

EUXTON PARISH COUNCIL



Meeting arrangements: Full Council Meeting

Thursday, 20 October 2016, 7.15 pm start

Annexe, Euxton PC Community Centre, Wigan Road, Euxton

A G E N D A

1. Apologies
2. Declarations of Interest and Dispensation Considerations
Members are reminded of their responsibility to declare any interest in respect of any matters contained or brought up at any point in this meeting, in accordance with the current Code of Conduct. Council will consider dispensation requests.
3. Minutes of Council Meetings
Council Minutes of the last meeting, approve their signing as a correct record (Item 3)
4. Statutory Business
Planning - consider application list report from Lead Member for Planning, ratify responses made between meetings or to meet deadlines (Item 4)
5. Public Participation
Matters brought to the Parish Council by residents. Residents will have twenty minutes set aside during which each resident shall have three minutes.
6. Financial Items
 - 6.1 Approve Expenditure (Item 6.1)
 - 6.2 Receive financial reports 1, 3 & 4 (Item 6.2)
7. Committee/Working Group Reports and Recommendations
 - 7.1 All Purposes Committee – verbal feedback from meeting on 4 October 2016
 - 7.1.1 Memorial update
 - 7.1.2 Litter picks arranged for 22 October, Brook House Grove area & 29 October cricket club area
 - 7.2 Leisure Committee – verbal feedback from meeting on 11 October 2016
 - 7.3 Personnel Committee (Item 7.3)
 - 7.4 Library Working Group – verbal feedback from meeting on 17 October 2016
8. Publication Scheme
Review the revised scheme and approve for publication (Item 8)
9. Complaints Procedure
Review the revised scheme and approve for publication (Item 9)
10. Financial Regulations
Review the revised paragraph and approve for publication (Item 10)
11. Risk Register Updates
Note the actions taken on items from the risk register (Item 11)

D. Platt

CLERK

Published: 13/10/16

12. Consultations

- 12.1 Chorley householder design guidance SPD consultation (Item 12.1)
circulated to Councillors email on 03/10/16, can be viewed here
<http://chorley.gov.uk/Documents/Consultations/Draft%20Householder%20Design%20Guidance%20SPD%202016.pdf>
- 12.2 Lancashire County Council zebra crossing on Runshaw Lane (Item 12.2)
circulated to Councillors 05/10/16

13. Matters for information

Notify the Chair prior to the meeting start of any item to be brought up under this section. Only items of information, referral to another authority, or matters offered for consideration at a future meeting can be raised. No legal decisions can be taken.

PRIVATE, PART II ITEMS

Exclusion of Press and Public

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and defined in Schedule 12A of the Local Government Act 1972, Part 1 ss1-4. It is proposed that, because of the confidential nature of the business to be transacted the press and public are excluded from the forthcoming items of business.

14. Personnel Committee

Recommendations from the Personnel Committee (Item 14)

D. Platt

CLERK

Published: 13/10/16

MINUTES of the Council Meeting held 15 September 2016 at 7.15 pm at The Annexe, Euxton PC Community Centre, Wigan Road, Euxton.

<u>Present</u>	Cllr J Bamber (Vice Chair) Cllr M Bamber Cllr A Caughey Cllr J Caughey Cllr P Fellows	Cllr M Jarnell Cllr E Jones Cllr J Matson Cllr A Platt Cllr K Reed (Chairman)	Cllr A Reed Cllr A Riggott Cllr G Rypel Cllr V Thornhill	Members of the public 7
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1. Apologies Cllrs H T Cook, C Jones, M Parr, S Wellerd.

2. Declarations of Interest

Cllr Platt declared a pecuniary interest in items forming part of agenda items 6.1 as a relative of an employee.

Cllrs K Reed, T Reed, G Rypel declared an interest in item 7.3 as they live close to the land.

3. Minutes of Council Meetings

Resolved: Minutes of the Council Meeting on 21 July 2016 were agreed to be an accurate record, and signed by the Chairman, with the addition of a sentence of explanation at 6.1.

It was agreed to bring item 5 forward for members of the public attending.

5. Public Participation - Residents and Police Matters

Resolved: Council resolved to suspend standing orders.

Mr Heaps of Greenside attended to thank the Council for their assistance in reporting flooding behind his and his neighbours' properties, which has resulted in some promised action by the land owner.

Mr Brotherston and Mr Berry attended from the former war memorial group and updated Council on the remedial works by the contractor. There was much discussion regarding the contractors' inaction and delays but the work was being vigorously chased.

Residents asked for updates on the Gladman application – the updates reported were that the application will now be considered in October by Development control due to being delayed awaiting receipt of further reports.

Resolved: Council resolved to restore standing orders.

All Purposes Committee will pick up the subject of the War Memorial on its agenda on 4th November.

Clerk will speak to the Planning Consultant regarding speaking at the Dcon meeting in October regarding the Gladman application.

4. Statutory Business

Planning - considered applications in report from Lead Member for Planning.

16/00676 Northside – change of use of land from verge to garden.

Clerk to write to Chorley regarding the loss of grassed open space and enquire if this profiting from the selling of open space by CCH was allowed and if they needed to ask permission, and to copy in the Euxton North Borough Councillors.

It was noted that the Five Acres application had been passed with some minor amendments to layout and conditions placed on shop hours.

Resolved: Council ratified the responses sent on behalf of the Council – Railway public house appeal letter, response to the Five Acres application 16/00655 with queries.

Resolved: Council agreed to an objection letter to the Gleadhill House application 16/00633 – this will be re-drafted and circulated for comment to Councillors before being submitted.

Two tree applications were discussed and what efforts Chorley took to see if replacement planting schemes were under-taken and monitored.

Council agreed that the reports by the Lead Member for Planning could list no comment and small applications as one line items under a no comment heading to cut down on work in the reports.

Clerk informed Council had been notified of an appeal lodged against the Lancashire County Council decision to not upgrade PROW 37, 38, 39 Culbeck Lane.

Council thanked Cllr Thornhill for all his work on investigating planning applications and the responses.

6. Financial Items

6.1 Approve Expenditures

Resolved: Council approved the expenditures contained in report 1 for August and report 1 for September, including a transfer cheque of £75,000 to a new Barclays account.

Resolved: Council approved the additional expenditure items on the presented supplementary report for the insurance premium and the Euxton Healthy Streets grant to the Library.

Creditor	Description	Total £
Easy Web-Sites	SO for website	24.00
1st Euxton Scouts	Delivery of June newsletter	87.00
GGM	Repairs to vacuum machine	202.85
Garner Planning	Planning advice for Gladman plan application	660.00
Chorley Council	Lease of playing field	6.00
Tell Tale Signs	Replacement of sign on skate park	24.00
Paper Rabbit	September printing newsletter	857.00
BDO	External audit fee	480.00
E-on	Electricity for pavilion	61.92
C & W Berry Ltd	Hardware purchases	4.56
Cash	Petty cash fund reimbursement	66.64
Employees	Salaries total for Sept 16	4930.65
Euxton Library	Euxton Healthy Streets grant	200.00
		7604.62

6.2 Receive financial reports 1, 3 & 4

Resolved: Reports were received.

6.3 Receive and approve the Annual Return and report from the External Auditor

Resolved: Council received the Annual Return and report from the External Auditor, and noted there were no issues arising.

7. Committee/Working Group Reports and Recommendations

7.1 Leisure Committee – verbal feedback from meeting on 18 August 2016

Chair asked Councillors to take note of the two large projects of the Millennium Green and Greenside play area and send him any ideas or suggestions for input.

7.2 Finance Committee – verbal feedback from meeting on 18 July 2016

Vice Chair briefed on the items from the meeting which were on the agenda at points 9, 10 and 11. The finance software will be considered at a future meeting.

7.2.1 Consider the written proposal from the Vice Chairman of the Finance Committee regarding the future of the Finance Committee

Resolved: Council agreed that the Finance Committee will now be made into a Working Group.

Committee Chairs were reminded to submit budget requests by the deadline.

7.3 Planning Working Group (Gladman application) update, receive a copy of the planning consultants' report, receive further information updates

This had been updated and discussed above earlier. A point was raised that Euxton had borne a large percentage of the house building of Chorley – the Working Group will take this point forward for its discussions.

8. LCC future proposals for County buildings and services

Council discussed the LCC decisions, and that Euxton Library was not included in the libraries list to be closed. It was suggested that the library could have a stronger case in the future to survive if it was used for other functions.

Resolved: Council set up a Working Group to discuss and take this subject forward and draft ideas for consideration.

Volunteers for the Library Working Group were Cllrs **Jarnell**, J Bamber, J Caughey, A Caughey, Riggott, T Reed, Rypel, K Reed.

9. Insurance Cover Policy

Council considered the quotations and the recommendation of the Finance Committee for the Council's Insurance renewal. It was highlighted that the difference in the costing is the cyber insurance and that appeared to amount to £1500.

Clerk was asked to get alternative quotations for the cyber element of insurance.

Resolved: The alternative quotations will be circulated and if not significantly different to the Hiscox of £3108 this was to be the agreed insurer. If additional cyber insurance can be obtained, at a reasonable figure, then the Zurich premium of £1507 plus the additional cyber insurance was to be actioned.

10. Risk Register document

Council considered the updated risk register. Personnel will be covering risk items 17 to 20 soon and item 3 was downgraded to green.

Resolved: Council accepted the reviewed register with the alteration to risk item 3 to green.

11. Financial Regulations

Council considered the recommendation of the Finance Committee to include additional items in to the current Financial Regulations. The debit card section was amended and the cheque book section.

Resolved: Council accepted the inclusion of the clauses in to the Financial Regulations, with the minor amendments made.

12. Document Retention Register

Council considered the document retention register supplied.

Resolved: Council noted the document and contents.

13. Matters for response

13.1 Family Fun Day & BBQ on Saturday 1st October 2016 1pm-4pm – this is a mini Gala Day in lieu of the July cancellation, held on the playground and hall of Euxton CE School – will the Council attend, volunteers needed

Resolved: Council agreed to attend Gala and Councillors will let the Clerk know if they will be helping.

13.2 Coppull Parish Council letter to ask if Euxton would join forces to object to the closure of the A&E Department

Resolved: Council agreed to join forces in any letter sent about the closures.

13.3 Chorley Civic Society are to present an award for the creation of the Euxton War Memorial – the event is on 29 September at 7.30pm (attendee names required)

Resolved: Chair will attend, Clerk to ask War Memorial group members Steve and Jim if they wish to attend also.

14. Matters

Councillors were reminded of the final Litter Pick day on Saturday, 17th September at 10.30am on BV Tesco carpark.

The Chairman declared the public part of the meeting closed.

9.00pm

Euxton Parish Council – Monthly Planning Report

MEETING 20TH OCTOBER 2016

DATE VALIDATED, APPLICATION NO,	LOCATION PROPOSAL	COMMENT/RECOMMENDATION
16/09/2016 16/00835/FUL	47 Wigan Road Demolition of existing dwelling and erection of two storey dwelling (resubmission of 15/01036 FUL)	No comment
16/09/2016 16/00837/FUL	1 Greenside Single storey side extension and front porch extension	No comment
23/09/2016 No applications		
30/09/2016 16/00879/LBC	16A The Stables, Runshaw Hall Listed building consent (retrospective) for internal alterations and installation of roof lights	No comment
07/10/2016 16/00908/FULHH	147 Brookwood Way, Buckshaw Single storey rear conservatory	No comment
07/10/2016 16/00920/FULHH	8 Robinson Close, Buckshaw Proposed garage conversion	Ground floor garage to be converted to be a bedroom. Application does not give existing number of bedroom but house is three storey, so probably three bedrooms with the new bedroom making four. House has two spaces at front but no other parking available. Parking looks tight in this area. Suggest that we advise CBC that we object to this application if it fails to meet the requirements of the Householder Design Guidance.

EUXTON PARISH COUNCIL**Item 6.2**

Bank Reconciliation

Financial year ending 31 March 2017

Balance per bank statement as at

30 September 2016

		£	£
RBS Current	30/09/16	706.81	
RBS High Interest Account	30/09/16	46,117.02	
RBS Current 2/Debit Card	30/09/16	4,000.00	
TSB Business Instant Access	30/09/16	50,006.30	
Co-op Fixed Rate Deposit	31/08/16	50,043.33	
Santander Business Savings	30/09/16	75,141.02	
Barclays Bank	30/09/16	75,000.00	
			<u>301,014.48</u>
Less: any unpresented cheques as at the statement date			
	Month	Cheque No	Amount
			-
	June 2016	4291	1710.00 -
	Sept 2016	4331	660.00 -
			-
			- <u>2,370.00</u>
Add: any unbanked cash		0.00	0.00
Net bank balances as at:	30 September 2016		<u>298,644.48</u>

Cash Book as at:

30 September 2016

Opening Balance	196,522.16
Add: Receipts in the year	159,516.62
Less: Payments in the year	<u>-57,394.30</u>
	<u>298,644.48</u>

Cash Book as at:

20 October 2016

Opening Balance	196,522.16
Add: Receipts in the year	159,516.62
Less: Payments in the year	<u>-68,792.50</u>
	<u>287,246.28</u>

ITEM 7.3

- 7.3 Receive the information that there is a Councillor vacancy on the Personnel Committee. Invite nominations by 7th November, for a decision at the November Council meeting

There is a vacancy on the Personnel Committee and the procedure to fill this vacancy was agreed, on 19 March 2015 Full Council meeting (below) will be followed:

“13. Committee Membership choices for 2015/2016

Resolved: Council agreed that, if a Councillor wished to serve on the Personnel Committee then they needed to write a letter of nomination, which should have a proposer and seconder, from the current Councillors, submit to the Clerk 7 working days prior to the May Annual meeting. The nominations received would be voted upon, by paper ballot at the AGM. Councillors can withdraw before the vote and current serving members of the Committee will be noted as such on the ballot paper.”

Nomination letters from interested Councillors, containing a proposer and seconder, are to be submitted to the Clerk by 7th November, to be included in the decision process for the November meeting.

**Information available from Euxton Parish Council under the model publication scheme
Freedom of Information Act Compliance**

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Who's who on the Council	Noticeboard, Newsletter, Website Hard copy - contact the Clerk	Free 5p per sheet
Councillors on Committees	On Committee agenda on website Hard copy - contact the Clerk	Free 5p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with contact details)	Noticeboard, Newsletter, Website Hard copy - contact the Clerk	Free 5p per sheet
Location of main Council office and accessibility details	Noticeboard, Newsletter, Website Hard copy - contact the Clerk	Free 5p per sheet
Staffing structure	Hard copy - contact the Clerk	5p per sheet
Class 2 - What we spend and how we spend it		
Annual return form and report by auditor	Noticeboard (at the time), website Hard copy - contact the Clerk	Free 5p per sheet
Finalised budget	Website in minutes of Council meet, newsletter Hard copy - contact the Clerk	Free 5p per sheet
Precept	Website in minutes of Council meet, newsletter Hard copy - contact the Clerk	Free 5p per sheet
Borrowing Approval letter	N/A	
Financial Regulations	Website Hard copy - contact the Clerk	Free 5p per sheet
Grants given and received	Newsletter at the time, All Purposes minutes on website when approved Hard copy - contact the Clerk	Free 5p per sheet
List of current contracts awarded and value of contract	Hard copy - contact the Clerk	5p per sheet
Members' allowances and expenses	N/A	

Class 3 - What our priorities are and how we are doing		
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish (current and previous year as a minimum)	Website and Newsletter (at the time) Hard copy - contact the Clerk	Free 5p per sheet
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions		
Timetable of Council meetings	Noticeboard, Newsletters, Website Hard copy - contact the Clerk	Free 5p per sheet
Agendas of Council meetings	Noticeboard (at the time), Website Hard copy - contact the Clerk	Free 5p per sheet
Minutes of meetings - nb this will exclude information that is properly regarded as private to the meeting.	Noticeboard (at the time), Website Hard copy - contact the Clerk	Free 5p per sheet
Reports presented to Council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website with agenda (if available electronically), Paper agenda at meetings for the public Hard copy - contact the Clerk	Free 5p per sheet
Responses to consultation papers	Minutes of meeting on Website, Noticeboard (at the time) Hard copy - contact the Clerk	Free 5p per sheet
Responses to planning applications	Minutes of meeting on Website, Noticeboard (at the time) Hard copy - contact the Clerk	Free 5p per sheet
Bye-laws	Hard copy - contact the Clerk (if any)	5p per sheet
Class 5 – Our policies and procedures		
Policy statements - Any policies and procedures for the provision of services and about the employment of staff, or Internal policies relating to the delivery of services (if applicable): Eg. Equality and diversity policy, Health and safety policy, Recruitment policies (including current vacancies), Policies and procedures for handling requests for information, Complaints procedures (including those covering requests for information and operating the publication scheme) any other policies	Website - selected major policies Hard copy - contact the Clerk (if any)	Free 5p per sheet

Item 8**Euxton Parish Council****Publication Scheme**

Policies and procedures for the conduct of council business (if any): Standing Orders, Committee and sub-committee terms of reference, Delegated authority in respect of officers, Code of Conduct	Website - selected major policies Hard copy - contact the Clerk (if any)	Free 5p per sheet
Schedule of charges (for the publication of information)	Website in this document Hard copy - contact the Clerk	5p per sheet
Class 6 – Lists and Registers		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy - contact the Clerk (if held)	5p per sheet
Asset Register	Agenda/Minutes on Website Hard copy - contact the Clerk	Free 5p per sheet
Register of members' interests	Website Hard copy - contact the Clerk	Free 5p per sheet
Register of gifts and hospitality	Hard copy - contact the Clerk	5p per sheet
Class 7 – The services we offer		
None		
Additional Information		
None		

Euxton Parish Council, 9 Ambleside Avenue, Euxton, Chorley, Lancashire, PR7 6NX.
Tel: 01257 234004 Email: clerk@euxtoncouncil.org.uk www.euxtoncouncil.org.uk

SCHEDULE OF CHARGES - This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @5p per sheet (black & white)	Actual cost 0.047p (including vat) plus time.
	Photocopying (colour)	Not available
	Postage	Actual cost of Royal Mail standard 2 nd class - at the time
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

COMPLAINT PROCEDURE

1. If a complaint cannot be satisfied in full immediately, the complainant shall be asked to put the complaint in writing to the Clerk of the Council, or the Chairman if they indicate they would prefer not to submit it to the Clerk.
 - If the complaint is regarding Council business or an employee, it should be directed to the Chairman for their consideration and discussion with the Complainant.
 - If a complaint regarding an employee is unresolved by the Chairman, the Chairman will refer the complaint to the Personnel Committee.
 - If the complaint is about a Councillor and his/her conduct, the complainant and the complaint will be forwarded directly to the Monitoring Officer at Chorley Council.
2. On receipt of a written complaint, the Clerk ~~or~~ and the Chairman, shall (except where the complaint is about his own actions) try to settle the complaint directly with the complainant. If the complaint is in respect of a complaint about the behaviour of an employee of the Council then it shall not be settled without first notifying the employee complained of and giving them an opportunity to comment on the manner in which it is intended to attempt to settle the complaint. Where the Clerk to the Council or Chairman receives a written complaint about his own actions, they shall immediately refer the complaint to the ~~Council~~ Personnel Committee.
3. The Clerk/or Chairman shall report to the next meeting of the Council any written complaint disposed of by direct action with a complainant.
4. The Clerk/or Chairman shall bring any written complaint which has not been settled to the next meeting of the Council, and the Clerk to the Council shall notify the complainant of the date on which the complaint will be considered.
5. The Council shall consider the complaint and make a decision about a course of action to be taken.
 - 5.1 If, the Council decides the circumstances of any complaint warrant the matter being discussed in the absence of the press and the public then it will exclude these from the meeting and quoting the exemption clause.
 - 5.2 If the matter is a complaint of such that the Council ~~or Clerk~~ believes the matter may lead to a disciplinary hearing then the matter must be heard with the press and public excluded. In this event, if the complaint is about an employee, even if the matter is being dealt with initially out of the context of a formal disciplinary hearing, then the employee is entitled to be able to attend and have a representative present/or to act (as set out in the Employment Relations Act 1999 s.10). The matter before the council in this case will be to establish whether there is a factual basis to the complaint and the route or action that should then be taken. The proceedings at this stage cannot be a formal disciplinary hearing, which must be convened on a separate occasion in the proper manner.
 - 5.3 If legal, procedural or other advice is needed before making a decision, this will be sought and the complaint heard at the next meeting following receipt of the advice.
6. The decision of the Parish Council will be notified in writing to the complainant as soon as is practicably possible, a letter will be sent to explain if there will be a delay.
7. In the event of serial facetious, vexatious or malicious complaints from a member of the public the Council should consider taking legal advice before writing any letters to the complainant.
8. The Parish Council will not reconsider a complaint, which it has already investigated, and for which no new information or factors are submitted.

10. Financial Regulations

The Personnel Committee would like to recommend a change to point 7.4 in the Financial Regulations.

To enable Councillors to be knowledgeable of staff costs, the new clause could read:

7.4 Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by ~~any Councillors who can demonstrate a need to know~~;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

11. Risk Register Updates

Council is asked to note the actions taken to mitigate risks contained in the risk register, as presented at the 15 September meeting.

No	Subject	Risk(s) Identified. <i>All Green unless shown</i>	Mitigations carried out and new risk status
3	Business continuity	Risk of loss of internet access at Clerk's home	Telephone line/internet/mobile ordered – when received and working this can be deleted from the Risk register
4	Confidentiality	Protection of Council information and files.	EPC IT equipment purchased and now in action. Status Green – this can be deleted from the Risk register.
17	Employees	Working alone	A training course is recommended for all employees to take (online in the Library). When all completed training this risk can change to Green.
18	Employees	Clerk working from home, which is the Council's offices	Assessment carried out. Risk assessment document completed. This risk can be changed to Green.
19	Public	Visits to EPC 'office'	No home visits by public. Information requested will be left at Library or Clerk will request to be accompanied by a Councillor at a venue to meetings. This is still a risk – but instructions above can mean the risk can be changed to Green.
20	Working practices, equipment, items and tools	Training and usage. Insurance, breakage or damage.	Reviewed training register of courses caretakers have undertaken. Recommend that the Play Area Inspection training and the Hand Held powered tools training be repeated every 5 years. Arrange for courses to be taken. Change risk to Yellow until all courses completed and up to date.

DRAFT CHORLEY HOUSEHOLDER DESIGN GUIDANCE SUPPLEMENTARY PLANNING DOCUMENT- CONSULTATION (From Tuesday 4 October –Tuesday 15 November 2016)

The Council has produced a draft Householder Design Guidance Supplementary Planning Document (SPD) for consultation which will replace the existing 2008 Householder Design Guidance Supplementary Planning Document (SPD) when adopted. The SPD is being replaced to reflect new guidance and streamline advice. The SPD and the accompanying Screening Document for Sustainability Appraisal; Strategic Environmental Assessment and Habitat Regulations Assessment is attached.

The SPD provides help for people who wish to extend or alter their property and aims to achieve high quality extensions which respect their surroundings and protect the amenity of neighbours. The SPD provides specific advice on particular types of extensions and alterations which should be addressed as part of any planning application.

The SPD does not introduce new policies. It relates to the design standards set within Policy 17 (Design of New Buildings) of the Central Lancashire Core Strategy (2012), Policy HS5 (House Extensions) and Policy BNE1 (Design Criteria for New Development) of the adopted Chorley Local Plan (2012-2026) and the Central Lancashire Design Supplementary Planning Document (2012).

The SPD documents can be viewed at:

- The Chorley Council website www.chorley.gov.uk/planning
- Chorley Council Offices at Union Street, Chorley – open Monday to Friday 8.45am – 5.00pm
- Local libraries and Post Offices in villages in Chorley without a library (paper copies). The documents are available for inspection during normal opening hours

If you have any views on the documents please email them to planning.policy@chorley.gov.uk or post to **Planning Policy, Civic Offices, Union Street, Chorley, PR7 1AL.**

For more information please email Planning Policy at planning.policy@chorley.gov.uk, or call: **01257 515151.**

Please note the deadline for responses to be received is 5pm on Tuesday 15th November 2016.

Householder Design Guidance

Supplementary Planning Document

Draft September 2016



This information can be made available to you in larger print or on audio tape, or translated into your own language. Please telephone 01257 515281 to access this service.

આ માહિતીનો અનુવાદ આપની પોતાની ભાષામાં કરી શકાય છે. આ સેવા સરળતાથી મેળવવા માટે કૃપા કરી. આ નંબર પર ફોન કરો: 01257 515822

ان معلومات کا ترجمہ آپکی اپنی زبان میں بھی کیا جاسکتا ہے۔ یہ خدمت استعمال کرنے کیلئے براہ مہربانی اس نمبر پر ٹیلیفون کیجئے: 01257 515823

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1 Introduction

- 1.1 This guidance provides help for people who wish to extend or alter their property. It sets out the general principles which should be considered when designing an extension as well as giving advice on particular types of extensions and alterations. The aim is to achieve high quality extensions which respect their surroundings and protect the amenity of neighbours.
- 1.2 This guidance is in the form of a Supplementary Planning Document. Once adopted, this SPD should be afforded significant weight as a material consideration in determining planning applications.
- 1.3 This SPD supports the design standards set within Policy 17 (Design of New Buildings) of the Central Lancashire Core Strategy, Policies HS5 (House Extensions) and BNE1 (Design Criteria for New Development) of the adopted Chorley Local Plan (2012-2026) and the Central Lancashire Design Supplementary Planning Document. These documents can be found at <http://chorley.gov.uk/Pages/AtoZ/Planning-Policy.aspx> The SPD replaces the Householder Design Guidance Supplementary Planning Document (February 2008). If properties have, historically, been altered in a manner that conflicts with this guidance, such changes will not set a precedent for future decisions, where planning permission is required.

Do I Need Planning Permission?

- 1.4 If you are considering extending or altering your home you should first establish whether or not you require planning permission. Planning permission can be required for a range of operations from digging a ditch to constructing a raised patio or decked area, pruning a tree, erecting a conservatory or extension or converting an outbuilding.
- 1.5 In some cases “Permitted Development Rights” may allow you to make alterations to, or extend, your home without applying for planning permission or only applying for “Prior Approval”. The regulations relating to permitted development are complex and in some instances, permitted development rights may have been withdrawn by the imposition of an Article 4 Direction in a conservation area, or a planning condition attached to an earlier permission. More information can be found on the Councils website at www.chorley.gov.uk/planning.
- 1.6 Advice can also be found on if planning permission is needed on the Planning Portal at www.planningportal.gov.uk. Extensions are specifically covered at https://www.planningportal.co.uk/info/200130/common_projects/17/extensions. At this link there is also technical guidance (Permitted Development Rights for Householders April 2016) which provides advice on how to interpret the legislation.
- 1.7 Other consents which need to be considered are referred to in para 1.14.

Pre-Application Advice

- 1.8 The Council has a formal pre-application advice service for planning schemes, only for people who need planning permission. It provides a general level of advice to members of the public about the planning process without the need to pay a fee for householder developments. More information can be found at

www.chorley.gov.uk/planning. The Council's duty planning officer can also offer general advice during office hours. Advice is also available from the planning portal website www.planningportal.gov.uk.

Planning Requirements for all Planning Applications

- 1.9 The Council has prepared a validation checklist which outlines the level of detail/the information required for different types of application. This document, together with the necessary application forms, is available on the Council's website at www.chorley.gov.uk/planning.

The Site Appraisal

- 1.10 It is important when beginning to think about extending your property to undertake a site appraisal to inform the shape, position, size and scale of the extension which in turn will inform the level of additional accommodation which is possible. Any alteration or extension should be designed to relate to and enhance its surroundings. A careful analysis of the existing building and its setting will provide a good basis for the design of any scheme. Consideration should be given to the type of design; and contemporary designs that do blend in can be just as successful and acceptable where they complement the existing context.

- 1.11 When considering applications for extensions and alterations, there are many planning related considerations that will be taken into account by the Council. These include, for example:

- The design quality of the extension;
- Its impact on the amenity of neighbours;
- Its relationship with adjoining properties;
- Impact on the streetscene/landscape and character of the area;
- Impact on protected species such as bats, newts and some birds;
- Access, parking and vehicle turning arrangements;
- Impact on trees and other landscape features such as watercourses, ponds and hedgerows;
- Impact on archaeology or other heritage assets.

- 1.12 Certain other matters, that are not land use planning matters, will not be taken into account by the Council but need to be explored by the householder as they could impact on the proposal. These include, for example:

- Whether or not third party consents are required;
- Property values;
- Rights of access;
- Restrictive covenant

Talking to your Neighbours

- 1.13 Before applying for planning permission it is a good idea to speak to neighbours who may be affected by the proposal or other interested bodies such as Parish Councils. This can help to resolve potential conflicts at an early stage and also reduce the number of objections. Once an application is received the Council will undertake consultations with relevant statutory bodies and adjacent properties and residents who may be affected by the proposal.

Other Consents and Regulations

1.14 As this SPD and the principles contained within it relate solely to planning issues you should be aware that other consents may be required before works are undertaken. These may include:

- **Building Regulations** – These cover/control the technical aspects of construction and are entirely separate from the planning system. Further information can be found on the Council's website <http://chorley.gov.uk/Pages/AtoZ/Building-regulations.aspx> or by calling 01257 515151.
- **Land Owner** – You may need consent from previous or adjoining land-owners depending on the nature of the works proposed. Planning permission or any similar consent does not override rights derived from ownership or other sources.
- **Party Wall Act** – This controls works that are close to, or on, the boundary of your property, or affect an existing boundary or party wall. Information is available at https://www.planningportal.co.uk/info/200187/your_responsibilities/40/other_permissions_you_may_require/16 Advice can also be obtained from an appropriately qualified person (solicitor), but it is not a matter that is controlled by the Council.
- **Water, Waste and Pollution Controls** – Advice on these matters should be sought from the Environment Agency, from whom consent may also be required. <https://www.gov.uk/government/organisations/environment-agency>
- **Protected Species** – The planning authority is required to take account of the impact of any development on protected species and habitats and this will be considered as part of the planning application process.. Planning permission does not override the legislation relating to protected species. The Central Lancashire Biodiversity and Nature Conservation SPD offers further advice and can be found at <http://chorley.gov.uk/Pages/AtoZ/Planning-Policy.aspx>

Listed Buildings and Conservation Areas

1.15 Over 400 buildings in the Borough are of national significance in terms of their architectural or historic interest. These are designated as Listed Buildings. A smaller number of buildings have been identified, on similar grounds, as locally important. In addition, nine areas are currently designated as Conservation Areas:

- | | | |
|----------------------------------|--------------|-----------------|
| • St George's Street,
Chorley | • Bretherton | • White Coppice |
| • St Laurence's, Chorley | • Brindle | • Withnell Fold |
| • Abbey Village | • Croston | |
| | • Rivington | |

1.16 The locations of listed buildings and conservation areas can be viewed on the Council's website on the My Maps section at <https://myaccount.chorley.gov.uk/MyChorley.aspx?iv=tabsd>.

1.17 More planning controls apply to Listed Buildings and in Conservation Areas than elsewhere to allow the Local Planning Authority to preserve, protect and enhance their heritage value. Separate consent is required for demolition and special controls apply in conservation areas to the display of advertisements and in relation to trees. Whilst it may be possible to alter or extend listed buildings or buildings in conservation areas, proposals often require a greater understanding of design, materials and context than elsewhere. For Listed Buildings any proposals should also be accompanied by a heritage statement, which includes details on how the proposal takes into account the significance of the heritage asset and avoids causing harm.

- 1.18 There may also be occasions where dwellings are located in or close to Registered Parks and Gardens or Scheduled Ancient Monuments and these will need to be reflected in the proposal.
- 1.19 It is strongly recommended that you contact the Council for advice prior to undertaking detailed design work in respect of heritage assets.
- 1.20 Works to locally listed buildings are less tightly controlled but schemes should comply with the general guidelines set out in this document. Reference should also be made to the Chorley Local Plan and Core Strategy design policies at paragraph 1.3

Key Points: Listed Buildings and Conservation Areas

- Extensions should be designed to preserve or enhance the special character of Conservation Areas.
- Extensions to Listed Buildings should respect the character and scale of the original building and be designed to complement that character.

Tree Preservation Orders

- 1.21 A Tree Preservation Order (TPO) protects trees (all types and species, including hedgerow trees, but not hedges, bushes or shrubs) which are considered to make a significant visual amenity value. impact on their local surroundings. A TPO can cover anything from a single tree to groups of trees and woodland. Trees in conservation areas are also protected. Guidance on TPOs can be found at http://planningguidance.communities.gov.uk/?post_type=&s=tree+preservation+orders.
- 1.22 It is an offence to cut down, top, lop, uproot or wilfully destroy a tree without the planning authority's permission. All TPOs are shown on the My Map section of the Councils website at www.chorley.gov.uk.

Key Points: Tree Preservation Orders

- A TPO is normally made without giving prior notice to the land owner. There is chance to make representations after notice has been given.
- An application must be made to the Council before any works to a protected tree are made.
- New requests to protect trees can be made to the Council in writing stating the reasons after which the Council will undertake an assessment.

2 Specific Advice

- 2.1 The following sections provide specific advice about certain types of extensions or alterations and should be read in the context of relevant policies within the Development Plan. As schemes are likely to relate to several of the following sections, relevant advice from each should be applied.
- 2.2 The National Planning Policy Framework sets out the Government's planning guidance on the delivery of sustainable development through the planning system. It states that; "good design is a key aspect of sustainable development, is indivisible from good planning, and should contribute positively to making places better for people".
- 2.3 When considering extending/undertaking alterations to any residential property, good design should begin with an appraisal of the context, whether it be distinct features in the immediate locality, landscape features, including trees, site conditions such as variations in land levels, the existing dominant architectural language or style and the overall mass and scale, of the parent building or found in the immediate area. See paragraphs 1.10 to 1.12.
- 2.4 Permitted development rights allow householders to improve and extend their homes without the need to seek a specific planning permission where that would be out of proportion with the impacts of works carried out. For definition "dwelling house" does not include buildings containing one or more flats or a single flat contained within a building. The definition of an "original" building means a building as it existed on 1 July 1948 where it was built before that date, and as it was built if built after that date. Where planning permission has been granted for a replacement dwelling, the term "original" means the new replacement dwelling becomes the original.
- 2.5 The Central Lancashire Rural Development Supplementary Planning Document provides guidance on the threshold size of extensions in the Green Belt and the Area of Other Open Countryside (Local Plan Policy BNE2) within Chorley borough. Proposals for extensions to dwellings in the Green Belt and the Area of other Open Countryside, which have an increase of over 50% of the volume of the original building, will be considered inappropriate. See Section I of the SPD which can be viewed at <http://chorley.gov.uk/Documents/Planning/Planning%20Policy/Rural%20Development%20SPD%20-%20Final%20Version%20v1.pdf>
- 2.6 Any extension can have a noticeable effect on the amenities of neighbours. In particular there can be an overbearing effect on or a poor outlook created for neighbours where main windows to habitable rooms face onto new development. This can be exacerbated by development on sloping sites. Therefore, where the proposed slab levels are 0.5 metres or more above that of neighbouring existing housing, the above spacing guidelines should be increased by 1 metre for every 0.25 metre difference in the slab levels.

Front Extensions

- 2.7 Extensions that project forward of the original building have a significant effect on the building itself and on the wider streetscape. Inappropriate front extensions upset building lines and architectural rhythms, and appear unduly prominent in the streetscene. In general terms, they are rarely acceptable.
- 2.8 Front extensions may be acceptable, however, in cases where there is no distinct building line or form, in a street with a wide variety of architectural styles for example. It is wise to seek informal advice at an early stage from the Council, should you wish to pursue a front extension.

- 2.9 The most common form of front extension is a porch. In order to ensure that it does not significantly alter the principal elevation of the building by altering its focal point, or changing its character. The form and scale of a proposed porch should respect the proportions of the original building, and should complement rather than compete with existing features, such as bay windows.
- 2.10 On a terraced street where porches are not characteristic of the original design, their addition can have a detrimental effect on terraced houses; as terraces depend upon conformity, rhythm and consistent design to provide much of their architectural interest and integrity. In such cases a single porch can cause severe detriment to the character and appearance of the whole terrace and would be resisted by the Council.

Key Points: Front Extensions

- Are not acceptable where they would upset established building lines and character.
- In cases where porches may be acceptable, they should be subservient to the original building and complement rather than compete with existing features.
- Porches are rarely acceptable on terraced properties, unless they are identified as having been an original feature of a terrace.

Side Extensions

- 2.11 The side elevation of a property will often provide scope for an extension. In such cases the success of a design will generally depend upon establishing a good relationship with the style and form of the building and the surrounding streetscape. It is important that the design relates to the whole structure of which it is part, whether that is a simple dwelling, a pair of semi-detached or a group of dwellings.
- 2.12 An extension should generally be subservient in design to the parent property. To achieve this, elevations should ideally be set back from the existing elevation and the ridge height made lower than the main ridge by a minimum of 1 metre from the existing elevation and the ridge height made lower than the main range.

Semi-Detached and Terraced Houses

- 2.13 Extensions to such dwellings must be subservient and maintain the overall integrity of the streetscape. Particular care is needed to avoid upsetting the balance between the subject building and its twin or neighbours. Subservience can be achieved in many ways, as outlined elsewhere in this document, including stepping the front elevation back and lowering eaves and ridge.

Detached Houses

- 2.14 There is a greater degree of flexibility when extending detached properties, especially where there is no obvious streetscape pattern. Subservience remains important, however, as it allows the viewer to appreciate the original building and extension, and ensures that the extension does not dwarf the original building.

Gaps Between Buildings – The Terracing Effect

- 2.15 The gaps between buildings often contribute to the quality and appearance of a street or locality. Care must therefore be taken, to ensure that this character is not eroded by building on these gaps and changing the balance between buildings and spaces.
- 2.16 Where spaces are filled by side extensions, the buildings can appear cramped. This effect, known as the ‘terracing effect’, creates the impression of one enormous and unrelieved mass of building.
- 2.17 In order to overcome this, two storey side extensions should normally leave a gap of at least 1m between the extension and the boundary with the adjacent property. If however this distance cannot be achieved, a reduction may be considered acceptable where a substantial set back from the front elevation is provided (minimum of 2 metres) sufficient to give a visual break between two properties

Key Points: Side Extensions

- Should not lead to an unacceptable loss of space between an original building and its neighbours.
- Should be subservient to the original building.
- Should be set back no less than 1 metre from the main elevation of the existing building
- In order to avoid terracing, side extensions should leave a reasonable gap (at least 1m) between an extension and the boundary with the adjacent property, or incorporate in some circumstances a substantial set back from the front elevation which creates a clear visual break between properties.
- If there is no route to the rear of the property there should be sensitive siting/storage of wheelie bins.
- The interface distances at paragraph 2.6 will be applied where there is a difference in levels between properties.



Failing to employ adequate setbacks or principles of subservience can result in the creation of a terracing effect and the appearance of an unrelieved mass of building frontage

Rear Extensions

- 2.18 There are many different styles of rear extension and it is important that the design complements the original building, the key issues normally being the roof arrangement, massing and detailing. Due to the more substantial scale of a two-storey rear extension, greater care should be taken with its design and detailing to ensure that a satisfactory relationship is achieved between the original building and the extension.
- 2.19 Rear extensions may not be seen from the public highway but can have a very significant impact upon the amenity of neighbours. Equally such extensions impact upon the space around buildings, which is an important consideration in relation to the character and amenity of an area.
- 2.20 Whilst there are differences in terms of what is acceptable between single and two storey extensions, the Council uses the '45-degree' guidelines. It relates to main living areas such as living rooms, bedrooms, dining rooms and kitchens, it usually does not apply to utility rooms, toilets, staircases or landings. This seeks to:
- Maintain a satisfactory relationship between existing buildings and proposed extensions.
 - Avoid overbearing impacts on adjacent properties and amenity areas.
 - Prevent excessive loss of daylight or overshadowing of habitable rooms and amenity spaces of adjacent properties.
- 2.21 In relation to neighbouring conservatories the angle will be drawn from the edge of the pane of glass closest to the back of the original house. Where there is a significant change in ground levels a stricter standard will be applied.

Single Storey Rear Extensions

- 2.22 The '45-degree' guideline in assessing loss of light and over-dominance in relation to rear single storey extensions will be applied in most cases. Any proposed single storey rear extension should not project more than 3 metres beyond a '45-degree' guideline, drawn on plan, from the near edge of the closest ground floor habitable room window on an adjoining property.

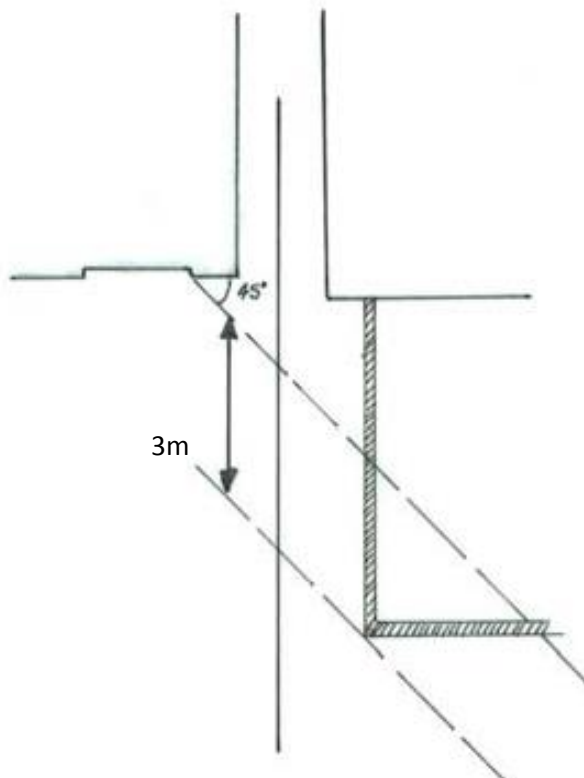


Illustration showing how the 3 metre plus '45-degree' guideline will be applied in the case of single storey rear extensions

Two Storey Extensions

- 2.23 The '45-degree' guideline is applied in the assessment of first floor and two storey rear extensions. Any proposed extension should not project beyond a '45-degree' guideline drawn from the near edge of the closest ground floor habitable room window on an adjoining/affected property.

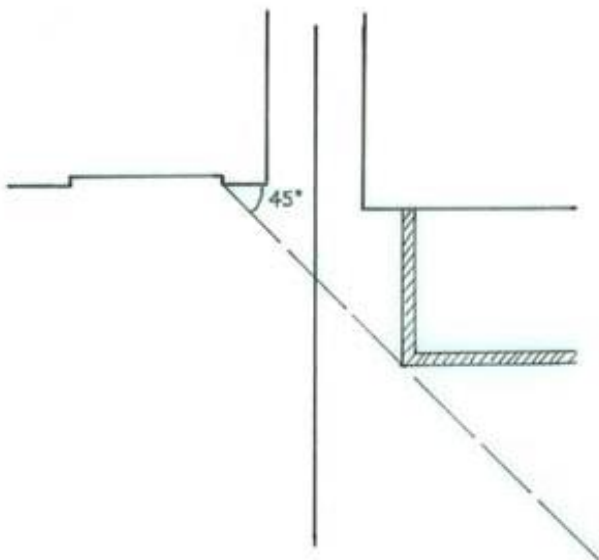


Illustration showing how the '45-degree' guideline will be applied in the case of two-storey/first floor rear extensions

- 2.24 In the interests of reducing the visual impact of any blank façade/gable wall upon neighbours any blank wall should be located a minimum of 12 metres from any facing habitable room windows at first floor.
- 2.25 Two storey and first floor extensions, without proper consideration, can result in an overbearing addition, not only with respect to the over-dominance of neighbouring/affected private amenity space but also in relation to the existing/parent building. Where the extension or large part of the house has more than one storey, it must be a minimum 7 metres away from any boundary of its curtilage which is opposite the rear wall of the house being enlarged. The interface distances at paragraph 2.6 will be applied where there is a difference in levels between properties.
- 2.26 For this reason it is imperative to ensure any such proposal remains visually subservient to the original building, usually by setting the roof ridge and eaves below that of the existing although in some cases it may be more practical to match the existing eaves line with regards to dealing with drainage and roof construction. In order to achieve a satisfactory proportion, such extensions should always have a greater eaves length than depth.

Hipped Roofs

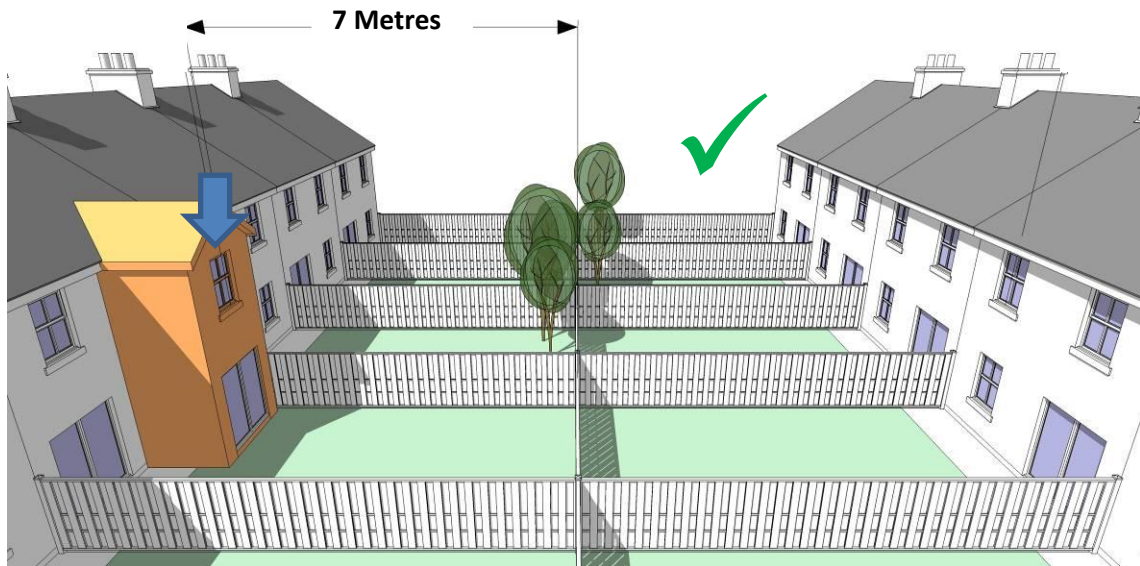
2.27 In relation to hipped roofs the roof style should match the original building.

Key Points: Rear Extensions

- Shall remain visually subservient to the parent/original building.
- Single storey extensions shall project no further than 3 metres beyond a '45-degree' guideline drawn from the near edge of any ground floor habitable room window on an adjoining/neighbouring property.
- Single, first floor and two storey floor rear extensions shall not project beyond a '45-degree' guideline drawn on plan from the near edge of the closest ground floor habitable room window on an adjoining/affected property.
- Blank walls on any proposed extension shall be located no less than 12 metres from any neighbouring/facing habitable room windows.
- A two storey extension with habitable room windows should be located no less than 7 metres from any facing boundary/garden.
- The interface distances at paragraph 2.6 will be applied where there is a difference in levels between properties.

Rear Extensions

Any first floor proposed facing windows must be located no less than 7 metres from any facing boundary/garden.



Two storey/first floor extensions shall remain visually subservient and respond well to the overall scale and form the original/parent building

Extensions on Corner Plots

- 2.28 Whilst extensions on corner plots should adhere to the guidance outlined elsewhere in this document, there are a number of further matters to consider. Corner plots require special consideration due to the open character of such sites, particularly if they are located on a road junction.
- 2.29 Extensions in such locations must achieve a degree of compatibility with two, potentially very different, streetscapes.
- 2.30 Ideally, as a general rule for both single and two-storey extensions, a gap of 1m should remain between the extension and any side boundary and not appear over dominant in the street scene.

Key Points: Extensions on Corner Properties/Locations/Plots

- Should not compromise existing building lines where this would be of detriment to the street scene.
- Shall remain visually subservient to the original/parent building in terms of overall scale and roof form.
- Where there is an inherent staggered building line shall adopt a similar staggered approach regarding overall sideward projection.
- Are visible from a number of locations. It will therefore be especially important to assess their impact and produce a high standard of design and detailing
- The interface distances at paragraph 2.6 will be applied where there is a difference in levels between properties.

Conservatories

- 2.31 Conservatories are a popular means to extend properties. As they constitute an extension, their design should take into account the guidance within this document to ensure a satisfactory relationship with the original building.
- 2.32 Many buildings do not lend themselves to extension with a conservatory. Severe detriment can be caused to the architectural quality of small, simple dwellings by the addition of an off-the-peg conservatory.
- 2.33 However, should the principle be acceptable, the design of a conservatory should relate to the original building. A highly detailed conservatory, with fussy period detailing such as finials, for instance, is unlikely to be suitable for a simple rural building with limited detailing. Many modern 'off the shelf' conservatory designs are not suitable for traditional buildings and, where planning permission is required, are unlikely to be permitted.
- 2.34 Where dwarf walls are to be incorporated into the design they should be of a material and finish compatible with the original building.
- 2.35 Conservatories sited adjacent to a boundary with a neighbour should have a solid side, or be obscure glazed, or be screened by a fence or wall. The elevation facing the neighbour should not contain any opening windows.

Key Points: Conservatories

- Many properties cannot accommodate a conservatory extension due to their size or design.
- Design and detailing of any conservatory should relate to that of the original building.
- Conservatories close to a boundary with a neighbour should pay careful attention to the impact on neighbours' amenity. For privacy's sake, it may be advisable to incorporate a solid side, obscure glazing, or screening in the form of a fence or wall. A neighbour facing elevation in close proximity to a boundary should not contain any opening windows.

Dormers, Rooflights & Roof Extensions

2.36 The roof of a building is an important element of its design. Unsympathetic alterations can have a dramatic and adverse effect.

Dormer Windows

2.37 Some roof alterations are permitted development. However, throughout the Borough, there are many examples of badly designed and executed dormer windows which cause detriment to the character of the buildings to which they are attached as well as to the surrounding area, due to their prominent position and unattractive form. They may also increase the extent to which neighbouring properties are overlooked.

2.38 Dormers need to be carefully designed on the front elevations of properties, due to their prominence. Where they are acceptable on the front elevation they should cumulatively occupy less than 1/3rd of the width of the roof slope on which they are sited. Any front dormer window should be set at least 1 metre from the flank wall of the house, and/or the boundary line with the adjoining property.

2.39 Where rear dormer windows need planning permission they should cumulatively occupy less than 2/3rds of the width of the roof.

2.40 Dormers will not be acceptable if they are built off the house walls or project above the ridge of the roof and should be set below the ridge. They should be designed with care, to be subordinate to the main roof structure and set in from the side elevations. Flat roofed dormers do not sit comfortably with pitched roofs and are unlikely to be acceptable, particularly on front elevations.

2.41 Where dormers are considered acceptable, they should be designed to complement the original building in terms of style, detailing and materials. The roof pitch should normally match that of the original roof. The section of the dormer construction between window and sides should be kept to a minimum and should be of vertically hung material to match the main roof or lead. Dormer windows should have a vertical alignment and be of a lesser proportion than windows on the existing elevations of the house.

2.42 Dormers are unlikely to be acceptable in the roofs of converted farm buildings unless they relate to the design of an adjacent building.

Rooflights

- 2.43 Roof lights often represent an easy opportunity to obtain natural light into loft conversions or roof space and may not need planning permission. However, they should generally be restricted to the rear or least visible elevations of the original building.
- 2.44 Roof lights should be introduced with caution. Too many destroy the character of an unbroken roof slope and can create an unacceptable level of clutter on the roof of the original building. If more than one roof light is proposed on any roof plane, careful thought should be given to size and siting.
- 2.45 Flush fitting 'conservation style' roof lights should be used on listed buildings and in conservation areas.

Roof Extensions

- 2.46 Increasing the height of a dwelling by amending the roof pitch or eaves height, will significantly affect the character and proportions of the building and will impact on the surrounding streetscape.
- 2.47 Such changes are unlikely to be acceptable in areas where roof pitches and heights are consistent, as they will cause detriment to the visual impact of the streetscape altering its rhythm and form.

Key Points: Dormers, Rooflights & Roof Extensions

- Proposed dormers shall be contained well within the body of the roof, by being well set back from the party/end walls, below the ridge of the roof and above the eave gutterline.
- Proposed dormers shall be aligned vertically with the existing window arrangement and in most circumstances be set off the flank/party walls of the original/parent building by no less than 1 metre.
- In most circumstances the roof ridge of proposed dormers shall be set down from the main roof ridge and shall be set up from the eaves.
- Rooflights should, where possible, be located on the rear or least visible roof slopes.
- Excessive numbers of Rooflights are detrimental.

Dormers and Roof Extensions

Proposed dormers shall be set up from the eaves



Proposed Dormers shall be aligned vertically with the existing window arrangement and be set off the gable /party walls of the original/parent building.

X



Proposed roof-lifts/alterations shall not be of detriment to the overall street scene or compromise the inherent roof form found in the immediate context or dominate the property.

3 Balconies & Terraces

- 3.1 The installation of balconies and terraces is almost always problematic, and in many cases unacceptable. In most suburban areas, such features will lead to unacceptable overlooking of neighbouring properties. One possible solution is to incorporate some form of privacy screen. However it is imperative to consider the impact any screen will have on neighbours in terms of its appearance and potential to overshadow. Privacy screens can significantly increase the visual impact of a proposal, and should only be used with great care. Ideally they should be designed into the fabric of an extension rather than be added as an afterthought.

Key Point: Balconies & Terraces

- Balconies or terraces, which lead to an unacceptable level of overlooking or are visually intrusive, are unacceptable.

4 Garages and Outbuildings

- 4.1 It is important to consider and understand that garages and other outbuildings, whether or not they require planning permission, can have a similar impact as other extensions. Such features should, therefore, respect the scale, character and materials of the original property and care should be taken to safeguard the amenities of neighbours.
- 4.2 Outbuildings should generally be sited in an inconspicuous position and should be commensurate in scale and function to the original property. It will rarely be acceptable to site outbuildings in front of the original property as they would then be too prominent; and conflict with any established building lines. Ideally garages at the side of an original building should be set back from the main building line, with space for car parking, and preferably turning, in front of the garage.
- 4.3 In rural areas outbuildings should normally be sited close to the house; otherwise they may intrude into the open/ rural character of the area to which gardens can make an important contribution. The siting and design of outbuildings needs particular care in rural areas, where they can be particularly prominent, in conservation areas, and in the setting of Listed Buildings. It is unlikely that planning permission will be forthcoming for more than equivalent of a double garage, a small shed, and a small greenhouse on a single dwelling in the countryside.
- 4.4 Outbuildings should be constructed in a style that reflects the original building, in terms of materials, detailing and proportion. Garage doors should generally be the width of a single car to minimise their visual impact upon their surroundings. In a double garage, this can be achieved by using two doors with a pillar between.
- 4.5 In the past, garages have been developed with 'storage' space above which has later been converted to habitable rooms. In many cases, this scale of building will require planning permission and is unlikely to be acceptable. Any space above ground floor will be restricted to storage use and should not be capable of later conversion to residential use.
- 4.6 Care must always be taken to ensure that any outbuildings and other structures, such as decking, do not lead to an unacceptable level of overshadowing of neighbouring properties, disturbance or loss of privacy.

Key Points: Garages & Outbuildings

- Proposals should respect the design, materials and form of the original building, its setting and the residential amenities of neighbours.
- The siting of such buildings should respect established building lines
- A minimum 6 metre long parking space should be provided between any garage and the highway to allow for the garage door to be opened when a car is in front of it, without the car having to overhang the highway.
- Existing outbuildings and extensions will be taken into account in the assessment of proposed rural extensions and cumulatively shall not result in an unacceptable loss of private amenity space or over dominate the site.

5 Access and Parking

- 5.1 The design of extensions should ideally not involve the loss of existing off-street parking provision and should meet the Council's parking standards. If this is not possible replacement provision can be considered, elsewhere within the curtilage provided there is no detriment to the overall streetscape, unacceptable loss of amenity space, traffic hazard nor harm to the amenities of neighbours.
- 5.2 Off-street parking should generally be provided at a ratio of 1 space for a single bed dwelling, 2 spaces for a two or three bed dwelling, and 3 spaces for a larger property. This will include garages. Car parking spaces occupy a space 2.5m by 5.5m but parking spaces in front of a garage should be 2.5m by 6m to allow for opening/closing doors. If a garage is to be classified as a parking space the size must be 6m by 3m and conditions may be imposed to retain it for parking if it is relied on as a parking space. Relaxation of the parking standards may be accepted in highly accessible locations if it can be demonstrated that on-street parking is not causing a traffic hazard or harming the amenities of neighbours.
- 5.3 On main roads, such as classified roads or roads with a speed limit greater than 30mph, turning space should be provided within the site. Proposals that result in the loss of existing manoeuvring facilities are unlikely to be acceptable. Where gates are proposed, they should be positioned to allow a vehicle to pull off the carriageway even when the gates are closed. So gates should be set at least 5 metres from the back edge of the footpath and open into the site. Alternatively, 5m plus the width of the gate if they open out of the site. Appropriate visibility will also be needed, the standards for which will vary depending on the location and site.
- 5.4 The creation of a new hardstanding and access is only likely to require planning permission if the access is to/from a classified road or where permitted development rights have been withdrawn.
- 5.5 Further detailed or technical advice can be obtained from Lancashire County Council which is the Highway Authority for the area at www.lancashire.gov.uk or Tel: 0300 123 6780.

Key Points: Access & Parking

- Access and parking space should not prejudice highway safety and should respect the amenities of neighbours.

6 Works to Front Gardens

- 6.1 Most walls and fences up to 2 metres if not fronting a highway (1 metre if fronting a highway) to the rear of a dwelling will not require planning permission. But they can look intrusive and overshadow neighbouring land. Care should therefore be taken in the choice of material, detailed design and siting.
- 6.2 The treatment of front boundaries contributes a great deal to the character of buildings and of the wider scene. Here, careful thought should be given to the impact of demolition. In some areas, consent to demolish will be required and is unlikely to be acceptable where harm would be caused to the streetscene.
- 6.3 Associated with this, a popular solution to ever-increasing car parking problems is to surface front gardens. This greatly alters the setting of the building and streetscape, often causing detriment and, where such proposals require permission, is unlikely to be permitted.
- 6.4 Detailed guidance on how you can install a new driveway or hard surface in your front garden and what works will require planning permission can be found at <http://www.communities.gov.uk/publications/planningandbuilding/pavingfrontgardens> The purpose of the guidance is to advise householders of the options for achieving permeability and meeting the condition for permitted development status.

7 Boundary Treatments

- 7.1 Boundary treatments, whether traditional or modern, contribute a great deal to the streetscape and character of an area. They define areas of private space and often make a positive contribution to the setting of the building. Poorly designed boundary treatments can undermine the quality of the built environment.
- 7.2 The removal of enclosure alters the hierarchy of spaces, making it difficult to identify where public space ends and private space starts. This can produce very confused and awkward rhythms in the streetscene.
- 7.3 Where new boundary treatments are proposed, care must be taken to ensure that the proposed materials and detailing take a lead from the surroundings. Care should be taken to ensure that proposed walls and fences do not harm the streetscene or cause detriment to the amenities of neighbours.
- 7.4 Where estates are open plan, or have a distinctive, sylvan character, the erection of walls and fences at the front of the property is unlikely to be acceptable. Such areas often have permitted development rights removed or conditions/covenants associated with the land to restrict such development. The character of such estates is derived from the open, landscaped environment and physical built barriers will significantly detract from that character. Likewise, development that would obstruct visibility, for highway purposes, or would otherwise cause highway danger, will also be unacceptable.
- 7.5 In rural areas, any new boundary treatment should be of the traditional style typical of the immediate locality. Standard modern solutions will generally have an adverse visual impact.

Key Points: Boundary Treatments

- The removal or substantial alteration of historic boundary treatments is unlikely to be acceptable.
- Boundary treatments should be designed in materials and details that respect the surrounding streetscape or area.
- Boundary treatments must not be oppressive and should allow the building within the site to remain engaged with the wider streetscape.

8 Solar Panels and Wind Turbines

- 8.1 Chorley Council is committed to the incorporation of sustainable energy sources into domestic dwellings. Many of the technologies are applicable at a micro scale for integration into new and refurbished buildings or for 'retro-fitting' to existing structures.

Solar Panels

- 8.2 In general terms, planning permission will not be required for the installation of solar panels on the roofs of existing dwellings, provided that the panels are roof mounted and fitted flush with the external plane of the roof slope so that there is no material alteration to the shape of the dwelling house. There may, however, be a need for planning permission if the property is in a conservation area and, if the property is a Listed Building, there will also be a need to obtain Listed Building consent.
- 8.3 Whether formal permission is needed or not, however, design principles are still relevant and should be taken into account when contemplating where to site such an installation. The guidance concerning rooflights should be used as a guide and panels should preferably be sited on least visible roof slopes, away from eaves, verges and ridge. It is, however, recognised that their efficiency is dependant on solar gain, which will have a bearing on siting and orientation.
- 8.4 This said, highly visible solar panels are unlikely to be acceptable in sensitive areas such as Conservation Areas or on Listed Buildings.

Wind Turbines

- 8.5 Building mounted and small freestanding turbines have a strong contemporary design that will often contrast with traditional buildings and streetscapes. Where they are to be incorporated into traditional layouts care will therefore be needed to ensure that their siting does not cause detriment to the historic form. Design solutions should be sought that will minimise views of the turbine and, wherever possible, siting in prominent locations should be avoided. The location should also be selected so as to avoid an adverse impact on neighbouring properties.
- 8.6 Building-mounted turbines should, so far as practicable, be sited so as to minimise their effect on the external appearance of the building and streetscape, for example upon non-public frontages and below the highest part of the roof or chimney. This may mean that they have to be sited in a location that is not as effective as other, more prominent locations. A balance should be sought between the visual impact of the proposal and its performance.

- 8.7 In terms of all forms of sustainable energy devices, it is advised that you contact the planning department at an early stage to discuss design and siting issues, as well as any need to submit a planning application.

Key Points: Solar Panels and Wind Turbines

- Solar panels should be sited on the least visible roof slopes and installed flush with the roof plane.
- Highly visible solar panels are unlikely to be acceptable in sensitive areas such as Conservation Areas or on Listed Buildings.
- Building mounted wind turbines should be carefully sited, to minimise any impact on the building or streetscape.

9 Checklist for Avoiding Common Mistakes

- 9.1 As emphasised throughout this guide, the key to designing any alteration or extension is to appreciate the character and form of both the building and its setting.
- 9.2 Most applications are successful. Those that are refused are often rejected because mistakes have been made during the design process. Care should be taken to avoid the following errors:
- Limited contextual analysis so that the proposal fails to respect the building or its wider setting.
 - Use of a standard design that fails to respect the particular character of the original building and/or locality.
 - Lack of a clear design rationale that fails to secure a proposal that complement its context.
 - Lack of commitment to a quality outcome and consequent failure to respect architectural principles or traditions.
 - Competent contextual analysis, but no evidence that this has informed the design solution put forward.
 - A lack of clarity in the plans submitted making it very difficult to understand exactly what is being proposed.
 - Allowing the internal layout to dictate an inappropriate external design.
 - A proposal that is poorly designed with little consideration given to its surroundings, compromising the streetscape and neighbours amenity.



**Householder Design Guidance
Supplementary Planning Document**

2016 Consultation Draft

**Screening Document for Sustainability Appraisal and
Strategic Environmental Assessment and Habitat
Regulations Assessment**

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INTRODUCTION

1. The Council is replacing the existing Householder Design Guidance Supplementary Planning Document (SPD) with the Householder Design Guidance SPD 2016 which relates to the design standards set within Policy 17 (Design of New Buildings) of the Central Lancashire Core Strategy, Policy HS5 (House Extensions) and Policy BNE1 (Design Criteria for New Development) of the adopted Chorley Local Plan and the Central Lancashire Design Supplementary Planning Document.
2. The Planning Act 2008 removed the mandatory requirement for a Sustainability Appraisal (SA) to be prepared for SPDs. Local Planning Authorities are still however required to screen SPDs to ensure that the legal requirements for SA are met where there are impacts that have not been covered in the appraisal of the parent plan, or where an assessment is required by the Strategic Environmental Assessment (SEA) Directive.
3. Under the Environmental Assessment of Plans and Programmes Regulations 2004, Council's must where appropriate carry out a SEA. The first part of the SEA process is to screen the relevant plan or programme to test whether SEA is required. The Council has a duty to consult with specified consultation bodies (Natural England, English Heritage and the Environment Agency) when determining the need for SEA.
4. This screening report has been prepared in support of the replacement SPD. It establishes whether there are impacts arising from the SPD that have not been covered in the higher level SA/SEA of the Core Strategy and Chorley Local Plan 2012-2026 and if a full SA/SEA is required for the SPD.

OVERVIEW OF THE PROPOSED SPD

5. The purpose of the Householder Design Guidance SPD is to provide further guidance on Core Strategy Policies 17: (Design of New Buildings) of the Central Lancashire Core Strategy, Policy HS5 (House Extensions) and Policy BNE1 (Design Criteria for New Development) of the adopted Chorley Local Plan and the Central Lancashire Design Supplementary Planning Document.
6. The SPD is intended to provide more positive and comprehensive guidance and will form part of the Local Development Framework for Chorley. The SPD provides help for people who wish to extend or alter their property and aims to achieve high quality extensions which respect their surroundings and protect the amenity of neighbours. The SPD sets out the general principles which should be considered when designing an extension and gives specific advice on particular types of extensions and alterations which should be addressed as part of any planning application. The SPD does not introduce new policies.

SCREENING OF THE REQUIREMENT FOR SUSTAINABILITY APPRAISAL

7. The screening process considers whether the draft Householder Design Guidance SPD gives rise to significant social, environmental or economic effects.
8. The Core Strategy and Chorley Local Plan 2012-2026 were subject to Sustainability Appraisal at a number of stages during their production and each individual policy was assessed against a number of social, environmental and economic sustainability objectives.
9. The table below summarises the Sustainability Appraisal of Core Strategy Policy 17 and all other Core Strategy policies; Policy HS5 (House Extensions) and Policy BNE1 (Design Criteria for New Development) of the Local Plan and all other Local Plan policies that are relevant to the SPD and identifies whether adoption of the SPD will result in any additional impacts on the sustainability objectives.

Table 1: Summary of SA of Policies to which SPD Relates and Assessment of Additional Impacts

Associated Policy	Summary of SA of Policy				Will the SPD further impact on SA objectives?
	Social Effects	Environmental Effects	Economic Effects	Comments	
Core Strategy Policy 17: Design of New Buildings	+	+	0	<ul style="list-style-type: none"> ▪ Positive social effects on climate change could be strengthened by linking to the development pattern with high quality design. It also requires that the design of new developments minimises the opportunity for crime. ▪ Policy will have positive environmental effects as it promotes designs that are adaptable to climate change and adopt principles of sustainable construction. ▪ Policy will have little economic effect. 	No, The draft SPD provides guidance for applicants in understanding this policy and criterion. It covers what is required as part of the planning process for household extensions and alterations to properties. It seeks to provide specific advice on particular types of extensions and alterations aiming for good design and complements the Central Lancashire Design Guide SPD which offers further detailed guidance on the design of places, buildings and landscaping in the Borough.
Core Strategy Policy 16: Heritage Assets	0	+	0	<p>Policy will have little social effect.</p> <p>Policy will have positive environmental effects as it seeks to protect and enhance heritage assets from inappropriate development.</p> <p>Policy will have little economic effect.</p>	No. In accordance with this policy, Core Strategy Policy 17 seeks to safeguard and enhance the built and historic environment and prevent the design of new buildings that will compromise sites with statutory protection, which includes heritage assets. The draft SPD provides further guidance on this by requiring all planning applications within the setting of, or near to the setting of a heritage asset to be accompanied by a heritage statement which includes details on how the proposal takes into account the significance of heritage assets.
Core Strategy Policy 22: Biodiversity and Geodiversity	0	++	0	<p>Policy will have little social effect.</p> <p>Policy will have significant positive environmental effects as it seeks to conserve, protect and enhance the biological and geological assets of the area.</p> <p>Policy will have little economic effect.</p>	No. In accordance with this policy, Core Strategy Policy 17 seeks to protect existing natural assets and habitat creation and prevent the design of new buildings that will compromise sites with statutory protection, which includes Biological and Geological Heritage Sites and ecological networks. The draft SPD advises that the planning authority is required to take account of the impact of any development on protected species and habitats and this will be considered as part of the planning application process. Planning permission does not override the legislation relating to protected species. The draft SPD refers to the Central Lancashire Biodiversity and Nature Conservation SPD which offers further guidance on this by requiring all planning applications within the setting of, or near to the setting of a Biological/Geological Heritage Site or ecological network to be accompanied by an assessment of its impact on the asset along with details of how any identified negative impacts have been mitigated.

Associated Policy	Summary of SA of Policy				Will the SPD further impact on SA objectives?
	Social Effects	Environmental Effects	Economic Effects	Comments	
Local Plan Policy BNE1: Design Criteria for New Development	+	+	/	<p>Policy will have positive social effects as it will ensure that new developments are designed to help prevent crime.</p> <p>Policy will have positive environmental effects as it will ensure that new developments do not have an adverse impact on biodiversity, landscape, buildings and heritage.</p> <p>Policy has no link with any of the economic objectives.</p>	No. The draft SPD provides further guidance to applicants to ensure that householder extensions and alterations to properties will not have an adverse impact on biodiversity, landscape, buildings and heritage. The draft SPD therefore supports this policy.
Local Plan Policy HS5: House Extensions	0	0	+	<p>Policy will have little social effect</p> <p>Policy will have little environmental effect</p> <p>Policy will have positive economic effects as allows additional housing to be provided through conversions in rural areas where development will be limited, maintaining rural businesses, retail and services.</p>	No. The draft SPD provides specific advice on the extension of dwellings and alterations to properties aiming for good design. The draft SPD supports Core Strategy Policy 17 and therefore supports this policy.
Local Plan Policy BNE8: Protection and Enhancement of Heritage Assets	0	+	0	<p>Policy will have little social effect.</p> <p>Policy will have positive environmental effects as it protects and enhances heritage assets which are of architectural, historic, cultural and archaeological value along with landscape and townscape character within the Borough.</p> <p>Policy will have little economic effect.</p>	No. The draft SPD provides further guidance on this by requiring all planning applications within the setting of, or near to the setting of a heritage asset to be accompanied by a heritage statement which includes details on how the proposal takes into account the significance of heritage assets. The draft SPD supports Core Strategy Policy 17 and therefore supports this policy.
Local Plan Policy BNE9: Biodiversity and Nature Conservation	/	+	/	<p>Policy has no link with any of the social objectives.</p> <p>Policy will have positive environmental effects as it will ensure that biodiversity and local landscape character is protected and enhanced.</p> <p>Policy has no link with any of the economic objectives.</p>	No. The draft SPD advises that the planning authority is required to take account of the impact of any development on protected species and habitats and this will be considered as part of the planning application process. Planning permission does not override the legislation relating to protected species. The draft SPD refers to the Central Lancashire Biodiversity and Nature Conservation SPD which offers further guidance on this by requiring all planning applications within the setting of, or near to the setting of a Biological/Geological Heritage Site or ecological network to be accompanied by an assessment of its impact on the asset along with details of how any identified negative impacts have been mitigated. The draft SPD supports Core Strategy Policy 17 and therefore supports this policy.

Associated Policy	Summary of SA of Policy				Will the SPD further impact on SA objectives?
	Social Effects	Environmental Effects	Economic Effects	Comments	
Local Plan Policy BNE11: Species Protection	/	+	/	Policy has no link with any of the social objectives. Policy will have positive environmental effects as it seeks to protect species. Policy has no link with any of the economic objectives.	No. The draft SPD refers that the planning authority is required to take account of the impact of any development on protected species and habitats and this will be considered as part of the planning application process. The draft SPD refers to the Central Lancashire Biodiversity and Nature Conservation SPD which offers further advice. The draft SPD supports Core Strategy Policy 17 and therefore supports this policy.

SCREENING OF THE REQUIREMENT FOR SEA

10. In accordance with the SEA Directive 2001/42/EC and the Environmental Assessment of Plans and Programmes Regulations 2004, the draft Householder Design Guidance SPD must be screened to determine whether it is likely to have significant environmental effects and whether a full SEA is required.
11. The Regulations advise that the likelihood of any significant environmental effects should be determined by a screening process which should use a specified set of criteria as set out in Schedule 1 of the Regulations. The appraisal of the SPD against these criteria is set out in Table 2 below.
12. The Core Strategy and Local Plan SAs incorporated the requirements of SEA and assessed environmental effects as well as social and economic effects therefore as demonstrated in Table 1 at page 2, the SPD would not have any additional environmental impacts. However, in order to meet the requirements of the SEA Directive and the Environmental Assessment of Plans and Programmes Regulations, the SPD has been screened against the SEA criteria.

Table 2: SEA Screening

Criteria	Assessment of SPD against criteria	Will the SPD have a significant environmental impact?
1. The characteristics of plans and programmes, having regard, in particular to:		
a) The degree to which the plan or programme sets a framework for projects and other activities, either with regard to the location, nature, size and operating conditions or by allocating resources.	The draft SPD provides further guidance on Core Strategy Policy 17 and the Local Plan Policies referred to. It does not set a framework for projects or allocate resources.	No
b) The degree to which the plan or programme influences other plans and programmes including those in the hierarchy.	The draft SPD does not influence other plans and programmes. SPDs are the lowest tier of the development plan hierarchy and their purpose is to provide further guidance on development plan policies.	No
c) The relevance of the plan or programme for the integration of environmental considerations in particular with a view to promoting sustainable development.	The draft SPD contributes positively to the integration of environmental considerations and promoting sustainable development. It provides further guidance on Core Strategy Policy 17 and Local plan policies referred to which aim to cover design criterion for new buildings with specific advice on householder extensions and alterations to properties, aiming to take account of the character and appearance of the local area.	No
d) Environmental problems relevant to the plan or programme.	There are no specific environmental problems that are relevant to the draft SPD.	No
e) The relevance of the plan or programme for the implementation of Community legislation on the environment (for example, plans and programmes linked to waste management or water protection).	The draft SPD is not relevant to the implementation of Community legislation on the environment.	No
2. Characteristics of the effects and of the area likely to be affected, having regard, in particular, to:		
a) The probability, duration, frequency and reversibility of the effects.	The draft SPD will not result in any environmental effects. It provides further guidance on Core Strategy Policy 17 and design criterion with specific advice on householder extensions and alterations to properties.	No

Criteria	Assessment of SPD against criteria	Will the SPD have a significant environmental impact?
b) The cumulative nature of the effects.	The draft SPD will not result in any environmental effects. It provides further guidance on Core Strategy Policy 17 and design criterion with specific advice on householder extensions and alterations to properties.	No
c) The transboundary nature of the effects.	The draft SPD will not result in any transboundary environmental effects.	No
d) The risks to human health or the environment (for example due to accidents).	The draft SPD will not result in any risk to human health. It provides further guidance on Core Strategy Policy 17 and design criterion with specific advice on householder extensions and alterations to properties taking account of the character and appearance of the local area.	No
e) The magnitude and spatial extent of the effects (geographical area and size of the population likely to be affected).	The draft SPD is applicable boroughwide but will not result in any environmental effects. It provides further guidance on Core Strategy Policy 17 and design criterion with specific advice on householder extensions and alterations to properties taking account of the character and appearance of the local area.	No
f) The value and vulnerability of the area likely to be affected due to: i) Special nature characteristics or cultural heritage; ii) Exceeded environmental quality standards or limit values; or iii) Intensive land use.	The draft SPD will not result in any environmental effects. It provides further guidance on Core Strategy Policy 17 and design criterion with specific advice on householder extensions and alterations to properties taking account of the character and appearance of the local area.	No
g) The effects on areas or landscapes which have a recognised national, Community or international protection status.	In the Borough there are a number of national and local environmental designations including SSSIs. These are protected by relevant Core Strategy and Local Plan policies. The draft SPD will not result in any environmental effects on these designations. It provides further guidance on Core Strategy Policy 17 and design criterion with specific advice on householder extensions and alterations to properties taking account of the character and appearance of the local area.	No

APPROPRIATE ASSESSMENT

13. Appropriate Assessment of plans that could affect Special Protection Areas for birds (SPAs) or Special Areas of Conservation for habitats (SACs) is required by Article 6(3) of the European Habitats Directive. Appropriate Assessments of both the Core Strategy and Local Plan were undertaken and both concluded that it is unlikely that the document would have a significant impact on any European site, namely the Ribble and Alt Estuaries Special Protection Area (SPA), and therefore no further assessment is needed. As such the sites could be “screened out”. Therefore it was not necessary to move to the Stage 2 Appropriate Assessment.
14. The SPD provides further guidance on Core Strategy and Local Plan policies in relation to householder design guidance for people wishing to extend or alter their property and aims to achieve high quality extensions which respect their surroundings and protect the amenity of neighbours. The SPD is unlikely to have any significant effect on a SPA or SAC, above and beyond any significant effects that the Core Strategy or Local Plan is likely to have, either individually or in combination with other plans and projects. Therefore, the SPD will not trigger the need for an Appropriate Assessment.

CONCLUSION AND SCREENING OUTCOME

15. As a result of the above assessment it is unlikely that there will be any significant negative impacts arising from the SPD on social, environmental and economic matters that were not covered in the Appraisal of the 'parent' Core Strategy or Local Plan. Therefore, the SPD will not trigger the need for a SA/SEA.

NOTICE OF PROPOSAL
ROAD TRAFFIC REGULATION ACT 1984
LANCASHIRE COUNTY COUNCIL
(RUNSHAW LANE, EUXTON, CHORLEY BOROUGH)
(ESTABLISHMENT OF A ZEBRA CROSSING)

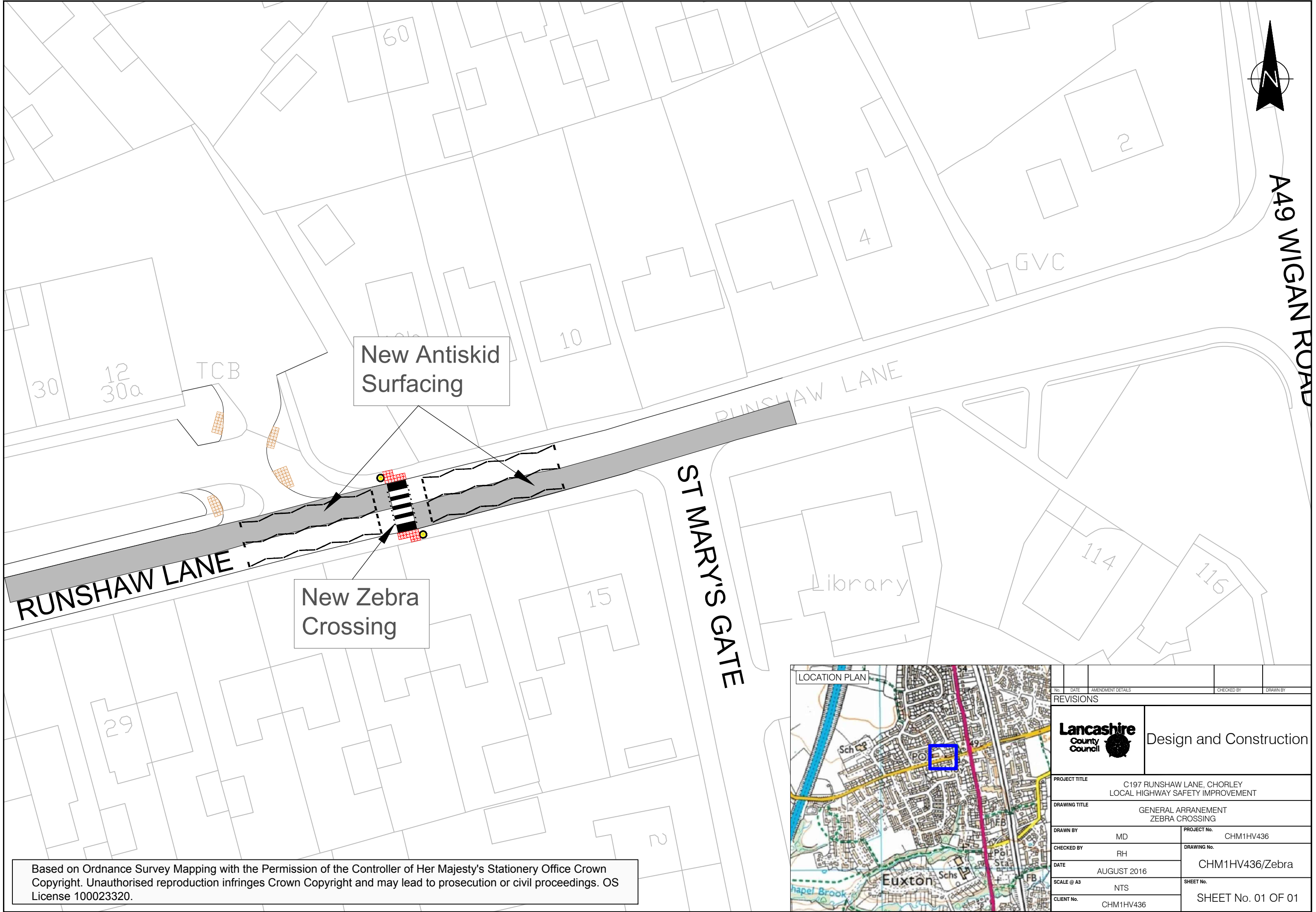
NOTICE IS HEREBY GIVEN that Lancashire County Council propose to make the above Traffic Regulation Order under Section 23 of the **Road Traffic Regulation Act 1984**, as amended, the effect of which will be to introduce a Zebra Crossing on Runshaw Lane, Euxton, from a point 15 metres west of the Centreline of St Mary's Gate for a distance of 41 metres in a westerly direction.

A copy of the relevant notice and plan, indicating the location of the crossing may be inspected during normal office hours at the offices of the Borough Solicitor's Department Chorley Borough Council, Town Hall, Chorley, PR7 1DP and at the offices of The Director of Governance, Finance & Public Services, Lancashire County Council, Christ Church Precinct, County Hall, Preston PR1 8XJ. Any representations **or** objections (specifying the grounds on which they are made) relating to the proposal must be made in writing and should be sent to The Director of Governance, Finance & Public Services, Lancashire County Council, P O Box 78, County Hall, Preston PR1 8XJ or by e-mail to tro-consultation@lancashire.gov.uk quoting ref:**LSG4\894.2767\DJ** before the 5th October 2016.

Ian Young, Director of Governance, Finance and Public Services
6th September 2016



A49 WIGAN ROAD



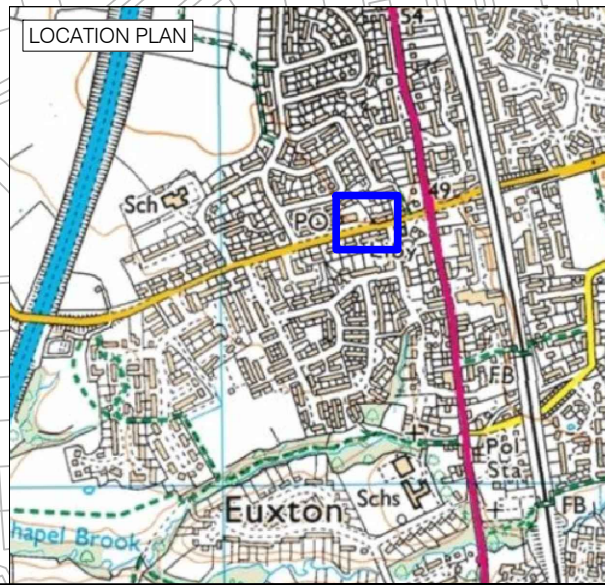
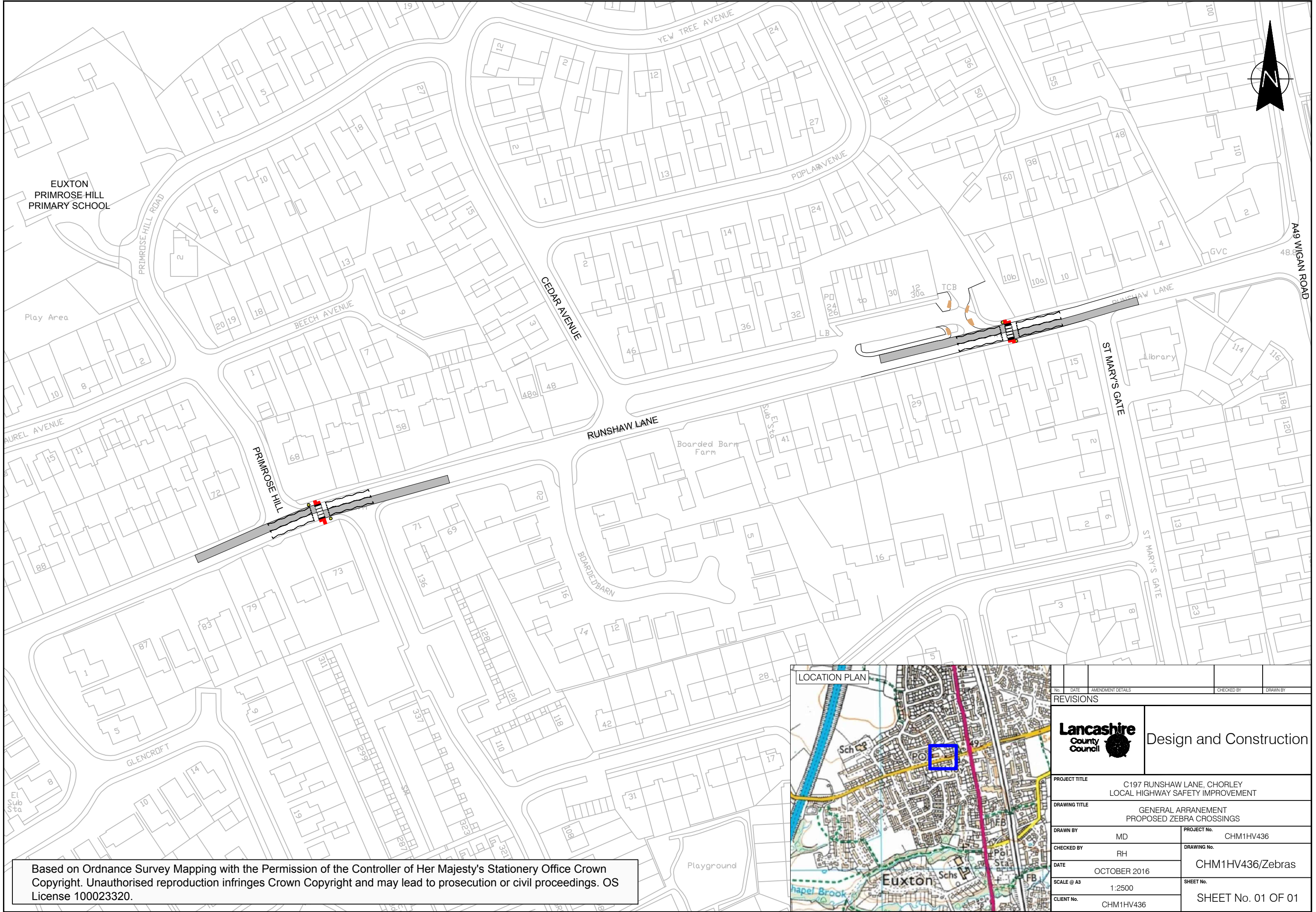
New Antiskid Surfacing

New Zebra Crossing



No.	DATE	AMENDMENT DETAILS	CHECKED BY	DRAWN BY
REVISIONS				
Lancashire County Council		Design and Construction		
PROJECT TITLE C197 RUNSHAW LANE, CHORLEY LOCAL HIGHWAY SAFETY IMPROVEMENT				
DRAWING TITLE GENERAL ARRANEMENT ZEBRA CROSSING				
DRAWN BY MD		PROJECT No. CHM1HV436		
CHECKED BY RH		DRAWING No. CHM1HV436/Zebra		
DATE AUGUST 2016		SHEET No. SHEET No. 01 OF 01		
SCALE @ A3 NTS		CLIENT No. CHM1HV436		

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NO.		DATE		AMENDMENT DETAILS		CHECKED BY		DRAWN BY	
REVISIONS									
Lancashire County Council					Design and Construction				
PROJECT TITLE									
C197 RUNSHAW LANE, CHORLEY LOCAL HIGHWAY SAFETY IMPROVEMENT									
DRAWING TITLE									
GENERAL ARRANGEMENT PROPOSED ZEBRA CROSSINGS									
DRAWN BY					PROJECT No.				
MD					CHM1HV436				
CHECKED BY					DRAWING No.				
RH					CHM1HV436/Zebbras				
DATE					SHEET No.				
OCTOBER 2016					SHEET No. 01 OF 01				
SCALE @ A3					COMPUTER FILE REF.				
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CLIENT No.									
CHM1HV436									

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