

LONDON BOROUGH OF BRENT

**EXECUTIVE - 14 JUNE 2004**

FROM THE DIRECTOR OF ENVIRONMENT

FOR ACTION

NAME OF WARD  
ALL

**REPORT TITLE : CONSULTATION FEEDBACK ON SUPPLEMENTARY PLANNING  
GUIDANCE NOTE 4 (SPG4): DESIGN STATEMENTS**

FP Ref: ES-03/04-227

**1.0 SUMMARY**

1.1 This report gives Members feedback on the results of the public consultation process undertaken on a new draft Supplementary Planning Guidance note 4 (SPG4) Design Statements, and seeks approval of the document. The SPG had been produced to supplement the policies in the Unitary Development Plan (UDP) adopted in January 2004 to replace the Borough's 1996 plan.

**2.0 RECOMMENDATION**

2.2 That the SPG4 Design Statements, attached as Appendix 2, be adopted as supplementary planning guidance.

**3.0 FINANCIAL IMPLICATIONS**

3.1 There are no financial implications arising from this report. This type of guidance supplements the policy framework for assessing planning applications. The Councils regulatory service units will undertake the assessing of planning application(s) with costs contained within the existing budgets and staffing levels.

**4.0 STAFFING IMPLICATIONS**

4.1 The staffing implications are set out in the Financial Implications above.

**5.0 ENVIRONMENTAL IMPLICATIONS**

5.1 The new supplementary guidance will have a role in effectively contributing to the enhancement of the built environment within the Borough. The primary reason for this is that if approved the document will become important guidance supplementing the planning policy framework and will be used in assessing relevant planning applications and new development.

## **6.0 LEGAL IMPLICATIONS**

- 6.1 The framework for the planning system is contained within the Town and Country Planning Act 1990. It is a plan-led system in that Section 54A of the Act requires an application to be determined in accordance with the Council's Plan (UDP) unless other material planning considerations indicate otherwise.
- 6.2 The principle of Supplementary Planning Guidance is recognised in central government guidance (Planning Policy Guidance 1 and 12 in particular) as a way of covering detailed issues that support and supplement the policies within the Councils UDP. They are a helpful tool for both developers and the Council alike.
- 6.3 SPG notes are not statutory documents in the same way that the UDP itself is, but clearly are proper material considerations to take account of when determining individual applications.
- 6.4 The weight afforded to SPG notes when making decisions is increased if they arise out of, and are consistent with, the adopted UDP and if the guidance notes themselves have been subjected to, and prepared with, public consultation followed through with a formal Council resolution to approve them. The adopted UDP 2004 has now replaced the 1996 plan.
- 6.5 Within the provisions of the new Planning regime shortly to be introduced by the Planning and Compulsory Purchase Bill this summer, the adopted UDP would become a 'Saved Plan' and the Council will have a 3 year period in which to produce the new Local Development Framework (LDF). A Local Development Scheme (LDS) setting out the Council's programme for producing the LDF will shortly be produced for Members consideration and approval in the late Summer/early Autumn 2004. Supplementary guidance produced within the new regime will be known as Supplementary Planning Documents (SPDs).

## **7.0 DETAIL**

### **Supplementary Planning Guidance Number 4 Design Statements**

- 7.4 Policy BE1 of the Revised Deposit Unitary Development Plan 2001 had required that an 'Urban Design Statement' be submitted for major new development proposals. During the Public Inquiry held into the Plan in 2002, officers had proposed some changes to Policy & the supporting text, to basically extend the existing requirement for Design Statements for major development, to smaller schemes which the Inspector accepted in her recommendations
- 7.5 As a result, Policy BE1 of the Adopted UDP 2004, now requires a brief statement of the design approach to be submitted on smaller and/or uncontroversial proposals. A more detailed statement is required for sites of 0.3 hectares or more, and sites likely to have a significant effect on the public realm, in conservation areas, and sites affecting the setting of listed buildings or major regeneration projects.
- 7.6 A Design Statement is a document explaining the method(s) used to achieve an appropriate design solution for a particular site. It should be able to show how good design principles have been taken into account in generating a development proposal. The statement should also show how the proposal will contribute to the area. This guidance also provides the basis for assessing any planning applications which require a design statement. Consequently, by following the guidance in this

document, applicants will make it easier for the Planning Service to give favourable consideration to the design of their proposals

- 7.6 Due to the variable quality of Statements that have been submitted by applicants for major developments, since Policy BE1 first became operational, and the extension of the policy to cover smaller schemes, there is now a need to provide some guidance for applicants, on the Council's expectations. This new guidance should help make it easier to process applications within the timeframes set by Government, whilst still ensuring good quality design outcomes (See Appendix 2 of this report).

### **Public Consultation**

- 7.7 Following internal consultation and a report to Planning Committee in October 2003, wider public consultation has been conducted in line with the Authority's statutory obligations and policies which seek to ensure greater public participation and transparency in the planning process.
- 7.8 Public consultation was undertaken on the draft SPG between 13 February and 16 April 2004, with letters (See example in Appendix 1) sent to:
- Residents Associations
  - Local Area Consultative Forum
  - Ward Councillors
  - Registered Social Landlords active in the Borough
  - Key Developers/Agents/House builders active in the Borough
  - Statutory Consultees/Neighbouring Boroughs
  - Brent Libraries and One-Stop-Shops
- 7.9 The consultation document and the response form (See Appendix 1) were also placed on Brent's website (the Environmental Services and Planning WebPages). No formal objections to the draft SPG have been received.
- 7.10 Members are therefore asked to approve the final version of the SPG (See Appendix 2) for adoption as Supplementary Planning Guidance.

## **8.0 BACKGROUND INFORMATION**

- 8.1 Details of Documents – Until the Adopted UDP is published (by end of June/early July 2004), the Plan consists of the following documents:
- Replacement Unitary Development Plan, Revised Deposit version 2001
  - Proposed Modifications to the Revised Deposit UDP, June 2003
  - Proposed Further Modifications to the Revised Deposit UDP, November 2003
- 8.2 Any person wishing to inspect these documents should contact Dellé Odeleye, The Planning Service, Brent House, Wembley, Middlesex on 020 8937 5015.

**Richard Saunders**  
**Director of Environment**

**Chris Walker**  
**Director of Planning**

## **Appendix 1**

(Example of Consultation letter sent to Brent House One-Stop-Shop  
And Response form)

## THE PLANNING SERVICE

*RICHARD SAUNDERS*  
DIRECTOR OF ENVIRONMENTAL  
SERVICES

*CHRIS WALKER*  
DIRECTOR OF PLANNING



BRENT HOUSE, 349-357 HIGH ROAD  
WEMBLEY, MIDDLESEX, HA9 6BZ

**YOUR REF:**

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Brent House One Stop Shop  
349-357 High Road  
Wembley, Middlesex  
HA9 6BZ

9 February 2004

Dear Sir/Madam

### **Supplementary Planning Guidance Notes on Affordable Housing & Design Statements** **Your chance to have a say**

The Council has produced two draft supplementary planning guidance (SPG) notes:

- 1) An Affordable Housing SPG (prepared in conjunction with the Housing Service and a working party of three Registered Social Landlord active in the Borough, under the aegis of the Brent Housing Association Planning Sub-Group);
- 2) A Design Statement SPG.

and is now seeking your views. The public consultation period is open for the next 6 weeks. The final closing date for receiving comments will be the 26<sup>th</sup> of March 2004. Copies of the SPGs and response forms are available from the contacts below or on the Council's web page ([www.brent.gov.uk/env.nsf](http://www.brent.gov.uk/env.nsf)) and at Brent's libraries and One-Stop-Shops.

#### **Affordable Housing SPG**

The Replacement UDP sets clear policies (H1A to H4A) regarding the requirement for affordable housing units setting out when affordable units will be required, how many will be required and how these should be provided. It also currently includes detailed information such as the formula that will be utilised for calculating cash-in-lieu payments. Supplementary Planning Guidance note 21, Affordable Housing has been developed to clarify and further explain the policies of the UDP with respect to affordable housing and to incorporate some of this detailed information, at the request of the Planning Inspector in her report on the UDP Public Inquiry. Once adopted the supplementary planning guidance will be a material consideration to be taken into account when determining individual applications.

For copies of the document see the Council's web page ([www.brent.gov.uk/env.nsf](http://www.brent.gov.uk/env.nsf)) or call Annelise Johns on 0208 937 5346.

#### **Design Statements SPG**

Policy BE1 of the Replacement UDP requires that an 'Urban Design Statement' be submitted for all new development proposals. On smaller and/or uncontroversial proposals, a brief statement of the design approach should be provided. A more detailed statement is required for sites of 0.3 hectares or more, and sites likely to have a significant effect on the public realm, in conservation areas, and sites affecting the setting of listed buildings or major regeneration projects. Due to the variable quality of Statements that have been submitted by applicants for major developments, since Policy BE1 first became operational, and the extension of the policy to cover smaller schemes, there is now a need to provide some guidance for applicants, on the Council's expectations. This new guidance should help make it easier to process applications within the timeframes set by Government, whilst still ensuring good quality design outcomes.

For copies of the document see the Councils web page ([www.brent.gov.uk/env.nsf](http://www.brent.gov.uk/env.nsf)) or call Delle Odeleye on 0208 937 5315.

Please send your comments to: **Delle Odeleye**  
**The Planning Service**  
**349 High Road**  
**Wembley**  
**Middlesex HA9 6BZ**

or email her on [delle.odeleye@brent.gov.uk](mailto:delle.odeleye@brent.gov.uk).

A revised Brief taking into account your comments will be reported to the Councils Executive and the SKNDC Board for adoption in May 2004.

If you have any **questions** on the documents please do not hesitate to call me on 0208 937 5315.

Thank you,

Yours faithfully

Delle Odeleye  
Principal Planning Officer

# Draft Design Statements Planning Guidance Note - Response Form

The Planning Service is seeking your comments on a new draft supplementary guidance note on Design Statements. Please complete this form and return to Dellé Odeleye, Planning Service, Brent Council, 349 High Rd, Wembley HA9 6BZ by the 16<sup>th</sup> of April 2004

1. Is the document user-friendly? If not why not? (Please comment on the structure, photos, language, etc.)
2. Are the following sections clear, and do you think the content is appropriate?

## SECTIONS 1

a) The planning system/Purpose of the guidance

b) Other permissions/What to include in your application

## SECTION 2-3

c) What is a design statement/How will a design statement help?

d) When do you need a design Statement?

## SECTION 4-5

e) Stages in preparing a design statement? (Brief/Full)

f) Content of Design Statements (Brief/Full)

g) Checklist of Issues

## SECTION 6-7

h) Help with your design Statement/Useful References

## APPENDICES

i) Policy & Guidance/Contacts

## **Appendix 2**

(SPG4: Design Statements)