

The Rushmoor Plan: Home Improvements and Extensions Supplementary Planning Document (SPD)

Consultation Statement

Regulation 12 Town and Country Planning (Local Development) (England) Regulations 2012

Persons consulted when preparing the supplementary planning document

The Draft Home Improvements and Extensions SPD was subject to public consultation for a period of 6 weeks between 25 October 2019 and 6 December 2019. Copies of the draft document and supporting information (namely a Strategic Environmental Assessment Determination and the Statement of Matters and Availability (see Appendix 1)) were made available to view at the following locations during opening hours:

- Rushmoor Borough Council Offices
- Aldershot Library
- Farnborough Library

The SPD and supporting information was also made available to view online at <https://www.rushmoor.gov.uk/planningpolicyconsultations> (see Appendix 2) and promoted via the Council's social media accounts (Appendix 3) and Planning service homepage (Appendix 4). In addition, posters publicising the online consultation were displayed at around 40 locations in local parks and community noticeboards.

Representations were invited via an on-line survey on the website or via email or via post.

Consultation emails

The Council notified all those registered on the Rushmoor Local Plan consultation database. The database covers a wide range of stakeholders including local residents, businesses, statutory bodies such as Historic England and civic groups such as the Farnborough Society and Aldershot Civic Society. In total, there are approximately 150 contacts on the database and all were contacted via email (see Appendix 5).

Documents available on the Council's website

Copies of the draft SPD and the Strategic Environmental Assessment Determination were made available to view/download on the Council's website at <https://www.rushmoor.gov.uk/planningpolicyconsultations>

Summary of the main issues raised

31 responses to the consultation were received in total. Eight responses were received by email from organisations, of which four had no comments on the document (Public Health Hampshire, Natural England, Elmbridge BC and Waverly BC). The others made detailed comments on trees, crime prevention, water consumption and surface water drainage and these are set out in Appendix 6.

A total of 24 individuals and organisations responded to the online survey seeking feedback on the draft SPD. Of those who responded to the question, the majority described themselves as 'homeowners' although three identified as 'architect/planner'. Nine were currently planning home improvements or extensions. Around 75% of respondents said that their first impressions of the way the document was laid out were 'good' or 'excellent'.

The online survey then asked people to rate each section of the SPD on its clarity and/or usefulness, on a scale of 1 (not at all clear/useful) to 5 (very clear/useful). For each section, they were also asked to identify what information they felt was missing or suggest how the section could be improved. Detailed comments on the document are set out in full in the schedule attached as Appendix 6.

The online feedback on the introductory sections was very positive, with 80% of those who responded scoring 4 or 5 (very clear) for the sections on 'what the SPD is and what it is for', 'national policy context', 'local policy context' and 'when this guidance applies'. 100% of those who responded on the 'Checklist' at the end of the document scored it 4 or 5 (very useful).

The online feedback on individual sections of the draft SPD was also very positive, with the majority scoring 4 or 5 (very useful). The sections on 'Considering your neighbours', 'Extensions on corner plots' and 'Fences, walls and hedges' each scored 1 or 2 (not at all useful) from one respondent, although the remaining respondents scored them between 3 and 5.

A number of online respondents failed to answer any questions about the document. Of those that did respond, one commented that they had not received a copy of the document and another that it was difficult to comment without a copy of the document in front of them. To view the document, it was necessary to open it via the website. The inability to link the online survey to the document itself was one of the limitations of using Survey Monkey.

How those issues have been addressed in the supplementary planning document

The Officer responses relating to the detailed comments and how they have been addressed in the final version of the SPD can be found in Appendix 6.

Due to the feedback received that some sections were not useful, a comprehensive review of the document structure has been undertaken to make it more user friendly and avoid repetition wherever possible.

Some respondents sought changes to policy (e.g. a requirement for solar cells on all new roofs, setting a ratio for tree replacement) but the purpose of SPDs is to underpin adopted planning policies and not to set new policy. Therefore, it would not be appropriate to include these changes in the SPD.

Suggestions for wording aimed at clarifying terminology (e.g. 'subordinate') have been included in the text. The sections on utilities (paragraphs 2.23-2.24) and the impact upon trees (paragraphs 2.16-2.19) have been expanded in response to comments from an architect/planner, Thames Water and the Woodland Trust and a paragraph on reducing water consumption has been added at the suggestion of South East Water (paragraph 2.27). A new section and an appendix on crime prevention measures has been added at the suggestion of the Designing Out Crime Officer. Finally, whilst recognising that they may be of more interest to developers than householders, weblinks have been added within the text to signpost design guidance on trees in residential development (The Woodland Trust) and the Government's recently published 'National Design Guide'.

Cabinet decision 15th October 2019

At its meeting on 15th October 2019, the Council's Cabinet RESOLVED that

- (i) *the draft Home Improvements and Extensions SPD be approved for public consultation for a period of six weeks;*
- (ii) *the Head of Economy, Planning and Strategic Housing, in consultation with the Planning and Economy Portfolio Holder, be authorised to make factual and/or non-substantive minor amendments to the SPD prior to consultation and adoption;*
- (iii) *following the consultation period and subject to no substantive policy or resource objections being received during that time, the adoption of the Home Improvements and Extensions Supplementary Planning Document, as set out in Appendix 1 to Report No. EPSH1944, and subject to any subsequent minor amendments, be approved; and*
- (iv) *in the event of substantive policy or resource objections being received, the matter be brought back to the Cabinet for consideration.*

As the comments received were not considered to constitute 'substantive policy or resource objections', there was no requirement for the SPD to go back to Cabinet for consideration and the document was formally adopted on 19 February 2020.

Appendix 1 Statement of SPD Matters and Availability



Draft Home Improvements and Extensions Supplementary Planning Document (SPD)

Statement of SPD Matters and Availability

Regulation 12 Town and Country Planning (Local Development) (England) Regulations 2012
(as amended)

Title: Draft Home Improvements and Extensions Supplementary Planning Document (SPD)

Area Covered: Rushmoor Borough

Subject Matter: The Home Improvements and Extensions SPD seeks to provide further guidance to householders on how to deal with design and amenity issues when extending a dwelling, building a new outbuilding or erecting a new boundary, to support the implementation of Policy DE1: Design in the Built Environment, contained within the Rushmoor Local Plan.

Representation Period: 25 October 2019 – 5pm on 6 December 2019

Copies of the draft documents and the supporting information are available to view at:

- **Rushmoor Borough Council Offices** between 8:30am and 5pm Monday to Thursday, and between 8:30am and 4:30pm Friday
- **Aldershot Library**, 109 High Street, Aldershot, Hampshire GU11 1DQ at the following times:
 - Monday to Wednesday - 9.00am - 5pm
 - Thursday 9.00am - 7pm
 - Friday and Saturday 9.00am - 5pm
- **Farnborough Library**, Pinehurst, Farnborough, GU14 7JZ at the following times:
 - Monday to Thursday - 9.30am - 6pm
 - Friday - 9.30am - 7pm
 - Saturday 9.30am - 5pm
- **Online** at www.rushmoor.gov.uk/planningpolicyconsultations

Representations to be sent:

By [online survey](#) via our webpage or by email to planningpolicy@rushmoor.gov.uk

Or in writing to: Planning Policy, Rushmoor Borough Council, Council Offices, Farnborough Road, Farnborough, Hants GU14 7JU

Adoption Notification: If you wish to be notified of the adoption of this SPD, please request this as part of your submissions.

Appendix 2 Planning Policy Consultations webpage

Planning policy consultations

You are in Planning
Planning policies
The Rushmoor Local Plan
Supplementary planning documents and advice notes
Get involved in developing our planning policies
Statement of Community Involvement
Planning policy consultations
Community Infrastructure Levy and planning obligations
National, regional and county planning policy documents
Neighbourhood planning
Former local plans and policies

We are consulting on the draft home improvements and extensions supplementary planning document (SPD).

Current consultations

Draft home improvements and extensions supplementary planning document (SPD)

The home improvements and extensions SPD provides further guidance to householders on how to deal with design and amenity issues when making home improvements such as extensions, loft conversions, building a new outbuilding or erecting a new boundary.

It is intended to help people seeking planning permission for home improvements but it also provides useful information on design and amenity where planning permission is not needed.

By 'amenity', we mean daylight, privacy, peace and quiet as well as useful features such as bin and cycle storage.

The SPD supports the implementation of [Local Plan](#) Policy DE1: Design in the Built Environment.

You can read the draft home improvements and extensions SPD and supporting documents below.

You can find where to view hard copies of the documents in the statement of matters and availability.

- [Draft home improvements and extensions SPD \(446kb\)](#)
- [Statement of matters and availability \(116kb\)](#)
- [Strategic environmental assessment \(SEA\) / habitats regulations assessment \(HRA\) screening assessment \(271kb\)](#)

Have your say

Online survey

Our [online survey about our draft home improvements and extensions SPD](#) will only take a few minutes and includes questions about how useful and clear you find the SPD.

You can also send us your comments in any of the following ways.

By email

planningpolicy@rushmoor.gov.uk

By post

Planning Policy
Rushmoor Borough Council
Council Offices
Farnborough Road
Farnborough
Hants
GU14 7JU

Closing date for comments

The closing date for comments is 5pm on Friday 6 December.

Related documents

- [Draft home improvements and extensions SPD \(446kb\)](#)
- [Reg 12 Statement of matters and availability \(116kb\)](#)
- [Home improvements and extensions SPD - SEA HRA screening final \(271kb\)](#)

▶ [Help with PDF documents](#)

Related links

▶ [Do I need planning permission?](#)

Contacts

Planning policy
planningpolicy@rushmoor.gov.uk
Tel: 01252 398735
▶ [View full details](#)

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Thinking of extending or improving your home?



Please fill in our survey at

**[www.rushmoor.gov.uk/
planningpolicyconsultations](http://www.rushmoor.gov.uk/planningpolicyconsultations)**

Closing date for comments 6 December

RUSHMOOR
BOROUGH COUNCIL

Appendix 4 Main Planning Service Webpage

RUSHMOOR BOROUGH COUNCIL

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Do it online A-Z Enter a keyword Search

Home Your Council Environment Planning Housing and Benefits Community and Leisure Business and Licensing Travel and Parking Health and Support Education About Rushmoor

Home » Planning



Home improvements and extensions

Have your say on our draft supplementary planning document.

▶ Read more about Home improvements and extensions

Home improvements and extensions Recent planning applications The Rushmoor Local Plan Do I need permission?

Planning

In this section, you will find details about planning applications - including how to apply for planning permission and how to find out about applications - and building control.

You can also find out about our planning policies, Farnborough Airport, conservation areas, listed buildings and protected trees.



Do I need planning permission?

Find out if you need planning permission for building work, household projects and larger home extensions.



Planning applications

Find out about, and apply for, planning permission, search and view planning applications and decisions and make appeals.

Appendix 5 Email to Consultees



To

Bcc



Draft Home Improvements and Extensions SPD 241019 TO CONSULT.pdf
450 KB



Reg 12 Statement of Matters and availability.pdf
120 KB

Dear Sir / Madam,

We are contacting you as you have previously asked to be notified of planning policy consultations undertaken by Rushmoor Borough Council.

The Council is currently consulting on the following planning policy document for a period of six weeks:

- Draft Home Improvements and Extensions Supplementary Planning Document (SPD)

You can view the document and submit comments online at <https://www.rushmoor.gov.uk/planningpolicyconsultations>. Details of where and when the documents can be viewed in hard copy are set out in the attachment.

The closing date for receipt of comments is **5pm on Friday 6 December 2019**. If you do not wish to submit comments online, you may do so by email or in writing using the contact details set out in the attachment.

If you wish to be notified of the adoption of this SPD, please request this as part of your submission.

Yours sincerely,

The Planning Policy and Conservation Team

Planning Policy | Rushmoor Borough Council | Council Offices | Farnborough Road | Farnborough | Hampshire | GU14 7JU

DDI: 01252 398735 | e: planningpolicy@rushmoor.gov.uk | w: www.rushmoor.gov.uk

Please consider the environment - do you really need to print this email?

Appendix 6 Draft Home Improvements and Extensions Supplementary Planning Document

Detailed Consultation Responses and Officer Comments

Respondent	Section	Response	Officer Comment
No name or address given Homeowner	Introduction	Solar cells or tiles need to be MUST on any new roofs in Rushmoor, in keeping with the recently announced Climate Emergency, and to help attain sustainability goals. Merely suggesting that applicants could put solar on their new roof is not acceptable. The impact of building impermeable surfaces over permeable surfaces must also be addressed.	Current national and locally adopted planning policy does not allow for solar cells or tiles to be a mandatory requirement for new roofs. This will be kept under review. Specific rules apply for householders wishing to pave over front gardens and these are referred to in paragraph 4.12 of the document.
Delia Smith Farnborough Homeowner	First impressions	A more user friendly website style layout that most people are used to these days. I read the document once and would have to have it in front of me to give you page and verse on unclear, missing items and suggestions.	This is helpful feedback and is noted for future consultations.
Maggie Perry RBC Planning	Rear extensions (page 13 para 3.32)	I think it's important to address the potential impact of two-storey (plus) rear extensions on an adjoining neighbour. It would be useful to repeat the 45 degree guide in this context (first floor level). In the case of a semi-detached house, this would result in the first floor of the rear extension being set in adequately from the shared boundary to avoid an unacceptable sense of enclosure and in some cases loss of light. Further, in the section 'Key points for rear extensions' the first bullet point should include 'increased sense of enclosure' as an unacceptable impact.	The wording of para 3.11 has been amended to state that that ' <i>You will need to take care that your new rear extension does not adversely affect your neighbours' amenity in terms of daylight and sunlight, privacy and overbearing impacts. Please refer back to the '45 degree test' in Section 2 of this Guide</i> '. The rear extensions section has been amended to ensure reference is made to two storey and single storey rear extensions.
Maggie Perry RBC Planning	Glossary	The word subordinate should be included in the glossary. Its meaning in planning terms is not simply 'less important'. It normally refers to a structure being, smaller, less prominent or less visible. The brackets (i.e. less important) should be removed from the main text.	The term 'subordinate' has been included in the Glossary and the simplified definition removed from the main text.
Dorota Adamczyk	First impressions	Too brief and generic and not very visual. More illustrative images and of better graphic quality. Appreciate not wanting	See response below.

Respondent	Section	Response	Officer Comment
Architect/planner		to add best practice examples but in the same time it would do good to have something to relate to - maybe "aspirations" document working with master planners? No added value a bit.....	
Dorota Adamczyk Architect/planner	Introduction	How did the Royal Town Planning Institute Report on Planning and Design Quality affect this SPD. I see no improvement. Pre-application advice in Farnborough is not considered reliable. How is it guaranteed the same advice confirmed as "yes" is not rejected later. In context of small house extensions/small investments, the cost of planning application can make a difference. If people have no certainty, they will not come for consultation. - Who is to exercise what is "good" design??? What is their expertise???? I would like to see a Design Review Panel as exists in Bristol for example. Section of "employing an architect" was clearly not consulted with an architect. Does not inform of risks associated and other statutory responsibilities to be met. Many offer free hour of discussion of feasibility study how to ADD VALUE to property as well as inform of the house owner legal obligations and recommend how to find good builders.	The RTPI report on ' <u>Planning and Design Quality</u> ' focusses on a survey of planners carried out in early 2019, and offers recommendations for improving design quality and place making through planning, including through the publication of national design guidance. The Government recently published (1 Oct 2019) its ' <u>National Design Guide</u> : planning practice guidance for beautiful, enduring and successful places'. Both these publications contain useful ideas and guidance about improving design for new buildings and places, primarily at a master planning level. However, this SPD is aimed at minor improvements and extensions to existing homes. The comments on the 'employing an architect' section provide useful feedback - a link has been inserted to the RIBA website in paragraph 1.8, which explains many of the points raised.
Dorota Adamczyk Architect/planner	Extensions	01. Why should the extensions be lower with the ridge if majority of house properties in Farnborough struggle with ceiling heights internally? 2.1-2.2m, many with 1.8m following drop. Or it means less insulation. 3.6 Doesn't illustrate the point. What is the risk? what is the problem?	This is to ensure that the extensions are subordinate to the dwelling house. The general advice has been amended (paragraph 2.4) to states ' <i>you can achieve an extension that is subservient to the host dwelling by positions the ridge of the extension at a lower height than the ridge (and sometimes also the eaves) of the original building.</i> A new section on utilities has been added to the document (paragraphs 2.23-2.24) to provide further detail, included that requested by Thames Water.

Respondent	Section	Response	Officer Comment
		<p>3.7 does not inform about TPOs and associated risks. Also who maintains them, can you get funding if you cannot afford maintenance (people can cut down trees without TPOs if they get annoyed, what is the incentive to keep them?)? Benefits are not conveyed well enough. As well as there are protected species (even if they look just like a bunch of worms!).</p> <p>3.9. good. needs a bit more info and ideas whom else to consult for reducing energy and how to obtain money for funding it - local 'greendeal' providers etc. Understand concept of 'passivhaus' is a bit like chasing unicorn. Too bad, Essex council managed to build a Village in Wimbish, I'm disappointed Rushmoor is flying low.</p> <p>Considering neighbours is way too airy fairy. What why measured by what standards risks consequences. Needs more like 3.18 .</p> <p>What are you trying to achieve by 3.26? I'd be more concerned about the use of flammable materials and fire spread.</p>	<p>A section on 'impact upon trees' has been added (paragraphs 2.16 – 2.19).</p> <p>The availability of grant funding for energy saving measures can change - signposting to the Energy Saving Trust allows for the most up to date information to be accessed.</p> <p>The 'considering your neighbours' section was intended to get people thinking about how their proposals may affect their neighbours and outline the kinds of issues that planning officers will need to consider. This section has been replaced by a General Guidance for Householder Developments section that includes references for things to consider (see paragraphs 2.9 to 2.14)</p> <p>Flammable materials and fire spread are dealt with by Building Regulations. Paragraph 3.5 of the document states <i>'Two storey side extensions should also not result in a 'terracing' effect in streets where the visual gaps between buildings contribute to the character of the area. A gap should be left between it and the boundary to the extent that it retains a visual separation'</i>.</p> <p>Paragraph 1.4 states that <i>'We will take into account the effect which any proposal may have on neighbouring</i></p>

Respondent	Section	Response	Officer Comment
		<p>3.29 sounds like privacy of owners is not important? corner plots are tough, maybe a diagram is needed to illustrate - no reference to "guidance elsewhere in this document".</p> <p>3.38 these should have more information on the materials used... have you seen some of these done in Farnborough? out of character.</p> <p>4.11 this does not explain much.</p>	<p><i>homes, the property itself and the character and appearance of the area</i>'.</p> <p>Under general guidance for householder developments paragraph 2.3 states that <i>'in general, your extension should relate to the original building. You can achieve an extension which relates well to the original building by...using building material and finishes that are similar in colour, appearance and texture to those of the existing building'</i></p>
Dorota Adamczyk Architect/planner	Checklist	Bin storage is an interesting one. No one ever thinks about it. No point of having nice design if you meet Mr Wheelie Bin at the front door. Checklist needs adding to.	The checklist already includes reference to bin storage.
D S Webb Farnborough Homeowner	Extensions	I thought they were called Juliet balconies (as in Romeo and Juliet). Here you've called them Juliette - is this right?	'Juliet balconies' is the correct term – document amended.
Mark Burnett Blue Sky CAD Ltd, F'borough Architect/planner	Introduction	<p>The link under 2.20 "Employing an Architect" goes to a specific project which gives that Agent unfair publicity.</p> <p>A few more diagrams might be beneficial for the public, but not essential for professionals.</p>	<p>This was an error. Paragraph 1.8 provides links to RIBA and the RTPi. In addition, we provide as link to our online search facility – public access.</p> <p>Noted.</p>
Woodland Trust	Extensions (para 3.7)	We welcome the recognition of the value of trees for the environment, and the presumption in favour of the retention and enhancement of existing trees, woodland, and hedgerow cover on development sites, in line with Rushmoor local plan policy NE3. We further request that where there is an	These comments are helpful but appear to be aimed at larger development sites and new builds. This SPD is aimed at minor improvements and extensions to existing homes. However, para 2.18 highlights the importance of garden trees and a link to the guidance referred to in the comments has been included.

Respondent	Section	Response	Officer Comment
		<p>unavoidable loss of trees on site, that an appropriate number of suitable replacement trees will be required to be planted.</p> <p>We recommend setting a proposed ratio of tree replacement, which reflects the Woodland Trust guidance on <i>Local Authority Tree Strategies</i> (July 2016) with a ratio of at least 2:1 for all but the smallest trees and ratios of up to 8:1 for the largest trees. Integrating trees and green spaces into developments early on in the design process minimises costs and maximises the environmental, social and economic benefits that they can provide. We recommend the guidance published by the Woodland Trust <i>Residential developments and trees - the importance of trees and green spaces</i> (January 2019).</p>	<p>The proposal for a ratio of tree replacement is not part of current locally adopted planning policy, which also does not require replacement trees to be planted where there is an unavoidable loss of trees on site. However, Policy NE3 does state that 'new development will be expected to make provision of tree and general planting in appropriate situations'. This will be kept under review.</p>
Hampshire Constabulary, Designing Out Crime Officer	Introduction and whole document	<p>SUMMARY: The draft document itself makes no reference to crime, or the effects that crime can have upon the victim, contrary to NPPF paragraph 127. An improvement to a dwelling or home extension provides the opportunities for preventing crime.</p> <ul style="list-style-type: none"> • Include "<i>safety and security</i>", or similar, within the list defined as "By 'amenity'" (para 2.3); • Include a sub-heading on '<i>Crime Prevention</i>' within the Introduction – suggested wording provided; • Include advice on reducing opportunities for crime when designing a development, perhaps within an appendix) – suggested wording provided; • Include bullet point on crime prevention in 'Key points' sections for 'General advice on extensions' and 'Garages, outbuildings and annexes'. 	<p>The Crime Officer's comments are welcomed and the SPD now includes a section on crime prevention (paragraphs 1.24-1.25). In addition, more detailed advice is provided in Appendix 2 of the document including a link to the 'secure by design' website.</p>
South East Water	Whole document	<p>We would recommend that the SPD add more emphasis on the reduction of water consumption as part of the Policy DE1 Design in the Built Environment – Rushmoor Local Plan (adopted February 2019).</p>	<p>A new paragraph relating to water consumption and water efficient devices and a link to South East Water's website has been added at para 2.27.</p>

Respondent	Section	Response	Officer Comment
		<p>We would encourage that all new residential dwellings must be designed to achieve a maximum water consumption rate of 110 litres per day (preferably lower) and that existing dwellings could be enhanced with water efficient devices in order to support householders to reduce their water consumption on a water stressed area such as the South East of England.</p> <p>South East Water would like to reiterate that our primary concern is the water that we abstract and treat for public supply purposes and ensuring that the surface and groundwater abstracted does not fall below the tolerances of our water treatment works or the drinking water standards set by our regulators.</p>	
Thames Water Utilities (Savills)	Extensions	<p>Para 3.6 - For any development/extension within 3m of a public sewer, or within 1m of a public lateral drain, the developer will need Thames Water's approval before work can start and reference to this should be made in the SPD.</p> <p>If building over or close to a public sewer is agreed by Thames Water it will need to be regulated by an Agreement with Thames Water in order to protect the public sewer and/or apparatus in question. It may be possible for public sewers or water mains to be moved at a developer's request so as to accommodate development in accordance with Section 185 of the Water Act 1989.</p> <p>Surface water drainage – we request that the following paragraph should be included in the SPD <i>"It is the responsibility of a developer to make proper provision for surface water drainage to ground, water courses or surface water sewer. It must not be allowed to drain to the foul sewer, as this is the major contributor to sewer flooding."</i></p>	<p>In the final document under the heading 'utilities' paragraph 2.23 states that any development or extension within 3m of a public sewer or within 1m of a public lateral drain will need approval from Thames Water.</p> <p>In the final document under the heading 'utilities' paragraph 2.23 states <i>'it is the responsibility of the developer to make proper provision for surface water drainage to ground, water courses or surface water sewer. Surface water must not be allowed to drain to the foul sewer as this is the major contributor to sewer flooding'</i>.</p>

Respondent	Section	Response	Officer Comment
		<p>Fences, walls and hedges – we recognise the environmental benefits of trees but the indiscriminate planting of trees and shrubs can cause serious damage to underground infrastructure and consideration should be given to this in the selection of species and location of planting.</p>	<p>In the final document under the heading ‘impact upon trees’ paragraph 2.19 states <i>you should also make sure that the species and location of any new planting of trees and shrubs are appropriate for the location, so that damage to underground infrastructure such as pipes and cables is avoided</i>’.</p>