring that the town is resilient to the local impacts of climate change.

### Strategic Housing Market Assessment

- 2.10 The housing policies in the Worthing Core Strategy were informed in part, by the Strategic Housing Market Assessment (2008). This provided an assessment of needs for all types of housing, taking account of demographic projections and the needs of different groups in the community, as well as housing demand and the level of housing supply necessary to meet this demand. It is intended to inform policies regarding the level of housing provision and the mix of housing to be provided through new development. In order to keep this information up to date and also in response to the publication of the NPPF the SHMA was recently updated (2012).
- 2.11 The SHMA update indicated Worthing had some 48,000 homes in 2011. It has seen below average growth in the housing stock over the last decade (5.2% compared to 6.8% across Coastal West Sussex) which in part reflects the geography of the Borough, which is largely

built-up, and bordered by the sea and the South Downs National Park. Affordable housing makes up 9.6% of the housing stock in 2011, which is below average for Coastal West Sussex (11.2%) and the South East region (14.0%). The affordable housing stock has however, increased by 0.9% since 2007.

- 2.12 The Borough's housing stock is focused towards smaller properties. In 2001 flats or maisonettes accounted for around a third of the housing stock. New housing also appears to have been reinforcing this trend, with a substantial 92% of all housing completions over the 2006-11 period being of one and two-bed properties. Over half (52%) of homes built have been of one-bed properties. **As evidenced in the SHMA there is a need to retain and increase the supply of family housing in the Borough<sup>1</sup>.**
- 2.13 In terms of affordable homes the SHMA is indicating a requirement for **1,200 additional affordable units over the 2011-31** period with over three-quarters of these being smaller (one and two bedroom) units. A similar analysis for market housing indicates a requirement for **2,800 additional market units** with 89% of this for two and three bed properties. Given the development constraints across the Borough there is no expectation that this housing need could be met. However, these figures provide clear justification for maximising the delivery opportunities within the town providing they are suitable and appropriate developments.
- 2.14 The SHMA identifies a strong case to seek to attract and retain more younger households, across the Sussex Coast Housing Market in order to support the local economy and business base, help shift the economy towards higher value-added activities and maintain a more balanced population profile (including for instance maintaining school rolls). This will require intervention both in attracting and retaining economic investment, continuing to improve the skills profile and levels of enterprise and innovation, and in developing the housing offer. As already identified the existing housing stock in Worthing is focused more towards smaller properties. Over the 2006-11 period just 9% of homes built in the Borough had 3 or more bedrooms, compared to an estimated need/demand for closer to 40% provision of larger properties such as this. Whilst smaller properties will remain attractive to younger households family units need to form a greater proportion of the overall stock.
- 2.15 Provision of family homes and the protection of existing family housing in the Borough will be important in helping to maintain a balanced profile of housing and population and in supporting the local economy. The SHMA Update continues to support Policy 8 in the Core Strategy which aims to achieve this, through the provision of predominantly

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<sup>1</sup> SHMA definition – 'Family housing is considered to include all properties with three or more bedrooms.'

family housing in areas of change outside of the Town Centre, for some family housing provision (homes with 3 or more bedrooms) within development schemes within the Town Centre, and in seeking to promote family housing provision through any appropriate infill development in suburban areas within the town. The SHMA equally supports Policy 9 which seeks to limit the subdivision of family housing to provide smaller units.

### Housing for specific groups

- 2.16 As of 2010 it was estimated that 21.2% of the population of Worthing was aged 65 or over, by 2030 this is expected to increase significantly to 26.9% (based on 2010-based Sub national Population Projections). The evidence suggests that they are more likely to live in social rented housing (especially single pensioner households) and given the projected increases in older persons there may therefore be additional pressure on the affordable housing stock from such households.
- 2.17 The growing older population (particularly in the oldest age groups) will also result in growth in households with specific housing needs. This will create demand for alterations to properties (such as to bathrooms, showers and toilets, provision of emergency alarms or maintaining homes). Many of these can be resolved in situ through adaptations to existing properties and through delivery of **new properties which meet 'lifetime homes' standards and can be adapted to households' changing needs.**
- 2.18 The growing older population will however, likely lead to some increase in requirements for specialist housing solutions. Over the 2012 to 2030 period a 50% growth in older population with dementia, and 45% increase in the older population with mobility problems is projected. Some of these people will require specialist housing such as sheltered or extra care provision. The evidence also suggests that the care home population can be expected to increase by around 710 persons between 2012 and 2030. (See section 4 of document)
- 2.19 The SHMA Update thus supports provision of supported or extra care housing, and development of lifetime homes.

## What developments does this guide apply to?

- 2.20 The following general principles, policies and standards apply to all residential development, including new dwellings, conversions, extensions and alterations. Additional standards may also apply depending on the type of development and these are set out in section 4. These guidelines are not intended to replicate any national guidance but rather set out the key elements for achieving well designed local residential developments (links to useful national guidance can be found at Appendix 2 of this document).

## The Planning Application

- 2.21 The level of information required for a planning application will vary depending on whether it is an outline or a full application proposal. **The Council's website contains details of what information applicants are required to submit for an application and further information can be sought from planning officers.**
- 2.22 A key element of the information required is the **Design and Access Statement**. This is required for significant applications to support and explain the proposals (see below).
- 2.23 For applications dealing with conditions following the grant of planning permission, more detailed information may be required in respect of materials, colours, details, landscaping etc.
- 2.24 In terms of consultation on applications the **Statement of Community Involvement** (June 2012) sets out the consultation requirements depending upon the scale of the development proposal (a copy of which can be found on the Councils website <http://www.adur-worthing.gov.uk/worthing-ldf/statement-of-community-involvement/>)
- 2.25 Development must be built in accordance with the planning permission, any legal agreement and matters approved under planning conditions. It is essential that any proposed deviation from the approved scheme is discussed with the Council to ensure the integrity of the scheme is maintained and to avoid the risk of enforcement action.

## Design and Access Statements

- 2.26 Design and Access Statements are required for most applications to explain and support applications for planning permission and listed building consent (Guidance on Information Requirements and Validation, DCLG March 2012 and the Council's website: <http://www.adur-worthing.gov.uk/planning/applications/>).

- 2.27 It is important that the Design and Access Statement does not just describe the existing situation and /or the proposal but rather explains and justifies it and identifies the positive contribution it will make. It is important that this document contains sufficient information to allow planning officers, Council members and the local community to be able to assess the proposals. Planning applications will also need to be supported by evidence that shows how the proposal will meet policy requirements and the requirements set out in this SPD. If relevant, this will need to include justification as to why an application cannot meet the requirements set out in this document, other relevant SPD's and Core Strategy policies.
- 2.28 Design and Access Statements should include diagrams, plans and photographs that explain an analysis of the site, the overarching development principles and design concept. This will need to be supported by written commentary. It is important to include any consultation that has been undertaken prior to submission and how this has influenced the final design.
- 2.29 Further information about what information needs to be submitted for a planning application can be found on the Council's website.

### 3 Design and Policy Guidance for All New Residential Development

#### Policy 16 - Built Environment and Design

Throughout the borough, all new development will be expected to demonstrate good quality architectural and landscape design and use of materials that take account of local physical, historical and environmental characteristics of the area. In particular, new development should display a good quality of architectural composition and detailing as well as respond positively to the important aspects of local character, exploiting all reasonable opportunities for enhancement. Where appropriate, innovative and contemporary design solutions will be encouraged.

The settlement structure, landscape features and buildings which represent the historic character of Worthing should be maintained; preserving and enhancing existing assets. Where the quality of the existing building(s) or local character is weak, solutions need to be sought which raise overall quality.

Design should encompass well-structured streets that are safe, pedestrian friendly, with an accessible layout and that will increase permeability throughout the borough. Development layouts, pedestrian environments and public spaces should be designed in a manner which maximises connectivity and actual and perceived safety. This will be achieved by carefully arranging buildings, spaces and access points to maximise natural surveillance, making good use of natural and artificial light and ensuring that the mix of uses and dwelling types contributes positively to the area.

New development should factor the site's physical features and resources into the design, considering wind direction and solar orientation when designing streets and buildings to minimise energy demand.

- 3.1 To retain the quality of the local environment, it is essential that development proposals are designed to respond positively to their context. New development should relate well to its surroundings. It should not ignore the existing environment but should respond to it, exploiting site features and incorporating them into the process.
- 3.2 Modern buildings can seek to distinguish themselves by contrast, or harmonise by reflecting prevailing character and design. In either circumstance, inadequately considered design, cost-effective materials and 'off the peg' details (such as windows and doors) can fail to result

in a successful outcome in terms of the relationship of new development in the context of designated heritage assets. New development should be of a high quality which responds to the urban context and settlement pattern.

### **The Local Context**

- 3.3 A key element to the achievement of good design is an appreciation of the context in which it is situated. During the design process of any new development consideration will need to be given to its local setting, the surrounding densities, local building heights and other local features.
- 3.4 Worthing is located on the south coast and sits between the Sussex Downs to the north and the English Channel to the south. Its setting adds to its distinctiveness and creates a unique environment. Whilst its setting is valued, it brings with it some particular constraints. It is predominantly urban in character but does contain a number of environmentally sensitive areas and its countryside is of particular importance and quality. Most of the land that sits outside the built up area is located within the South Downs National Park.
- 3.5 The development of Worthing, as with most seaside towns, has evolved for economic, recreational and historical reasons but has retained a focus with the sea. This focus has resulted in an urban form that concentrates density and activity along the southern edge of the town and its 7.5km of shoreline. Outside the town, centre and seafront area the borough is more suburban in character. Such an urban pattern creates what is in effect a 180-degree town with its 'central' and most dense areas on its edge.
- 3.6 The historic development of the town occurred through the merging of separate villages and centres such as Tarring and Broadwater. The expansion of the town in this way is still evident today with the distinct areas centred on the parish church or local shops that each have their own identity and character.
- 3.7 Despite being principally urban in character, Worthing contains a number of environmentally sensitive areas. Much of the built environment and the town's Victorian heritage is highly valued and the borough includes 26 conservation areas, 360 listed buildings and over 1,000 buildings regarded as being of important local interest. The seafront is one of the most important assets accommodating many of the historical buildings, gardens and public spaces that represents the Victorian seaside resort it once was. Further details of the Conservation Areas and their accompanying Appraisals, together with the Lists of Listed and Locally Listed Buildings can be found on the Council's website.

- 3.8 When considering the design of new residential developments reference should be made to the existing guidance such as 'By Design' (<https://www.gov.uk/government/publications/urban-design-in-the-planning-system-towards-better-practice>) which considers residential space and layout issues in some detail. Details of other useful design guides can be found in Appendix 2 of this document.
- 3.9 Building for Life which is a national standard for well designed homes and neighbourhoods administered by Design for Homes ([www.designforhomes.org](http://www.designforhomes.org)). This guidance focuses on the environment and community, character, streets, parking and pedestrianisation, and design and construction. It contains 20 criteria to aid good design. The following are particularly relevant when considering the context of a development:
- 05 - Does the development have any features that reduce its environmental impact?
  - 07 - Does the scheme exploit existing buildings, landscape or topography?
  - 08 - Does the scheme feel like a place with distinctive character?
  - 09 - Do the buildings and layout make it easy to find your way around?
  - 10 - Are the streets defined by a well-structured building layout?
  - 16 - Is the public space well designed and does it have suitable management arrangements in place?
- 3.10 **Undertaking an appraisal of the local context will help generate a sense of place for new development.** In addition, it will help to identify opportunities for sustainable design, including the potential for integrating environmental technologies or sustainable drainage.

### Internal space standards

All new dwellings including extensions and conversions should comply with the requirements of the Space Standards SPD. Where proposals do not comply a clear justification will need to be set out in the planning application.

- 3.11 It is important to ensure that dwellings are capable of providing a suitable layout and adequate room sizes that reflect the use and type

of accommodation. In February 2012, the Council adopted the Space Standards SPD. The purpose of this document is to ensure that the floor area and associated storage space in new residential developments and conversions in Worthing is sufficient to secure a satisfactory standard of accommodation for their residents. **Applicants need to refer to this document, as this will form part of the basis on which decisions are made on any relevant planning application.**

### Lifetime homes

New residential development should demonstrate how the design features of the Lifetime Homes Standard have been considered.

- 3.12 New residential development should seek to incorporate the principles of Lifetime Homes Standards. The evidence in the SHMA as indicated at Para.2.17 of this document demonstrates the need for housing that meets the specific housing needs of Worthing's population. Lifetime Homes are homes designed to accommodate the changing needs of occupants throughout their lives. They are a nationally recognised set of principles that should be implicit in good housing design. The standards seek to enable 'general needs' housing to provide either from the outset or through simple and cost effective adaptation, design solutions that meet the existing and changing needs of diverse households. A home built to these standards will meet the requirements of a wide range of households, including families with pushchairs as well as some wheelchair users (but not all). Many wheelchair users will require purpose-designed wheelchair housing.
- 3.13 **Lifetime Homes are based around meeting 16 design features.** Ideally, all 16 design features will be met or exceeded, to reach Lifetime Homes standards to benefit everyone and help residents remain in their communities. Where it is not possible for all 16 features to be met due to site constraints, applicants should provide details of which standards can not be met and justify the reasons for each through their **Design and Access Statement**. Those standards that can be achieved should still be met. The 16 Lifetime Homes features are set out below. Should the Habinteg House Association update the Lifetime Homes Standards after the adoption of this document, the Council will use the updated standards.

Building for Life Criteria

Building For Life Criteria	Key Principle
<b><u>Criterion 1</u></b> – Parking (width or widening capability).	<b>Principle:</b> Provide, or enable by cost effective adaptation, parking that makes getting into and out of the vehicle as convenient as possible for the widest range of people (including those with reduced mobility and/or those with children).
<b><u>Criterion 2</u></b> – Approach to dwelling from parking (distance, gradients and widths).	<b>Principle:</b> Enable convenient movement between the vehicle and dwelling for the widest range of people, including those with reduced mobility and/or those carrying children or shopping.
<b><u>Criterion 3</u></b> – Approach to all entrances	<b>Principle:</b> Enable, as far as practicable, convenient movement along other approach routes to dwellings (in addition to the principal approach from a vehicle required by Criterion 2) for the widest range of people.
<b><u>Criterion 5</u></b> – Communal stairs and lifts	<b>Principle:</b> Enable access to dwellings above the entrance level to as many people as possible.
<b><u>Criterion 6</u></b> – Internal doorways and hallways	<b>Principle:</b> Enable convenient movement in hallways and through doorways.
<b><u>Criterion 7</u></b> – Circulation Space	<b>Principle:</b> Enable convenient movement in rooms for as many people as possible.
<b><u>Criterion 8</u></b> – Entrance level living space	<b>Principle:</b> Provide accessible socialising space for visitors less able to use stairs.
<b><u>Criterion 9</u></b> – Potential for entrance level bed-space	<b>Principle:</b> Provide space for a member of the household to sleep on the entrance level if they are temporarily unable to use stairs (e.g. after a hip operation).
<b><u>Criterion 10</u></b> – Entrance level WC and shower drainage	<b>Principle:</b> Provide an accessible WC and potential showering facilities for: i) any member of the household using the temporary entrance level bed space of Criterion 9, and: ii) visitors unable to use stairs.

<b>Criterion 11 - WC and bathroom walls</b>	<b>Principle:</b> Ensure future provision of grab rails is possible, to assist with independent use of WC and bathroom facilities.
<b>Criterion 12 – Stairs and potential through-floor lift in dwellings</b>	<b>Principle:</b> Enable access to storeys above the entrance level for the widest range of households.
<b>Criterion 13 – Potential for fitting of hoists and bedroom / bathroom relationship</b>	<b>Principle:</b> Assist with independent living by enabling convenient movement between bedroom and bathroom facilities for a wide range of people
<b>Criterion 14 – Bathrooms</b>	<b>Principle:</b> Provide an accessible bathroom that has ease of access to its facilities from the outset and potential for simple adaptation to provide for different needs in the future.
<b>Criterion 15 – Glazing and window handle heights</b>	<b>Principle:</b> Enable people to have a reasonable line of sight from a seated position in the living room and to use at least one window for ventilation in each room.
<b>Criterion 16 – Location of service controls</b>	<b>Principle:</b> Locate regularly used service controls, or those needed in an emergency, so that they are usable by a wide range of household members - including those with restricted movement and limited reach.

- 3.14 The complete Lifetime Homes standards together with detailed advice as to how each criterion can be met is available from <http://www.lifetimehomes.org.uk/>

### Designing out crime

All new development should demonstrate how its design has considered crime prevention and security.

- 3.15 Secured by Design – focuses on crime prevention at the design, layout and construction stages of homes and commercial premises. Safer Places 2004: the Planning System and Crime Prevention – is a government publication, which includes a great deal of design advice related to all kinds of development.

### Car and cycle parking

All new development should accord with car parking and cycling standards.

- 3.16 The recommended levels of car parking and cycle provision are set out in Guidance for Car Parking in New Residential Developments (September 2010) published by West Sussex County Council. New development needs to accord with this guidance.

[http://www.westsussex.gov.uk/leisure/getting\\_around\\_west\\_sussex/parking/parking\\_standards.aspx](http://www.westsussex.gov.uk/leisure/getting_around_west_sussex/parking/parking_standards.aspx)

### Extensions to existing residential development

All new extensions need to consider the Council's guidance on the design of extensions to existing buildings.

- 3.17 The General Permitted Development Order sets out the types of development for which planning permission is not required. This is called permitted development rights. Planning permission is not required for many alterations and small extensions to single family houses. However, purpose built flats and houses converted into flats have no permitted development rights and planning permission is always required. The Government's free booklet "Planning: A Guide for Householders" is available from [www.communities.gov.uk](http://www.communities.gov.uk). The Council has also produced separate guidance to guide the design of extensions to existing buildings (available on the Council's website).

### Sustainable Design and Construction and Sustainable Energy

Until superseded by any National Legislation, the Council expects ALL new homes to achieve Code for Sustainable Homes (CSH) level 3 as an absolute minimum. Applicants are encouraged to aim towards delivering code level 4. Developers will be expected to provide certification evidence of the levels achieved in accordance with Core Strategy Policy 17.

- 3.18 The Government in the NPPF recognises the key role that planning has in helping to shape places to secure radical reductions in greenhouse gas emissions, minimising vulnerability and providing resilience to the impacts of climate change, and supporting the delivery of renewable and low carbon energy and associated infrastructure (Para 93).

3.19 The Council is committed to sustainable design and construction principles as well as mitigation of the impacts of climate change by reducing carbon dioxide emissions associated with new developments within the borough. Over the next few years, the Building Regulations are set to become increasingly stringent in terms of carbon dioxide (CO<sub>2</sub>) emissions reduction targets and it is becoming more and more important for both local planning authorities and developers to play their part.

**Building Regulations CO<sub>2</sub> emissions targets**

Date	2010	2013	2016
Energy/carbon improvement as compared to Part L (Building Regulations 2006)	25%	44%	zero carbon
Equivalent energy/carbon standard in the Code	<b>Code level 3</b>	<b>Code level 4</b>	<b>Code level 6</b>

Source: Building a Greener Future: Policy Statement (DCLG July 2007)

3.20 Core Strategy policy 17 seeks to ensure that all new residential developments achieve the minimum national standards for sustainable construction with a particular emphasis on water efficiency. The Code for Sustainable Homes (or any national standard that supersedes them) will be used in assessing such developments. It is expected that where it is viable and achievable new residential development should go beyond minimum targets. It is currently mandatory for all new residential development to be rated against this code, but not for new dwellings to meet a particular level of the Code. The exception is for the Energy and CO<sub>2</sub> category. As the table above demonstrates, the Government have proposed increasingly tighter building regulations over time. Core Strategy Policy 18 seeks to encourage new development to increase the use of more sustainable energy sources.

3.21 The Council has been successful in achieving code level 3 and above in applications for new residential developments. However, in line with the Governments increasingly tighter requirements the Council will seek to ensure that the highest levels that are viable and achievable are delivered on each development.

3.22 In terms of design it is clear that local planning authorities should not refuse planning permission for buildings or infrastructure which promote high levels of sustainability because of concerns about

incompatibility with an existing townscape if those concerns have been mitigated by good design (unless the concern relates to designated heritage asset and the impact would cause material harm to the asset or its setting which is not outweighed by the proposal's economic social and environmental benefits).

The goal is to ensure that all new development (including conversions, extensions and changes of use) will contribute to making Worthing a more sustainable place to live and work by reducing its contribution to carbon emissions and ensuring that the town is resilient to the impact of climate change.

3.23 The following points should be considered when considering the design of new residential developments;

- **Energy** – consideration of energy issues needs to happen right at the start of the design process. New development should be designed in accordance with the energy hierarchy i.e:
  1. Use good design to minimise the developments energy needs
  2. Then make the most use of efficient energy, heating and cooling systems
  3. Then, use renewable sources of energy.
- **Water conservation** - this is of particular local importance and similar to the approach to energy the objective should be reduce the need for water through good design and supply the water that is needed in the most efficient way to reduce the demand:
  1. **Reduce the need for water** – ensuring that new development is fitted with efficient water fittings and plumbing e.g. dual flush toilets. Water meters for each unit will help build up an awareness of usage.
  2. **Supply water efficiently** - it is not necessary to use 'drinking water' for a range of household of activities such as; flushing toilets and watering plants – as an example rainwater or grey water could be used instead.
- **Design out pollution and nuisance** – this includes considering matters such as:
  1. **Site layout, building form and massing** - this involves considering noise sensitive uses such as residential and how to separate them effectively from noise sources such as busy roads or noisy industrial uses.
  2. **Landscaping** - well designed landscaping can help screen and contain noise and light plants can also help filter air and as such development should maximise the use of plants.

3. Careful consideration needs to be given to matters such as; the use of mechanical systems and boiler system. Mechanical ventilation system should only be used to compliment natural ventilation and should be both efficient and not create a noise nuisance. Consideration will need to be given to the type and scale of boiler systems so as to minimise pollution.
4. **Construction activity and impact on amenity during construction** - Construction needs to be carefully managed both in terms of the way it is undertaken to prevent pollution through, for example, the washing into waterways of sediment and chemicals, dust and noise and disturbance to local residents.

In conjunction with other Sussex Local Authorities the Council has prepared noise guidance which should be considered in any relevant application. This is available on the council's website.

- **Minimise Waste** – development should seek to:
  1. **Avoid the creation of waste in the first place** – for example, can the existing building on the site be reused or adapted?
  2. **Reuse the waste that is created as much as is possible** – this could be using it for aggregate, fill, landscaping etc.
  3. **Recycle waste to reduce landfill** - where it is not possible to reuse material or there is a surplus then this should be recycled possible for other building projects. Where additional building material is needed for a development then the preference is for the use of recycled material from sustainable and local sources.
  4. Facilities should be provided within new developments to encourage the recycling of waste.
  
- **Enhancement and protection of biodiversity and the natural environment** – new development should not only protect what exists but also contribute to enhancing the local environment. It is important therefore, to understand the site and its context. The following should be considered:
  1. **Assess the site** – consider the natural features and whether there are any protected species or habitats etc or does it have links to nearby natural areas or habitats?
  2. **Consider how the development will impact on the nature conservation value of the site** – could nature conservation be designed into the development?
  3. Where any loss of nature conservation value occurs and there is no viable alternative then **consideration will need to given to the compensation for the loss.**
  4. Consider how the way the development will be built will impact on nature conservation such as: how will habitats and trees be protected etc?

- **Planning for Flood Risk** – new development should be located, designed, built and operated in ways that reduce the risks from flooding as much as possible. Key considerations are:
  1. **Building in flood risk areas** - government has given clear guidance as to where development of different uses can be located. Residential and other vulnerable use have to be directed to areas of the lowest flood risk possible (more information can be found at <http://www.environment-agency.gov.uk/> and the Councils website.
  2. **Making buildings safe** - consideration will need to be given to site layout ensuring that the most vulnerable uses are in areas of the site with lowest flood risk. Buildings will need to be designed and built to withstand any potential flooding. Consideration will need to be given to matters of safety of the occupants and how they will evacuate the site safely if required to do so.
  3. **Reducing flood risk** – the design of new developments can be designed in such a way so as to minimise the likelihood of flooding. For example, building should not block key flood flow paths. The design of drainage is important, it needs to cope with the heaviest storms and help reduce and slow down the amount of run-off leaving a site. Surface water should be managed on or close to site using sustainable urban drainage techniques (SUDs). Consideration needs to be given to the amount of hard surfacing and the materials used.
  
- **Adapting to Climate Change** – even with all the sustainable measures of design in place there will still be a certain amount of climate change due to emissions that have already occurred. Development will need to be designed in such a way as to minimise and adapt to such impacts.
  - 1 **New development will need to be designed to deal with ranges in temperatures and weather conditions** particularly milder winters with more intensive rainfall and hotter drier summers. Therefore, development should orientate buildings and streets to minimise summer and maximise winter solar gain, use trees and other shading, include green roofs and walls, maximise natural ventilation and help create green spaces.

### Sustainable Energy

The Council will expect all new development to include sufficient on-site renewable energy generation in line with Core Strategy Policy 18.

- 3.24 Core Strategy Policy 18 considers the approach to achieving both a reduction in energy use and ensuring that energy requirements are met in the most sustainable way. As indicated above when considering energy in a new development it should be designed in accordance with the energy hierarchy i.e.
- **Firstly** - use good design to minimise the developments energy needs
  - **Secondly** - make the most use of efficient energy, heating and cooling systems
  - **Thirdly** - use renewable sources of energy.
- 3.25 The Core Strategy encourages 10% on site renewable energy provision on developments of 10 or more dwellings or 1,000m<sup>2</sup>. In the Areas of Change and other major developments the expectation is that there will be greater opportunity to secure on site or off-site renewable energy.
- 3.26 The level of renewable energy provision will be based on the predicted energy use of the development having taken into consideration the energy hierarchy as outlined above. Essentially the more a building/development can be designed to reduce its energy needs the lesser the requirement for renewable energy.
- 3.27 Renewable energy can be achieved by using a number of different technologies including solar hot water panels, photovoltaic panels, small wind turbines, biomass heating and hot water systems, and ground and air source heat pumps. As not all technologies are suitable for all sites applicants will be expected to undertake an individual site assessment to determine the most suitable source of renewable energy for their development. Where policy targets are not met applicants will need to submit evidence to demonstrate why it is not feasible or viable to do so. This evidence will need to be submitted as part of the Design and Access Statement that accompanies the planning application.
- 3.28 Applicants are advised to refer to the West Sussex Sustainable Energy Study 2009 which was commissioned to consider opportunities to deliver renewable energy sources within the County including Worthing.

## **4 Guidelines specific to certain types of residential development in addition to the general policy and design principles**

- 4.1 This section seeks to add clarity to some of the Core Strategy policies and in particular Policies 8- Getting the Right Mix of Homes and Policy 9 – Existing Housing Stock. Essentially, these two policies seek to ensure larger family accommodation is secured in the borough by protecting the existing stock and securing more through new housing developments. Provision of family homes and the protection of existing family housing will be important in helping to maintain a balanced profile of housing and population and in supporting the local economy.
- 4.2 This section also seeks to provide guidance on a number of issues of local concern. There is particular concern in certain areas of the borough where there is pressure for development for infill and backland development, which cumulatively are sometimes having a negative impact on the character of the area

**The guidance in this section is in addition to the general principles set out in section 3.**

### **Housing Mix**

#### **Policy 8 - Getting the Right Mix of Homes**

‘The Core Strategy will deliver a wide range of high quality homes to address the needs of the community:

- Higher density housing including homes suitable for family occupation to be located in and around the town centre
- Areas of Change outside the town centre, new development will predominantly consist of family housing
- Within suburban areas only limited infilling which will predominantly consist of family houses.’

A key objective of the Council is delivering a range of housing types to diversify the housing offer and in particular meet the needs of family housing.

- 4.3 This policy has as its main objective to redress the imbalance in the housing mix that has dominated recent new development, namely smaller flats. The SHMA as outlined in Section 2 of this document is the key mechanism for considering the mix of housing required and together with the Strategic Housing Land Availability Assessment informs the level of future housing provision.

- 4.4 The SHMA provides the evidence base for the policy approach set out in the Core Strategy. As already outlined Worthing's housing offer is focused towards smaller properties. The shift to the construction of 1-2 bed properties over the last 5 years has been significant. Flats account for almost one-third of Worthing's total housing stock. The majority of the flats are in purpose built blocks but a significant proportion of flats are in converted buildings (often resulting from the sub division of larger Victorian and Edwardian properties).
- 4.5 The SHMA found that between 2006-2011, just 9% of homes built in the borough had 3 or more bedrooms compared to an estimated need/demand closer to 40% provision of larger properties such as this.
- 4.6 Therefore, the policy approach is one that seeks to increase the number of family homes through new development and to protect the existing stock. Whilst the policy acknowledges that there is still a valid role for flats to play and particularly in higher density, town centre developments they should not form the principal type of future housing stock in the Borough.

### Family Housing

A family home is generally considered to be a 3(+) bedroom house with a suitable layout and level of internal space together with accessible usable amenity space to meet family needs.

- 4.7 Families come in all sorts of shapes and sizes and therefore, there is no universal standard that can be used. However, there are a range of definitions that different organisations use to meet their particular needs.
- 4.8 There is significant research to indicate that accommodation that is too small, has unsuitable layouts and lacks the facilities needed for family life, can impact on the health and well-being of the individual and put a particular strain on the family unit.
- 4.9 It is therefore, important that new homes are designed to meet the needs of the proposed occupants. The Council has already adopted a Space Standards SPD to provide additional information to applicants when designing new residential developments, the purpose of this section is to provide further guidance as to what is expected in the design of family housing.
- 4.10 In light of the SHMA evidence and the need for larger family homes in the borough, it is considered that family homes are dwellings of three or more bedrooms and that these would usually be houses rather than apartments. Whilst the Council will, in general, apply this definition it is clear from research that a family home is more than a number of bedrooms.

4.11 **Whilst the evidence is clear that it is larger family homes of 3 bed plus that are the focus of this policy, there may be circumstances where a larger 2 bed dwelling would still provide for family accommodation and may be acceptable in certain situations.** In such circumstances it would be expected that the unit concerned would have 2 larger bedrooms and would accommodate at least 3 people, have adequate internal and external storage areas to meet the needs of a family. It should normally have direct ground floor access to a suitable area of private amenity space suitable for children to play safely and for the sole use of the occupants.

4.12 The following elements will need to be considered when designing a home suitable for family occupation (in addition to the standards set out in the Space Standard SPD):

- **Internal layout - consideration needs to be given to factors such as room sizes, room division, use of rooms, size of hallways etc.** There should be some private space for children to study, to play, have time alone and for having friends to stay. This may well be a bedroom and as such, it will need to be of a sufficient size and layout to accommodate flexible use. Bedrooms may also be used for home working or even a quiet retreat from other family members. Consideration should be given to whether kitchen/living and dining areas are open plan or separate. Evidence suggests that families benefit when adults and children are able to occupy separate living spaces and therefore consideration should be given as to how the internal space can be flexibly used to accommodate this.
- **Storage space - both internal and external storage space is essential and should be of a size and location suitable for the needs of a family.** This should include space for prams/buggies bikes etc. Careful consideration needs to be given to utility spaces such as drying areas.
- **Garden and amenity space - family homes will need to have direct access to useable private amenity space or garden for the sole use of the household.** In most cases, this will be the provision of a garden area. The amenity area will need to provide for general amenity, a safe play space for children, for drying of clothes and storage. The Space Standards SPD specifies the minimum standards for gardens for houses and sets out standards for balconies and terraces.
- **Location of a Family Unit - Units that are designed for family use should normally be provided at ground floor level** as this gives direct access and prevents problems of carrying children etc upstairs. Justification needs to be given via design and access

statement as to why family units are placed above ground floor and how these units would still benefit from access to good quality private amenity space and safe children's play areas. Where a family unit above ground is accepted, then any balconies or terraces that are proposed will need to be designed in such a way that is suitable and safe for children and should also respect the character of the area and avoid overlooking. A minimum of 20m<sup>2</sup> of private amenity space should be provided per flat as detailed within the Council's Space Standards SPD.

- **House or Flat - Research indicates that the aspiration for most families is for houses rather than flats.** However, whilst the expectation is that family homes should in general be in the form of houses it does not necessarily mean that in some circumstances flats/apartments cannot provide a source of family housing providing that adequate internal and external space standards are met. This is particularly so when included within town centre and edge of centre developments.

4.13 The Local Planning Authority will assess all applications on a site – by site basis taking into account factors such as: established character; local density levels; and viability of the proposal. **All residential schemes will be expected to provide for as much family housing as is feasible.**

4.14 **In areas outside of the town centre/edge of centre it is expected that family homes will be the predominant housing type in new residential developments.** (This does not apply to specialist housing schemes specifically designed for the elderly or for supported accommodation for people with disabilities).

4.15 **Whilst this policy focuses on the delivery of family housing outside the town centre to diversify the housing offer and meet the needs of family housing it does not preclude the provision of family housing within the town centre.** It is acknowledged that in these circumstances it is possible that family homes may be provided in the form of apartments but it is essential that adequate internal and external space is provided.

### **Conversion of Existing Housing Stock**

4.16 The existing housing stock is an important part of the overall housing provision of the town, which contributes to meeting local needs. It is recognised that the conversion of existing housing can provide an important source of new housing, however a key objective for Worthing is to retain, where possible, existing family housing.

### Policy 9 - Existing Housing stock

The Core Strategy will seek to ensure the retention of the housing stock unless;

- The proposal results in a net increase in the family housing stock
- The housing and its environment is of an unacceptable standard, which cannot be improved
- The loss would facilitate the delivery of a needed community use

4.17 As previously explained family housing is defined under Policy 8 as being generally 3 bed plus (reference should also be made to Para 4.11 of this report). If it is determined, that the property subject of an application provides suitable family housing then policy 9 would apply and the loss of the property would only be allowed if the criteria set out above are met.

4.18 Where it is considered appropriate to allow the loss of the existing property through conversion, then the Councils Space Standards SPD should be referred to together with the following matters:

- **Refuse and recycling**- careful consideration will need to be given to the design and location of such facilities for each unit.
- **Size and layout** – should be designed in such to ensure a satisfactory internal layout with adequate space and daylight.
- **Amenity space** – where family units are being provided then careful consideration will need to be given to the design of the amenity space. There will need to be a safe area for children to play and matters such as clothes drying area will need to be considered.
- **Residential Amenity** - ensure that the proposal does not lead to unacceptable noise and disturbance to adjoining properties for example in relation to the adjoining buildings, rooms of a particular type should be arranged “side by side” and ‘above and below’ one another.

### Density Standards

The Council will expect the most effective use of land to be achieved in all new residential developments taking account of all other design and policy considerations.

- 4.19 Given the physical and environmental constraints in Worthing, land suitable for development is a scarce resource in the Borough. There are competing demands for its use and it is important that the limited amount of previously developed land is used efficiently when considering proposals for new residential development. It is important that residential development occurs in appropriate places, making effective and efficient use of land to provide new homes, jobs and services, without building on valued open space. The right level of density ensures efficient use of land without negative impacts on the environment.
- 4.20 Density is a measure of the amount of residential accommodation on a development site. The most common measure is calculated by dividing the number of dwellings per hectare. Net residential density is calculated using only the net residential developable area. The net residential developable area relates to only those parts of the site (or part of) which will be developed for housing and directly associated uses, including access roads within the site, private garden space, car parking areas, incidental open space and landscaping and children's play areas, where these are provided. For mixed-use schemes the net residential density is based on the proportion of the net developable area attributed to the residential components of the scheme.
- 4.21 The South East Plan (recently rescinded) contained Policy H5 which set an overall regional target of 40 dwellings per hectare. Planning Policy Statement 3 Housing also encouraged higher densities on sites before it was replaced by the National Planning Policy Framework which allows local planning authorities to set their own density targets.
- 4.22 Whilst Worthing's Core Strategy does not set density target per se **Policy 8 directs higher density housing to areas within and around the town centre.** Whilst it would not be appropriate for this SPD to set strict policy standards, it is considered appropriate to clarify that the Council will expect the highest appropriate densities to be achieved in all new developments. When considering the appropriate density levels for a new development the following consideration will be taken into account:
- Local context – what are the prevailing density levels?
  - Local character - existing building form and massing
  - How sustainable is the site?
  - How accessible is the site to: public transport, local facilities etc?
- 4.23 Housing development should relate satisfactorily to its surroundings and the character of the area so that it fits in and does not have a significant negative impact on amenity. High quality landscaping can help to mix a range of densities together. Whilst density will be taken into account in any development proposal, other site-specific factors such as the acceptability of the layout, access/egress, outlook and

design will also be material considerations, particularly on small sites, in mixed developments, conversions and extensions. Proposals will be treated flexibly, taking into account the individual circumstances of each case.

- 4.24 Strategic objective 4 of the Core Strategy refers to the right homes (type, size, tenure, design) being built in the right place with the **highest density** development located in the most sustainable and accessible locations. Careful consideration will be given to each application and higher density levels may be appropriate outside of the town centre where sites are close to existing centres or highly sustainable locations. As a general guide the Council will expect any development proposing **densities of less than 30dph** to put forward an ‘**exceptional circumstances**’ justification. **The onus will be on the applicant to demonstrate to the Council’s satisfaction, that it is the most efficient use of land taking account of all other design and policy considerations.** In most cases developments are expected to be significantly above 30 dph. Densities of 100dph and above may even be permissible in appropriate locations and there are many examples of high quality development where densities in excess of this have been achieved. As previously outlined, density is only one of many considerations when assessing a proposed new development.

### Backland and Infill Development

Whilst some infill development can provide a welcome addition to the Boroughs housing stock, backland garden development is generally regarded as an inappropriate form of development in the Borough and will be resisted in most cases.

- 4.25 Backland development is usually defined as development on land that lies to the rear of an existing property that often, but not in all cases, fronts a road. Access can be from the road serving the original properties from the front, from the side or from the rear. Backland development may occur within the curtilages of existing buildings or closely adjacent to them. Not all backland development is surrounded by residential, or proposed residential uses however, it does not include sites where development, as opposed to access to the development, adjoins a public highway.
- 4.26 Infill development is usually defined as development which fills a restricted gap in the continuity of existing buildings where the site has existing building curtilages, normally residential, adjoining on at least two sides.
- 4.27 Backland development is often but not solely, land that is formally used as gardens, or is partially enclosed by gardens. Garden space has a number roles including the contribution to local character, green infrastructure, secure spaces for play, biodiversity flood risk and mitigating the effects of climate change and such matters will need to

be considered when assessing any application that would involve the loss of such space. An important consideration when considering the appropriateness of any proposal for backland development will therefore be whether the garden land in question is considered to be of significant importance in the urban structure, is of scenic importance or provides wildlife value. If one or more of these apply and the value of the green infrastructure is significantly eroded without adequate mitigation / compensation then its loss will normally be resisted.

4.28 The NPPF at paragraph 53 allows LPAs to set policies to resist the inappropriate development of residential gardens (defined as greenfield land), for example, where development would cause harm to the local area. The current housing land supply is based on targets set out in the South East Plan and these housing targets can be met without relying on garden land.

4.29 A particular form of backland development that occurs in Worthing is **Tandem Development**. This is a form of backland development where a new dwelling is placed immediately behind an existing dwelling and served by the same vehicular access. It is often located at the rear of a long garden associated with one dwelling. Whilst this form of development may often make an efficient use of a large back garden associated with the primary dwelling, it is more often than not an anomalous and contrived form of development that makes little contribution to local distinctiveness. Dwellings often sit deep in the site and are adjacent to the quiet private gardens of the neighbouring dwellings. It is generally unacceptable because of the impact on the amenity of the dwelling(s) at the front of the site.

4.30 Other examples of backland/infill development that occur in Worthing include:

**Subdivision of plot with own street frontage** – this type of development can respond well to local distinctiveness. It can address the street and relate to the form and layout of the area. It is more likely not to intrude into the quite secluded garden areas of the neighbouring gardens. However, it can also erode openness of the public realm.

**Redevelopment** – this type of development makes efficient use of large gardens and can provide for a number of houses. In Worthing this has mainly resulted in the provision of family houses. Such development can be successfully designed to contribute to local distinctiveness. Often designed in the form of cul-de-sacs, which can be anomalous to the locality, but complementary to the character. Can be designed with a strong sense of place with appropriate form and layout.

4.31 Backland development, particularly for new residential units, can have a significant impact on amenity, neighbouring properties and the character of an area. As previously mentioned the Council has a

particular concern over the impact that certain types of backland development can have. The aim of the Council is to try and balance the provision of additional homes and contributing to meeting housing need and protecting the amenities of the new and existing residents. The Council acknowledges that there may be circumstances where some forms of backland development may be appropriate. To minimise impact on the surrounding area and neighbouring amenity, proposals for backland development need to consider the following:

- Development must not be more intensive than the existing development on the adjoining street frontage. Frequently backland development is single storey so as not to impose on the surrounding area. Backland development should echo the characteristics of existing neighbours.
- The degree of overlooking to neighbouring gardens must be minimised.
- Spacing between facing windows of habitable rooms. There should be no windows on the boundary between the backland development and existing properties to protect neighbours' privacy. As far as possible, the orientation of backland development should relate to that of the existing surrounding buildings i.e. dwelling backs facing dwelling backs and fronts facing fronts. Windows should look into the proposal site, rather than outwards where possible.
- The potential negative impact of noise nuisance.
- The potential negative impact of vehicular fumes.
- Impact on natural habitat including trees, vegetation and wildlife and any mitigation that might be required.
- Careful consideration will need to be given to potential impact on sensitive landscapes such as: the South Downs National Park.
- Backland development must integrate with existing landscape features.
- Access to the new backland development including vehicular, pedestrian and cyclists. It must be of adequate width to allow vehicular access to the development site as appropriate. This includes access for servicing and emergency services.
- There must be space within the backland development for refuse storage and consideration will need to be suitable for suitable refuse collection arrangements.

- Maximising security and surveillance through design.
- 4.32 The above are key considerations for all new residential developments but in the case of backland developments, they will be applied even more rigorously.
- 4.33 Infill development requires sensitive design and good landscaping if new buildings are to be fitted successfully into small sites in established residential areas. Insensitive infilling that will negatively impact on areas character or amenity will be resisted.
- 4.34 A backland or infill development should therefore, contribute to the character of the existing locality. In broad terms, a proposal that fails to complement the local area in terms of design, density levels and layout will be refused.

### Affordable Housing

The same minimum design considerations will be applied to affordable housing as to open market housing.

- 4.35 The Councils requirement for affordable housing is set out in Core Strategy Policy 10.
- 4.36 Where affordable housing is required in residential development the affordable housing must be integrated with market housing in terms of access and design as far as is practical. Failure to do so goes against the principle as set out in NPPF of creating mixed and balanced communities and reinforces social exclusion. It is recognised that management and maintenance issues associated with the affordable housing may impact on the level of integration that can be achieved whilst still ensuring affordability, particularly in flat developments. These issues will be considered in the determination of planning applications and in discussion with the relevant Housing Associations.
- 4.37 For larger schemes the physical integration of affordable housing among market housing, or 'pepper-potting' can cause difficulties in terms of the affordability of service charges, which may result in the units no longer being considered affordable as costs are taken into account when assessing the level of affordability. Where 'pepper-potting' can not be designed in a way to reduce the potential for high service charges in the affordable housing, it will be discouraged. It is sometimes easier to manage housing that is grouped together, for example in flat developments it is often more practical to integrate affordable housing by vertically grouping market and affordable housing to ensure that service charges are kept at affordable rates. However, this does not mean that there should be a marked difference in the quality and design of the affordable units.

- 4.38 Applicants are strongly encouraged to work closely with a partner Housing Association or Registered Provider to employ their skills and experience at an early stage of design to ensure that future effective management and maintenance of the affordable scheme can be properly considered and that the design of the development is cost efficient.
- 4.39 In addition to the standards set out in this SPD, it is recommended that all affordable housing is designed to meet the design and sustainability standards set out by the Homes and Communities Agency (HCA).

### Sheltered Housing and Supported Housing

The Council supports the provision of appropriate sheltered and supported housing to meet local needs and provide housing choice.

- 4.40 The Core Strategy refers to the '**Requirements of specific groups**' at paras 7.12 -7.15. There is no specific policy but the text does refer to the need to provide an appropriate choice of housing for all age groups and particularly the elderly given the demographic profile of the Borough. It goes on to say that this should include specialist accommodation, particularly in the form of supported and extra care housing as an alternative to residential care.
- 4.41 Sheltered housing and supported housing give people with specific needs the opportunity to live independently or with a degree of independence in a safe and secure environment, including:
- People with physical disabilities
  - Older people with extra care needs and those who need support to manage their own homes
  - People with mental health needs
  - People with learning disabilities
  - People leaving care and those setting up in new tenancies
  - People with alcohol and/or substance misuse problems
  - People fleeing domestic violence
  - Homeless people in temporary accommodation
  - People at risk of offending
  - People with HIV or AIDS.
- 4.42 Sheltered and supported housing can be in the form of hostels, residential care and nursing homes. Accommodation can be temporary or permanent and is usually in the form of small self-contained flats or non-self contained accommodation in the form of single rooms in a complex, with shared facilities.

**4.43 Applications for special needs housing should seek to meet the following minimum standards:**

Self contained flats or studio rooms with their own bathrooms and fitted kitchens should meet the minimum standards set out the Council's Space Standard SPD

- Single rooms should provide a minimum size of 7.5 sq m.
- Laundry facilities should be located on site and be accessible to all residents.
- A communal lounge of an appropriate size should be provided that is accessible to all residents.
- Communal gardens should be provided at a minimum of 50 sqm plus an additional 6.5sqm per person. Details of the maintenance arrangements of communal gardens should be included with the application.
- One guest room should be provided per 20 residents. The guest room should include a washbasin.
- Details of long-term management and maintenance arrangements together with details of safety and security measures should also be submitted with the application including supervision arrangements and intercom and alarm systems.
- All habitable rooms should have access to natural daylight. Rooms should be designed to take advantage of natural sunlight and ventilation.
- All bathrooms, WCs and kitchens should have adequate ventilation.
- Internal space for storage of waste should be provided within kitchens (in cupboards) and should have a minimum capacity of 30 litres and be able to store at least three bins for different types of waste.

**Living above shops and other commercial premises**

In appropriate circumstances the Council will encourage the use of upper floors above shops and other commercial uses to be used for residential purposes.

**4.44 The upper storeys of shops and other commercial buildings offer opportunity for residential development. Living above shops and commercial buildings can increase the vitality of an area and provide surveillance outside of normal business hours. Encouraging more**

people to live in town and local centres can increase the viability of centres and reduces the need to travel by car as centres usually have good transport links and there are increased opportunities for walking and cycling.

4.45 In appropriate circumstances the Council encourages the use of the upper floors above shops for residential uses to provide additional and varied housing choice. However, this is subject to the current existing use of upper floors. Where an employment use exists consideration will need to be given to its continued viability for employment use before residential uses will be considered. In such cases applicants are advised to consult the adopted Sustainable Economy SPD which outlines the criteria the Council will apply to such proposals.

4.46 The following points must be considered when assessing an application for living above shops or commercial properties:

- The amenity of residents and occupiers, or of the surrounding area.
- Sound proofing measures for the residential units.
- Design/space standards.
- Independent and safe access shall be provided to the residential unit which is separate from that of ground floor use.

## 5 Appendices

### Appendix 1 - Useful Contact Details

#### Planning Policy

Tel: 01273 263009

Email: [Planningpolicy@worthing.gov.uk](mailto:Planningpolicy@worthing.gov.uk)

Development Management – for planning applications, design matters, planning records;

Tel: 01903 221065

Email: [planning@adur-worthing.gov.uk](mailto:planning@adur-worthing.gov.uk)

## Appendix 2 – Useful Publications

The following list shows relevant design related and other documents which will be useful references when considering the design of residential developments. Developers are expected to both refer and be guided by them:

- **Space Standards SPD, February 2012** - The Councils adopted guide to the requirements for space standards for residential developments.
- **By Design** – urban design in the planning system towards better practise.  
[www.communities.gov.uk/publications/planningandbuilding/bydesignurban](http://www.communities.gov.uk/publications/planningandbuilding/bydesignurban)
- **West Sussex Design Commission ‘Design Principles’** -  
[www.westsussexdesign.org.uk](http://www.westsussexdesign.org.uk)
- For historic areas, the **Building in Context Toolkit** -  
[www.building-in-context.org.uk](http://www.building-in-context.org.uk)
- For Access related issues, the Manual for streets
- **Building for Life** – which promotes design excellence and gives good practise examples. Design for Homes.  
<http://www.designforhomes.org> and  
<http://www.designcouncil.org.uk/our-work/CABE/Localism-and-planning/Building-for-Life/>
- **Lifetimes Homes** - Standard Habinteg
- **Secured by Design** – advice on crime prevention design measures and layouts for both residential and commercial developments.
- **The Code for Sustainable Homes for new build residential developments** –  
<http://www.communities.gov.uk/planningandbuildings/sustainability/codesustainablehomes/>
- **Department for Communities and Local Government** - Information about the planning system, planning policy and guidance, building regulation and Code for Sustainable Homes.