



## CRAVEN SPATIAL PLANNING SUB-COMMITTEE

**Wednesday, 8 September 2021 at 6pm**

(to be followed at 7pm by Select Committee)

**Sub-Committee Members:** Councillors Brockbank, Myers, Pringle, Rose, Shuttleworth, Staveley and Sutcliffe

**Substitute Members:** Councillors Madeley, Mulligan and Solloway

**Please note the following advice in advance of the meeting:**

The Council's powers to hold remote meetings expired on 7 May 2021. Whilst the return to face to face meetings provides significant challenges, the Council has undertaken a great deal of work to ensure that face to face meetings are delivered in a COVID safe environment.

Due to social distancing measures, spaces for public attendance are limited and so registration is essential to secure a place.

Everyone who attends this meeting will be asked to wear a face covering, unless exempt.

Council staff, elected members and members of the public are urged to take advantage of the national 'next step safely' campaign and access a free, rapid lateral flow test in advance of the meeting:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing/> Please note that whilst this is advised, it is not a requirement for entry to the meeting.

Anyone displaying Covid-19 symptoms is asked not to attend.

For more information email [committees@cravendc.gov.uk](mailto:committees@cravendc.gov.uk)

### AGENDA

1. **Apologies for Absence** – To receive any apologies for absence
2. **Appointment of Chairman and Vice-Chairman for the 2021-22 municipal year.**

3. **Confirmation of Minutes** – To confirm the minutes of the meeting held on 8<sup>th</sup> February 2021 and 19<sup>th</sup> April 2021.
4. **Public Participation** – In the event that any questions/statements are received or members of the public attend, the public participation session will proceed for a period of up to fifteen minutes.
5. **Declarations of Interest** – All Members are invited to declare at this point any interests they have in items appearing on this agenda, including the nature of those interests.

(Note: Declarations should be in the form of:

a “**disclosable pecuniary interest**” under Appendix A to the Council’s Code of Conduct, or “**other interests**” under Appendix B or under Paragraph 15 where a matter arises at the meeting which relates to a financial interest of a friend, relative or close associate.

A Member of Council who has a disclosable pecuniary interest must leave the room and not take part in the discussion or vote. When declaring interests under Appendix B or Paragraph 15 of the Code, Members must move to the public seating area, not vote, and speak only if members of the public are also allowed to speak at the meeting.)

6. **Good Design and Rural Workers’ Dwellings Supplementary Planning Documents – Draft for Consultation** - Report of the Strategic Manager for Planning and Regeneration. Attached.

Purpose of Report – To present the following two draft Supplementary Planning Documents (SPDs): Good Design SPD and Rural Workers’ Dwellings SPD.

7. **Any other items** which the Chairman decides are urgent in accordance with Section 100B(4) of the Local Government Act, 1972.
8. **Date of Next Meeting** – To be agreed.

**Agenda Contact Officer:**

Vicky Davies, Senior Democratic Services Officer

E-mail: [vdavies@cravendc.gov.uk](mailto:vdavies@cravendc.gov.uk)

25 August 2021

## **CRAVEN SPATIAL PLANNING SUB-COMMITTEE**

(Online)

8 February 2021

**Present** – The Chairman (Councillor Staveley) and Councillors, Brockbank, Myers, Pringle, Rose Shuttleworth and Sutcliffe.

**Officers** – Interim Legal Services Manager, Strategic Manager for Planning and Regeneration, Interim Spatial Planning Manager, Planning Consultant, Planning Officer (Planning Policy Team) x 2, Planning Assistant (Planning Policy Team) x 2, Senior Democratic Services Officer and Democratic Services and Scrutiny Officer.

Start: 6.38pm

Finish: 8.35pm

**Minutes** – The minutes of the Sub-Committee's meeting held on 10 November 2020 were confirmed as a correct record.

### **Minutes for Report**

CSP.188

### **AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT : REVISED DRAFT FOR CONSULTATION**

The Strategic Manager for Planning and Regeneration presented a report asking Members to approve, for public consultation, a revised draft Affordable Housing Supplementary Planning Document (SPD) and associated documents. The SPD had previously been approved last year for public consultation and representations were received. These representations have been examined and a Consultation Statement produced.

The intention had been to publish the said Statement and seek Policy Committee approval to adopt the SPD including any changes or modifications from the representations received.

However, the Council's Barrister on spatial planning matters had recommended deferral until a further period of public consultation had taken place as there was a legal duty to carry out such consultation on both the draft SPD and the Consultation Statement.

In relation to the Strategic Environmental Assessment Screening Report and the Habitat Regulations Assessment: Screening Report as set out in Appendices C and D of the report, at the time of writing the report two of three statutory consultees namely the Environment Agency and Historic England had responded. The Interim Spatial Planning Manager was able to update Members in that the Council had now heard from Natural England, the remaining statutory consultee and she was able to report that they all agreed with the conclusions of the screening reports and that their responses would be included in an Adoption Statement as well as in the public consultation documents.

The final Affordable Housing SPD and Adoption Statement would be presented to a future meeting of the Policy Committee for approval.

During the debate, the Interim Spatial Planning Manager clarified the current criterion in relation to the minimum size of affordable homes in Craven. She stated that the national described space standards were not set out in the 2012 NPPF on which the Council's Local Plan Viability Assessment was based, but were introduced in 2019. Until the Council reviewed the minimum size of affordable homes as per Government guidelines it would not be possible to insist those most recent standards were met as they were not part of the Local Plan that was examined, thereby leaving the Council open to challenge.

**Resolved** – (1) That, the revised draft Affordable Housing Supplementary Planning Document (SPD) and associated documents are approved as set out in Appendix A to the report now submitted are approved.

(2) That, the draft Affordable Housing SPD: Revised Draft for Public Consultation as set out in Appendix B to the report now submitted is approved and this document is to act as a material consideration when dealing with and determining relevant planning applications.

(3) That, the Strategic Environmental Assessment: Screening Report and the Habitat Regulations Assessment: Screening Report as set out in Appendices C and D of the report now submitted are approved.

(4) That, delegated authority is granted to the Strategic Manager for Planning and Regeneration to publish the documents in the appendices to the report now submitted for a period of public consultation for a period of six weeks running from Monday 15 February 2021 until Monday 29 March 2021.

CSP.189

**DATE OF NEXT MEETING**

To be confirmed.

Chairman.

## CRAVEN SPATIAL PLANNING SUB-COMMITTEE

(Online)

19 April 2021

**Present** – The Chairman (Councillor Staveley) and Councillors, Brockbank, Myers, Pringle, Rose and Shuttleworth.

**Officers** – Strategic Manager for Planning and Regeneration, Interim Legal Services Manager, Interim Spatial Planning Manager, Planning Manager, Principal Planning Officer, Planning Consultant, Planning Officer (Planning Policy Team) x 2, Planning Assistant (Planning Policy Team) x 2, Senior Democratic Services Officer and Democratic Services and Scrutiny Officer.

An apology for absence was received from Councillor Sutcliffe.

Start: 7.03pm

Finish: 8.37pm

The Chairman arrived at 7:05pm.

Councillor Rose left the meeting at 8:22pm.

### Minutes for Report

CSP.190

#### **MONITORING DISCUSSION PAPERS 2,3 & 4**

The Strategic Manager for Planning and Regeneration submitted a report presenting monitoring discussion papers (MDPs) relating specifically to the following three themes of the Council's Climate Emergency Strategic Plan (CESP):

- Travel and Transportation
- Land and Nature
- Carbon Neutral Energy and Low Carbon Waste

This Committee at its meeting held on 10<sup>th</sup> November 2020 had already received and debated the first MDP which related to the theme of carbon neutral development, following which a number of workshops had been held to see how relevant adopted Local Plan policies could be fully implemented and updated to help achieve carbon neutral development in the District.

The discussion papers before Members, together with a powerpoint presentation set out how the Local Plan policies addressed each theme set and provided out some points and objectives for consideration, namely

- Existing policies – how existing Local Plan policies support the specific theme and how they can be implemented to achieve optimum results now.
- Future policies – how existing policies can be improved (through a review and update of the Local Plan) to achieve better results for the specific theme in the future.
- Requirements and limitations – what evidence we need to support future Local Plan policies and what limitations are imposed on the Local Plan by national planning policy.

During the discussion, one Member referred to electric vehicle charging points (EVCs) and the importance of specifying the type of electrics required in new developments in order to support EVCs. He also felt that the Council had to address the reality of consumer use, including on-street infrastructure. The Planning Manager explained that Planning Control were already encouraging applicants to deliver EVCs on site by way of a planning condition but that this could be subject to

challenge and he did not wish to undermine the current planning policy position which was to encourage, not require EVCs. It was reported that the Government had recently undertaken a consultation exercise on Building Regulations and, if approved, EVCs could become a requirement in all new developments.

Additionally, a Member asked if there was a plan for the location of ECVs in the District and that it was necessary to understand the type of journey's people made. In terms of public transport a comment was made about providing a range of options that took account of older and disabled people, as not everyone was fit and able to cycle or walk.

Another Member raised the issue of the validation stage of planning applications and the importance of developers providing all the information required by local and national requirements including details on the provision of EVCs.

The Strategic Manager commented that it was important to encourage, enable and allow public EVCs if Craven was to encourage visitors/tourists to the District.

Members were informed that Craven District Council had one of the lowest level of tree coverage at only 5% of land area compared to a UK average of 12%. Farmers should be encouraged to plant more trees and with the loss of farming subsidies, the Council would need to help farmers diversify including tree planting. It was also emphasised that urban trees added value and were to be encouraged as they had all sorts of benefits for residents. Members did comments that urban trees in residential areas had to be proactively managed as overgrown trees could cause problems and were sometimes resented by residents. One Member commented that some types of smaller non-native trees may on occasion be more suited to residential areas and should be given consideration when planting schemes were devised. The Interim Spatial Planning Manager advised that green infrastructure was not just about trees but the provision of ponds, hedgerows, green open space etc. in order to create a wide range of bio-diversity.

In terms of carbon neutral energy and low carbon waste Members acknowledged that wind turbines and anaerobic digesters would play a part in Craven's climate emergency declaration and achieving carbon neutrality. Whilst there would undoubtedly be many benefits to landowners and farmers it was important to position them in the right location. Members noted that ENV9 supported small scale turbines subject to meeting certain criteria.

**Resolved** – That Craven Spatial Planning Sub-Committees are arranged as and when required to consider draft Supplementary Planning Documents and further discussion papers.

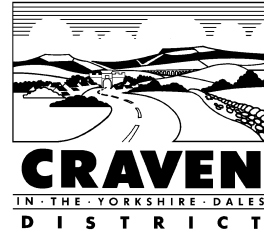
CSP.191

**DATE OF NEXT MEETING**

To be confirmed.

Chairman.

## Craven Spatial Planning Sub Committee – 08/09/2021



### Good Design Supplementary Planning Document and Rural Workers' Dwellings Supplementary Planning Document: Drafts for Consultation

#### Report of the Strategic Manager for Planning and Regeneration

#### Lead Member for Planning – Councillor Myers

**Ward(s) affected:** All wards wholly or partly outside the Yorkshire Dales National Park

1. **Purpose of Report** – To present the following two draft Supplementary Planning Documents (SPDs):
  - Good Design SPD and
  - Rural Workers' Dwellings SPD.
2. **Recommendations** – Members are recommended to:
  - 2.1 Approve the Good Design SPD and the Rural Workers' Dwellings SPD: Drafts for Consultation set out at appendix A and appendix B respectively to this report.
  - 2.2 Grant delegated authority to the Strategic Manager for Planning and Regeneration to publish the draft Good Design SPD and the draft Rural Workers' Dwellings SPD for the first period of consultation for a 4 week period, running from Monday 13th September until Monday 11<sup>th</sup> October 2021.
- 3 **Report**
  - 3.1 The Craven Local Plan was adopted in November 2019. The Council's Local Development Scheme sets out that the Council will produce and adopt a Good Design SPD and a Rural Workers' Dwellings SPD by the end of 2021. The glossary of the National Planning Policy Framework (NPPF) describes SPDs as:

*“Documents which add further detail to the policies in the development plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. Supplementary planning documents are capable of being a material consideration in planning decisions but are not part of the development plan.”*
  - 3.2 Appendices A and B to this report set out the consultation drafts of these SPD for members to consider. The draft SPDs are divided into three parts.
    - **Part One** provides an introduction to the SPD and explains its relationship to relevant policies in the local plan.

- **Part Two** deals with further guidance on how proposals can conform with criteria of adopted local plan Policy ENV3: Good Design with respect to the Good Design SPD and plan Policy EC3: Rural Economy with respect to the Rural Workers' Dwelling SPD, and other relevant plan policies.
- **Part Three** provides guidance for developers and agents on how best to prepare and submit planning applications in relation to each draft SPD, with particular reference to the need for early pre-application discussions with the Council and the need to accord with the Council's validation requirements.

- 3.3 In line with The Town and Country Planning (Local Planning)(England) Regulations 2012 (The Regulations) and the process of preparing SPDs agreed with the Chair and Vice Chairman of this sub committee, the local planning authority is required to carryout two periods of consultation.
- 3.4 The first period provides an opportunity for public participation when comments will be invited over a 4 week period from 13/09/21 to 11/10/21.
- 3.5 The local planning authority is then required to prepare a Consultation Statement setting out a summary of the main issues raised in respect of comments submitted during this period of public participation and how these issues have been addressed in the draft SPDs. The draft SPDs will then be amended as necessary.
- 3.6 The second period of consultation invites formal representations on the draft SPDs, again over a 4 week period, planned for to take place during autumn. During both periods of consultation the Council will make copies of the SPD available on its website, at their principal office/libraries, as required by the Regulations and the Council's Statement of Community Involvement (2018).
- 3.7 Members should note that the draft SPDs and Consultation Statements will be presented to this sub-committee for approval prior to starting the second period of consultation.
- 3.8 Following public consultation and in line with the requirements set out in the Regulations, respective Adoption Statements will be prepared by officers setting out the date the SPD is expected to be formally adopted by the Council; any modifications made to both draft SPDs since they were originally prepared; and that any interest parties may apply to the High Court for permission for judicial review of the decision to adopted the SPD and that any application must be made not later than 3 months after adoption of the SPD. The final SPDs will then presented to the Council's Policy Committee for adoption. If necessary, Full Council will be asked to confirm the decision of Policy Committee. Once adopted the Good Design SPD and the Rural Workers' Dwellings SPD will form material considerations in dealing with relevant planning applications.
- 4. Financial and Value for Money (vfm) Implications**
- 4.1 Costs associated with public consultation of these SPDs are modest and can be met within this years Spatial Planning Team's budget.

## **5. Legal Implications**



5.1 The recommendations are in accordance with advice from Counsel relating to the procedure for preparing SPDs.

## 6. Contribution to Council Priorities

6.1 The production of further guidance on good design and rural workers' dwellings in the form of SPD will contribute to the Council's priority to create sustainable communities across Craven.

6.2 **Impact on the declared Climate Emergency:** The Local Plan supports a number of themes and actions included in the Council's Climate Emergency Strategic Plan, including the themes of carbon neutral development, travel and transportation, land and nature and carbon neutral energy & low carbon waste. Reference is made in both draft SPDs to the importance of the sustainable design and construction of new development as reflected in the plan's policies.

## 7. Risk Management

7.1 See report.

7.2 **Chief Finance Officer (s151 Officer) Statement:** The cost implications resulting from consultation of the SPDs are not significant. Any wider cost implications arising in future from a policy change or change in approach would need to be considered as part of a separate decision.

7.3 **Monitoring Officer Statement:** The recommendations in the report are within the legal powers of the Council.

## 8. Equality Impact Assessment

8.1 No new policy or procedure is proposed in this report which would give rise to a requirement for an Equality Impact Assessment.

## 9. Consultations with Others

9.1 Legal Services, Financial Services.

## 10. Background Documents

10.1 None.

## 9. Appendices

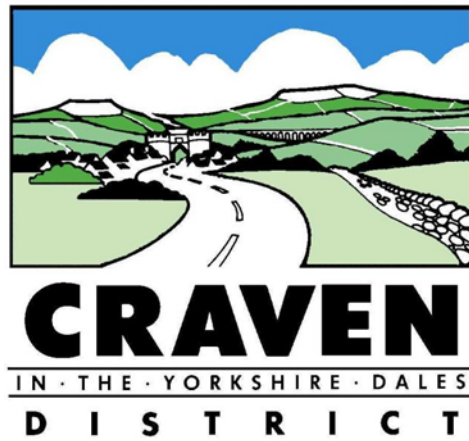
Appendix A – Good Design Supplementary Planning Document: Draft for Consultation. (August 2021)

Appendix B – Rural Workers' Dwelling Supplementary Planning Document: Draft for Consultation. (August 2021)

## 10. Author of the Report

David Feeney [davidfeeney4@hotmail.com](mailto:davidfeeney4@hotmail.com) (Good Design SPD) and  
Rachel Cryer [rcryer@cravenc.gov.uk](mailto:rcryer@cravenc.gov.uk) (Rural Workers' Dwelling SPD), or  
[rparker@cravenc.gov.uk](mailto:rparker@cravenc.gov.uk)

Note : Members are invited to contact the authors in advance of the meeting with any detailed queries or questions.



**Good Design**  
**Supplementary Planning Document**

**Draft for Consultation**

## **PREFACE**

This is the Council's draft Supplementary Planning Document (SPD) on Good Design in Craven. This SPD provides further detail to those policies of the adopted Craven Local Plan which relate to good design. It cannot and does not introduce any new policy requirements, rather it provides additional guidance to help applicants understand how it is possible for proposed developments to satisfy relevant adopted plan policies SD1, SD2, SP4, and ENV3 of the Craven Local Plan. Proposals will also be assessed against all other local plan policies that are relevant to the proposal.

The SPD is intended to assist applicants when submitting a planning application by outlining what documents and information should be provided with their planning application, in order to meet the requirements of adopted local plan policies relating to good design. Part Two of the SPD explains how proposed development can satisfy these plan policies. Part Three of the SPD is designed to assist applicants in preparing planning applications in the Craven Local Plan area, emphasising the importance of early pre-application discussions with the Council. Following the guidance set out in Part Three of the SPD will ensure that the planning application is valid and help to prevent delays in the decision-making process. It should be noted, however, that following the procedure set out in Part Three of this SPD does not guarantee that an application will achieve planning permission. Each application will be determined according to its individual merits and on a case by case basis.

The SPD will also be useful to the people considering and commenting on planning applications, including members of the public, statutory consultees, Council Members, and the Council's Development Management team. The information contained within the SPD will assist decision makers assess the planning application and decide whether or not it complies with both local and national planning policy.

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## **PART ONE: POLICY BACKGROUND**

### **1.1.0 Introduction**

1.1.1 The Town & Country Planning (Local Planning) (England) Regulations 2012 defines a supplementary planning document as a document within Regulation 5 of the Regulations which is not a local plan, an adopted policies map, or a statement of community involvement. Effectively, this means that a supplementary planning document (SPD) is a document prepared by a local planning authority which contains statements regarding environmental, social, economic, or design objectives that are relevant to the attainment of the development and use of land which is already encouraged by the policies of the local plan, with the proviso that those statements must not be statements which are required to be made in a local plan. Development management policies which are intended to guide the determination of applications for planning permission are matters for a local plan, and new statements on those matters (including the imposition of additional requirements) cannot be included in a SPD. However, a SPD can reiterate existing local plan policies and can give additional guidance to explain both the objectives which the policies are seeking to achieve and how it may be possible for proposed developments to satisfy those policies. The glossary of the National Planning Policy Framework (NPPF) describes SPDs as:

*“Documents which add further detail to the policies in the development plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. Supplementary planning documents are capable of being a material consideration in planning decisions but are not part of the development plan.”*

1.1.2 Paragraph 5.32 of the supporting text to policy ENV3: Good Design states that a SPD may be brought forward to aid developers and decision makers in bringing forward new development proposals founded on good design principles. This SPD therefore provides further guidance on good design in the Craven Local Plan area. In accordance with the above legal and NPPF definitions of SPDs, it adds further detail to help explain the objectives relating to the following policies of the Craven Local Plan (adopted November 2019). It explains ways in which applicants can seek to show, both pre-application and as part of their application, that their proposals for good design are able to satisfy the following key adopted local plan policies:

- Policy ENV3: Good Design
- Policy SD1: Presumption in favour of sustainable development
- Policy SD2: Meeting the challenge of climate change.

The concept of good design cuts across all adopted local plan policies, therefore all new and proposed development should be founded on good

design principles. The aim of policy ENV3 is to ensure that growth in Craven results in positive change in design terms, which benefits the local economy, environment and quality of life, including health and well-being.

### **1.2.0 Preparing, submitting and front loading of planning applications**

1.2.1 In accordance with Policy SD1 of the Craven Local Plan and paragraph 11 of the NPPF, the Council will take a proactive approach and will work cooperatively with people and organisations wishing to carry out development and applying for planning permission, to find solutions to secure sustainable development that meets the relevant plan policies and be approved wherever possible. Architects and other suitably qualified professionals have an important role to play in preparing, submitting and front loading of planning applications in order to ensure that proposals are well designed and meet the requirements of policy ENV3. Therefore, applicants are strongly encouraged to employ such professionals to develop any development proposal. Solutions to secure sustainable development for Craven, including contributing to the implementation of the Council's Climate Emergency Strategic Plan 2020 – 2030 through the policies of the local plan, and the efficient processing of planning applications, can be achieved through early pre-application engagement with the Council. This is called the process of 'front loading' and is strongly encouraged by the NPPF at paragraphs 39 to 46.

1.2.2 Part three of this SPD, 'Preparing and submitting planning applications' explains how this front loading can best take place in Craven and is a useful starting point for potential applicants as it also provides signposting back to those policy criteria set out in part two. Pre-application information relating to the matters identified in the policies is likely to be required before a planning application is validated. Part Three of the SPD also provides important information on the supporting documents which are commonly required to accompany a planning application both in relation to the Council's validation requirements and other supporting documentation.

### **1.3.0 Public Consultation**

1.3.1 This is a consultation draft SPD which is required under Regulation 12 and 13 of the Town & Country Planning (Local Planning) (England) Regulations 2021 (as amended). This first draft of the SPD is currently subject to a four-week period of public participation from Monday 13th September until Monday 11th October 2021. Following this period of public participation, representations will be invited on a second draft of this SPD over a four-week period later in 2021. As required by regulation 12(a), a Consultation Statement will be prepared and published alongside the second draft SPD which sets out the persons the authority has consulted when preparing the SPD, a summary of the main issues raised and how they have been addressed in the SPD.

- 1.3.2 Following these two periods of public participation and inviting of representations on the draft SPD, comments and representations received will inform the final SPD, which will be presented to the Council's Policy Committee for adoption and confirmed by Council (if required). Once adopted, the SPD will be capable of being a material consideration. The policies of the local plan itself, which the SPD supports, will be used to guide the determination of planning applications. The SPD is intended to assist applicants in formulating their proposals so as to best achieve policy compliance. Its contents do not amount to development management policies and cannot be treated as such.
- 1.3.3 A sustainability appraisal is not necessary for the preparation and approval to this SPD, which does not set the framework for decisions on planning applications. Sustainability appraisals have been undertaken for the local plan policies which this SPD supports.
- 1.3.4 In accordance with the provisions of the Strategic Environmental Assessment (SEA) Directive and the Environmental Assessment of Plans and Programmes Regulations (2004) (Regulation 9(1)), the local authority must determine whether a SEA is required under Regulation 9(3) for a supplementary planning document. Therefore, a SEA screening report for the draft SPD will be prepared after the first period of public participation and published when representations are invited on the second draft SPD. The final screening report will be presented to Council Members for adoption.
- 1.3.5 A Habitats Regulations Assessment (HRA) is required to determine whether a plan or project would have significant adverse effects upon the integrity of internationally designated sites of nature conservation importance (also known as Natura 2000 sites). The requirement for HRA is set out within the Habitats Directive 92/43/EEC and transposed into British law by Regulation 102 of the Conservation of Habitats and Species Regulations, 2010. A screening report can determine if a full HRA is required (i.e. an Appropriate Assessment or further report, as necessary), which is prepared by the local authority. Hence, as with the SEA process, a HRA screening report for the draft SPD will be prepared after the first period of public participation and published when representations are invited on the second draft SPD. The final screening report will be presented to Council Members for adoption.
- 1.4.0 The Local Plan, the National Planning Policy Framework (NPPF), the Planning Practice Guidance (PPG) and the Craven Climate Emergency Strategic Plan**
- 1.4.1 The [Craven Local Plan](#) (hereafter referred to as 'the plan') was adopted on 12 November 2019. Policy ENV3: Good Design is the policy which is the primary focus of this SPD. The following paragraphs explain the key local plan policies that relate to good design, however as this concept cuts across all adopted local



plan policies, all proposed development is expected to be founded on good design principles.

1.4.2 Policy SD1: Presumption in favour of sustainable development sets out the local plan's principle aim of promoting sustainable development in Craven. The policy states that the Council will take a positive and proactive approach in working cooperatively with people and organisations wishing to carry out development and apply for planning permission, to find solutions to securing sustainable development that meets relevant local plan policies and can be approved wherever possible.

1.4.3 Policy SD2: Meeting the challenge of climate change is the plan's strategic policy on meeting the challenge of climate change and cross refers to the various policies which seek to mitigate the impacts of, and adapt to, climate change, e.g. ENV3 on Good Design and ENV6 on Flood Risk.

1.4.4 Policy ENV3 includes twenty policy criteria, which are grouped within the policy under following seven headings:

1. Context
2. Infrastructure
3. Ensuring Development is Accessible
4. Art & Culture
5. Designing out crime
6. Shop fronts/advertisements
7. Sustainable design and construction

Part Two of this SPD provides guidance on achieving good design relating to each criterion grouped under these seven headings.

1.4.5 The preparation of the plan, and its examination, has been based on the provisions of the 2012 NPPF, and the accompanying Planning Practice Guidance (PPG) and relevant ministerial statements up to mid-2018. Therefore, Policy ENV3 reflects these provisions. The 2012 NPPF was updated in July 2019. As set out in paragraph 130 of both 2012 & 2019 versions of the NPPF, permission should be refused for development of poor design that fails to take the opportunities available for improving the character and quality of an area and the way it functions, taking into account any local design standards or style guides in plans or supplementary planning documents. Conversely, where the design of a development accords with clear expectations in plan policies, design should not be used by the decision-maker as a valid reason to object to development.

1.4.6 The 2019 NPPF was further updated in July 2021 and places greater emphasis on beauty, place-making, the environment, sustainable development and underlines the importance of local design codes. In Oct 2019 the Government published the National Design Guide, which demonstrates what the NPPF means by “achieving well-designed places”. In July 2021 the Government published the National Design Code which expands on the National Design Guide and sets a baseline standard of quality and practice which local planning authorities are expected to take into account when developing local design codes and guides and when determining planning applications. Both the National Design Guide and Code form part of the Government’s national planning practice guidance (NPPG) and should be read alongside the separate NPPG on design process and tools. The updated NPPF states that all local planning authorities should prepare local design guides or codes that are consistent with the national design guide and code. Whilst Policy ENV3 of the Craven Local Plan predates the National Design Guide and Code, this policy and the contents of this SPD are consistent with both these national design documents, providing the Craven perspective on ‘achieving well designed places’. In the absence of local design guidance, local planning authorities will be expected to defer to the National Design Guide, National Model Design Code and Manual for Streets which can be used as material considerations in planning decisions. The National Design Guide is available at:

<https://www.gov.uk/government/publications/national-design-guide>

The National Design Code is available at:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/957205/National\\_Model\\_Design\\_Code.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/957205/National_Model_Design_Code.pdf)

1.4.7 As explained at paragraph 1.1.1, this SPD can only reiterate existing local plan policy and give additional guidance to those policies, it cannot impose any additional requirements. Therefore, this SPD cannot impose any changes resulting from the July 2021 update to the NPPF. These will have implications for future LP policy. Craven District Council, as the local planning authority, is required by law to determine planning applications in accordance with the local plan, unless material considerations indicate otherwise. In terms of good design, applications will be assessed against key local plan policies SD1, SD2, and ENV3, and all other relevant local plan policies.

1.4.8 In January 2020 the Council approved the Craven Climate Emergency Strategic Plan (CESP) 2020 to 2030 which seeks to act upon the Council’s Climate Change Emergency Declaration adopted in August 2019 for the district to be carbon neutral by 2030. The CESP can be viewed at: <https://www.cravenc.gov.uk/media/9460/cdc-climate-emergency-strategic-plan-february-2020.pdf> and reinforces the existing policies of the local plan

which address climate change and carbon reduction measures. It is capable of being considered as a material consideration in determining relevant planning applications and supports policy ENV3, SD1 & SD2 (as well as policies ENV6, ENV7, ENV8 and ENV9) to reduce energy use, water use and carbon emissions, maximise the energy efficiency of development, and reduce the environmental impact of materials used in construction.

## PART TWO: CONFORMING WITH POLICY ENV3: GOOD DESIGN

### 2.1.0 Context

2.1.1 Policy ENV3 states that development should, amongst other things, respond to the context and enhance local distinctiveness. These are not unusual design principles and are typical of most policies and guides on good design. However, the key to their effectiveness lies in understanding what local context and distinctiveness are and using that understanding to inspire new design. The Craven Local Plan supporting text defines context as “*local circumstances, which form the background to a design idea and help the design make sense in its surroundings*” and distinctiveness as “*positive features that help to contribute towards creating a ‘sense of place’, and individual identity*”. Heritage has a strong influence on context and distinctiveness and this, too, is defined in the Craven Local Plan, as follows:

*“Heritage is what we have inherited from the past and place special value upon. It is a broad term and can be applied to a wide range of things from landscapes and buildings to customs and knowledge. As well as being a record of our development through history, it creates local identity, is weaved into our modern way of life and can be an inspiration for positive change into the future.”*

2.1.2 Therefore, as a starting point for any good design, it is important for the designer to understand the context and distinctiveness of Craven and, therefore, to understand its heritage, including its landscape character. Expert evidence provides the best basis for such understanding and this can be found in the Council’s Conservation Area Appraisals, which form part of the underpinning evidence-base of the Craven Local Plan. Appendix C is titled The Context and Distinctiveness of Craven and provides a concise description and assessment of:

- Geology, Landscape and Views
- History and Industrialisation
- Contemporary Craven

Appendix C is based on the Conservation Area Appraisal evidence – beginning with the General Introduction to a suite of conservation area appraisals undertaken in 2016 – and should help designers to gain the understanding and inspiration they need. Furthermore, a good understanding of the landscape character of the plan area and the location of a proposed development will be found through reference to the following landscape character assessments:

- Craven Landscape Appraisal (2002)  
<https://www.cravenc.gov.uk/media/3036/landscape-appraisal-2002.pdf>

- Natural England Character Areas  
<https://www.gov.uk/government/publications/national-character-area-profiles-data-for-local-decision-making>;
- North Yorkshire and York Landscape Characterisation Project (2011) (or successor documents)  
<https://www.cravenc.gov.uk/media/8643/north-yorkshire-and-york-landscape-character-assessment.pdf>

## **Policy ENV3 Criterion a) - Understanding, and responding to, the environmental context**

- 2.1.3 Criterion (a) of Policy ENV3 states: *“Development should respond to the context and proposals should be based on a proper understanding and appreciation of environmental features, including both natural and built elements such as landscape, topography, vegetation, open space, microclimate, tranquillity, light and darkness”*. Paragraphs 2.1.1 and 2.1.2 above refer to important documents which will allow the designer to understand the environmental context for a development proposal in Craven. Policies ENV1: Countryside and Landscape, and ENV2: Heritage of the Craven Local Plan and their supporting text indicate how proposals should respond to these important environmental contexts.
- 2.1.4 Landscaping should form an integral part of any proposal. It can create a high quality setting, help integrate new development into its surroundings, and assist the promotion of biodiversity through the use of native species. Good landscape design can enhance the natural environment and is fundamental to its character and sense of place. Usable and attractive green spaces with native vegetation are proven to have benefits for mental and physical health, especially in urban areas. Therefore, all proposals should demonstrate high quality, properly funded landscape design from the outset and not as an afterthought or ‘add on’.
- 2.1.5 Natural landscaping can also have a positive impact in terms of microclimate. This is a local set of atmospheric conditions that differ from those in the surrounding region. In urban areas, where brick, concrete and asphalt absorb the sun’s energy, heat up, and then re-radiate that heat to the ambient air, the resulting urban heat island is a type of artificial, undesirable microclimate. This phenomenon can occur even in smaller urban settlements where there is a high density of artificial surfaces, with little relief provided by natural vegetation. Particularly for Skipton, well planned natural landscaping and vegetation both within and surrounding a new development contributes to a better functioning urban system.
- 2.1.6 The proposed development should be as harmonious as possible in terms of both noise emissions and visual properties. Tranquillity, the state of being

tranquil or calm with minimum noise intrusion, can be sought in built environment terms by incorporating traditional design features that keep occupants better connected with natural elements such as native vegetation. The building design itself and its planned functions must also ensure they minimise any out-going excessive noise.

- 2.1.7 Considered and careful building design can also heavily influence light and darkness properties, both internally and externally. Providing the correct amount of light is a key challenge, as too much brightness can lead to light pollution. Even poorly designed buildings at relatively low densities can contribute to this unnecessary effect. Moreover, light pollution also of course represents wasted energy, which is contrary to good design and the objectives of the Council's CESP.

### **Policy ENV3 Criterion b) - Respecting the form of the built environment**

- 2.1.8 Criterion (b) of Policy ENV3 states: *“Designs should respect the form of existing and surrounding buildings including density, scale, height, massing and use of high quality materials which should be locally sourced wherever possible”*. (See glossary at Appendix A for definition of ‘wherever possible’).
- 2.1.9 Buildings, structures and surfaces within the built environment should complement each other well. All new elements should consider the scale and materiality within their immediate context, as well as the setting's overall character. By using common materials, it is possible to create harmony with existing buildings and the street scene whether this is part of a contemporary or more traditional design. Traditional designs need to be followed carefully in conservation areas or with extensions to listed buildings.
- 2.1.10 Locally sourced materials are ideal in terms of reinforcing the local vernacular and reducing the carbon footprint of transported building products. Gritstone, for example, is a common vernacular walling material in Craven and continues to be produced by quarries in the Pennine region. Therefore, it should be possible for developers to acquire high quality locally sourced materials for their developments. The Council recognises however, that it may not always be possible to source appropriate high-quality materials locally. If an applicant considers that it is not possible for appropriate high-quality materials to be sourced locally, this should be justified in their Design and Access Statement (see Part Three of the SPD).
- 2.1.11 Craven has an established and distinct character when it comes to building heights. Therefore, developments in Craven are encouraged to take into consideration the scale and massing of their immediate surroundings. Proposed developments should also consider how the immediate space around them may be occupied or developed in future and thus accommodate any potential further development.

2.1.12 Craven has a very distinct material palette which defines its character. Stone buildings featuring gritstone and sandstone are regularly found in the district. Development proposals are, therefore, encouraged to consider the material palette to create well designed and innovative buildings that work well within their context. Figures 1-3 included below and Appendix C provide details of materials and palette in the Craven context.

### **Policy ENV3 Criterion c) - Legibility and a sense of place**

2.1.13 Criterion (c) of Policy ENV3 states: *“Development should be legible and create a sense of place by maintaining, enhancing and creating good townscapes with beneficial elements like views, vistas, enclosures, focal points, public art, backcloths and landmarks”*. Townscape refers to the character and appearance of land, and encompasses all of the spaces outside buildings, from narrow urban walkways to private gardens. To sustain this urban character and ensure that new development both integrates with and enhances its surroundings, it is essential that the design of the spaces around is given equal consideration to the design of the buildings themselves.

### **Policy ENV3 Criterion d) - Enhancing local distinctiveness.**

2.1.14 Policy ENV3, criterion (d) states: *“Development should seek to enhance local distinctiveness through maintaining good aspects of the local environment, improving poorer aspects and adding new aspects that benefit the local environment”*. Local distinctiveness is the essence of what makes a place special to the community, and is the combination and sum of landscape, buildings, archaeology, history, traditions, buildings, crafts and local wildlife. A good understanding of them can help achieve a good quality of design. Government guidance contained in the NPPG should be borne in mind with regards to local character and distinctiveness, in particular paragraph 007 (Reference ID: 26-007-20140306), which states that development *“should seek to promote character in townscape and landscape by responding to and reinforcing locally distinctive patterns of development, local human-made and natural heritage and culture, while not preventing or discouraging appropriate innovative design.”* The guidance emphasises that successful development integration is an important design objective, irrespective of whether a site lies at the heart of a town centre, on a settlement’s fringe or in the countryside.

2.1.15 In maintaining good aspects of the local environment, the site’s landform should be taken into account. The consideration of existing natural features and local heritage resources can help give shape to a development and integrate it into the wider area, reinforce and sustain local distinctiveness, reduce its impact on nature and contribute to a sense of place.

2.1.16 A key set of the Design Council’s Building for Life criteria focuses on the theme of local distinctiveness. The Building for Life (3<sup>rd</sup> Edition) is available at:

<https://www.designcouncil.org.uk/resources/guide/building-life-12-third-edition>

Within the section relating to 'character' the document asks key questions including 'Does the scheme create a place with a locally inspired or otherwise distinctive character?', together with recommendations of how to answer this question and what should be avoided. For character, the following questions can be asked to better inform the design:

- Is the design specific and appropriate to the proposed development?
- Does the scheme positively exploit existing buildings, landscape or topography?
- For larger proposals, do the buildings and layout have good connectivity?

The Council encourages applicants to use this document as a guide to show how a proposal meets the requirements of ENV3, criterion (d).

2.1.17 Those aspects of character which are not valued, or examples which undermine the distinct character of an area, should not be allowed to unduly influence new designs. All development sites represent an opportunity to improve on or consolidate the character and identity of a place through either innovative or traditional design solutions, provided that they reinforce local character and distinctiveness. Where existing character is poor or identity is weak, the opportunity should be taken through good quality new design to initiate positive change in the area.

2.1.18 In seeking to enhance local distinctiveness, an area's heritage value is a key element of an area's overall local character and distinctiveness. There are currently 29 conservation areas in Craven (outside the Yorkshire Dales National Park). Their boundaries are shown in the Policies Map of the local plan.

2.1.19 Conservation Area Appraisals were prepared in 2008 for Skipton, Settle and Giggleswick. In 2016 sixteen draft Conservation Area Appraisals were prepared as part of the Craven Conservation Areas Project. The project also appraised and identified potential new conservation areas for Glusburn, High Bentham and Low Bentham. These Conservation Areas Appraisals are included in the evidence base for the adopted local plan and are helpful in considering the likely effect of proposed development on existing and potential conservation areas in Craven. They are available at:

<https://www.cravenc.gov.uk/planning/conservation-and-heritage-assets/conservation-areas/>

2.1.20 Figures 1-3 and 9-11 contain evidence of Craven's "materials and palette", which make a significant contribution to the local context and distinctiveness. Figures 1-3, below, cover general elements of the built environment, including:

- Walls, Roofing and Gateposts



- Windows and Window Reveals
- Pavements, Surfaces and Street Furniture

Figures 9-11 are contained in Appendix C and look specifically at the context and distinctiveness of Craven's three main towns of:

- Skipton
- Settle
- Bentham

Materials and palette make a significant contribution to the local context and distinctiveness of these towns.

2.1.21 Figures 1 -3 and Appendix C should help designers to gain the understanding and inspiration they need for new and innovative designs. They may even wish to use the figures as a quick reference pattern book for the local area.

Figure 1

Figure 1: Materials and Palette – Walls, Roofing, and Gateposts

# MATERIALS & PALETTE

## Walls, Roofing and Gateposts



**SANDSTONE/GRITSTONE**  
Rubble, tooled rectangular, dressed and Ashlar  
Coursed, uncoursed and random  
Ashlar dressings

**LIMESTONE**  
Rubble, dressed and coursed

**YOREDALE SANDSTONE SLATES**  
Stone slates, grey slates  
Before c1870

**WELSH SLATES**  
Post c1870

**LAKE DISTRICT SLATES**  
Westmorland slates  
Post c1870

**FEATURES**  
Pitched slabs for chimney pots  
Slobbered pointing  
Quoins (cornerstones)

Thornton-in-Craven



Carleton



**Stone and drystone boundary walls**  
(enclosures, gardens, roadside)  
Stone copings

**RENDER**  
Whitewashed  
Painted  
Lined (incised)

**GATEPOSTS**  
Sandstone/gritstone  
Monoliths, tooled, decorated, moulded tops  
Rubble stone  
Timber

The Council's conservation area appraisals provide evidence of the distinctive 'Materials and Palette' used in the construction of local buildings, enclosures and surfaces. These form part of Craven's context and distinctiveness, an understanding of which is the starting point for any good design. 'Materials and Palette' evidence is presented in Figures 1-3 and 9-11.

High Bentham



Skipton

Figure 2

Figure 2: Materials and Palette – Windows and Window Reveals

# MATERIALS & PALETTE

## Windows and Window Reveals



### WINDOWS

Timber casements

Timber sashes, used widely in C19

Painted white, some stained

Vertical emphasis, others horizontal

### WINDOW REVEALS

Sandstone/gritstone

Monoliths, cut, tooled, Ashlar

Mullions and transoms

Quoins,  
lintels  
and sills

Surrounds

### REPLACEMENT WINDOWS

Generally detract  
uPVC, stained timber, metal  
Not common everywhere - e.g.  
Thornton-in-Craven.

The Council's conservation area appraisals provide evidence of the distinctive 'Materials and Palette' used in the construction of local buildings, enclosures and surfaces. These form part of Craven's context and distinctiveness, an understanding of which is the starting point for any good design. 'Materials and Palette' evidence is presented in Figures 1-3 and 9-11.



Figure 3

Figure 3: Materials and Palette – Pavements, Surfaces and Street Furniture

# MATERIALS & PALETTE

## Pavements, Surfaces and Street Furniture



### PAVEMENTS

- Asphalt, tarmac
- Sandstone flags
- Setts
- Cobbles
- Concrete, concrete paviors
- No pavements
- Stone steps

### KERBS

- Granite
- Sandstone/gritstone
- Concrete

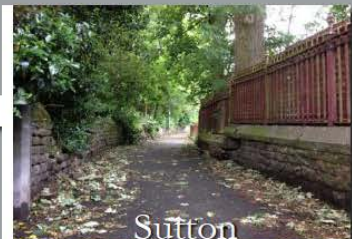
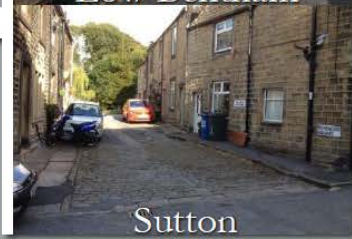
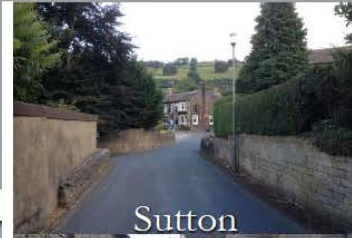
### SURFACES

- Asphalt, tarmac
- Cobbles
- Sandstone flags
- Sandstone/gritstone setts

### STREET FURNITURE

- Signage:** standard modern, traditional, finger-posts
- Benches:** wooden, iron
- Columns:** galvanized steel, 1950s/60s concrete hexagonal, cast iron
- Luminaires:** simple, lantern-style, vertical shielded, cast iron, mounted on walls, columns, telegraph poles
- Bollards:** modern (detract), painted harbour-style
- Ironwork:** overthrows, gates, railings, manhole covers, tree guards, vent panels, boot scrapers, coal chutes
- Other:** planters (detract), knee stiles, posts, stone monoliths, troughs, external stairs, hoists, gantries, remnant walls, 'clapper bridges' (e.g. Giggleswick)
- New 'heritage-style':** public seating; street signage; green and gold replica finger-posts and information panels; lanterns on black columns

The Council's conservation area appraisals provide evidence of the distinctive 'Materials and Palette' used in the construction of local buildings, enclosures and surfaces. These form part of Craven's context and distinctiveness, an understanding of which is the starting point for any good design. 'Materials and Palette' evidence is presented in Figures 1-3 and 9-11.



## Policy ENV3 Criterion e) - Ensuring good standards of amenity

2.1.22 Policy ENV3, criterion (e) states that: *“Development should protect the amenity of existing residents and business occupiers as well as create amenity conditions for future occupiers”* and criterion (f) states: *“Development proposals should be able to demonstrate that they will secure a good standard of amenity for all existing and future occupants of land and buildings.”*, Residential amenity concerns the benefit enjoyed from external space around the private home, rather than public open space within a development. The benefit enjoyed depends on the quality of space, and this quality relates to a number of factors, including location, size, orientation, sounds, noise, accessibility and enclosure. Private amenity space facilitates household and leisure activities, such as drying clothes, enjoying fresh air, gardening and other hobbies. Provision for amenity space should be made to serve existing and future occupiers.

2.1.23 The principles of good design, specifically in respect of ensuring good standards of amenity, set out in policy ENV3 apply to all types of development. Space standards for residential development are set out in, ‘Technical housing standards – nationally described space standard’ (2015). These nationally described space standards promoted by the Council are set out in Table 1 below. These standards provide detail on different types of house types and include areas for storage. Therefore, where relevant, applicants are strongly encouraged to consider providing these standards in schemes in the interests of delivering sustainable development, high quality design and satisfactory amenity, as required by policies ENV3 criteria e) and f) and policy SD1.

**Table 1: Minimum gross internal floor areas and storage (sq m): NDSS**

Nos of bedrooms (b)	Nos of bedspaces (persons)	1 storey dwellings	2 storey dwellings	3 storey dwellings	Built in storage
1b	2p	50	58	n/a	1.5
2b	4p	70	79	n/a	2
3b	5p	86	93	99	2.5
	6p	95	102	108	2.5
4b	5p	90	97	103	3
	6p	99	106	112	3
	7p	108	115	121	3
	8p	117	124	130	3

2.1.24 For business occupiers, modern-day business parks can have an array of suitable amenities. Examples include event spaces, cafes and gyms. For those parks with some wider areas of green space, there are possibilities for sporting facilities. Creating a sense of community and collaboration has become essential in business settings.

## **2.2.0 Infrastructure**

### **Policy ENV3 Criterion g) – External Storage Space**

2.2.1 Policy ENV3, criterion (g) states: *“Designs should anticipate the need for external storage space within new developments, including space for the storage and collection of non-recyclable and recyclable waste”*. Sustainable waste management infrastructure is an important part of building design, and part of providing a safe and attractive environment. The Council is committed to minimising waste, maximising the reuse of materials and achieving the national targets set out for the recycling and composting of household waste.

2.2.2 The storage of household waste relates to storage that is external to each property, i.e. external bin storage areas where waste can be collected. Most new dwellings in the Craven local plan area are issued with a 240 litre green bin for general household waste, a 240 litre blue bin for dry recyclables and a brown wheelie bins for garden waste (available for a fee) that are stored within their curtilage. Households of two or fewer residents are offered the option of a 140 litre bin, and households with six or more residents are offered the option of an additional 240 litre bin. Any changes to policy may affect the volume and/or numbers of wheeled bins required on site, and this should be taken into account when considering the sizes of the bins for communal areas.

2.2.3 The bins described above should be accommodated within the boundary of each property with designated storage areas which are sensitively located and designed, where possible. Bin storage areas should be in a position that makes it convenient for the householder to present them for collection by refuse vehicles to the front boundary (curtilage) of their property or agreed presentation point on collection day and return them to the storage area as soon as possible following collection. New developments and their access roads should be designed to accommodate vehicles used for emptying bins.

2.2.4 The size of waste containers or bins is dependent primarily on the property's resident size. With apartments, where large, shared waste bins are allocated, bin storage areas should be provided to accommodate industrial sized bins for both recyclable and non-recyclable waste. Where appropriate, an internal access door from the development's residential part should be provided to allow internal access to the storage area. A lobby should connect this door to the residential area, so as to prevent nuisance odours entering the residence. The distance that residents are required to travel to waste storage areas from their

apartments should not exceed 30 metres in line with the Building (Amendment) Regulations 2001, Part H6.

- 2.2.5 In terms of commercial development, the volume of waste generated and thus the number and type of containers is ultimately dependent on the occupants' activity. The volume of waste containers provided should be maximised in order to reduce the number of collections and therefore collection vehicle traffic. On site waste compaction is an option for commercial developments but this approach must not discourage occupants from segregating their waste to recycling.
- 2.2.6 Developers should be aware of both the requirements of the Animal By-products Regulations 2003 and the Hazardous Waste (England and Wales) Regulations 2005. These Regulations place control on the collection, handling, transport, storage and disposal of animal by products and hazardous waste materials and may have implications for a building's design. Further information on the Animal By Products Regulations should be sought from Defra and information on the Hazardous Waste Regulations should be sought from the Environment Agency.

### **Policy ENV3 Criterion h) – Accommodation of Necessary Services & Infrastructure**

2.2.7 Policy ENV3, criterion (h) states: *“Necessary services and infrastructure should be able to be accommodated without causing harm to retained features or result in visual clutter”*. Lighting, traffic signal heads and street furniture are examples of necessary infrastructure. Street furniture serves many purposes that relate to both place and function and includes a variety of commonly found items within a street such as public art, lighting, bollards, guardrails, signage, seating and cycle parking. In general, the provision of street furniture must be considered as part of the overall design of street. In this regard:

- The placement of street furniture should be considered as part of a wider strategy, such as part of an integrated landscape plan or series of street typologies;
- Street furniture should be placed within a designated zone, such as a verge;
- The items used should be chosen from a limited palette that promotes visual cohesion, while contrasting with the background to assist the visually impaired;
- The number of items used should be balanced with other facilities (e.g. line marking) to reduce clutter;
- Existing items of historic value which promote local character should be clearly identified.

2.2.8 To reduce street clutter, designers can consider combining lighting with other installations. Traffic signal heads, small signs, bus stop signs etc. can be

mounted on lighting columns with a degree of co-ordination between relevant authorities and service providers. Ancillary lighting equipment, such as electrical supply pillars, can be located to minimise their impact on the streetscape, while not creating an obstruction or hazard to pedestrians. Metering cabinets in particular, which may be up to 1.5 metres high, should be located against walls, as unobtrusively as possible, while bearing in mind that they must be accessible for maintenance and meter reading.

2.2.9 Lighting installations should be generally located within a verge and/or within build-outs that separate bays of on-street parking. Wall-mounted lighting is also an option, but where this is not possible and where no verge is available, lighting should be located at the back of footways, to minimise any disruption to pedestrian movement provided:

- They are positioned, where possible to coincide with property party lines to avoid obstructing entrances or windows;
- They are not located in close proximity to properties where they may compromise security.

### **2.3.0 Ensuring development is internally and externally accessible**

#### **Policy ENV3 Criterion i) – Accessible Buildings and Spaces**

2.3.1 Policy ENV3, criterion (i) states: *“Reasonable provision should be made to ensure that buildings and spaces are accessible and usable and that individuals, regardless of their age, gender or disability are able to gain access to buildings and to gain access within buildings and use their facilities, both as visitors and as people who live and work in them”*. (See glossary at Appendix A for definition of ‘reasonable provision’). People of all abilities should be able to use buildings and outdoor spaces comfortably and safely, without special assistance if possible. This is because good accessibility reduces discrimination and promotes equality. Level entry (step-free entrances) facilitate not just wheelchair users but also people with buggies, people with suitcases or shopping trolleys, people using walking or mobility aids, and people with visual difficulties. There may be occasions when level entry is not fully feasible, but there are design solutions that can be reviewed to enable ease of access as far as practicable.

2.3.2 There are specific Building Regulations relating to accessibility, namely Approved Document M: access to and use of buildings (2015). Volume 1 refers to dwellings and Volume 2 examines buildings other than dwellings, with amendments to both in 2016. These documents will give the applicant prioritised advice about accessibility issues and practical advice on how to solve them. The wording of this criterion is based on that used in Part M of the Building Regulations and was incorporated into the policy in consultation with the Building Control team of the Council. Compliance with the relevant Building



Regulations will hence go a long way in satisfying criterion (i). This criterion refers to buildings and spaces, so its requirements can apply to parts of a development not covered by Building Regulations, such as green space and public realm.

2.3.3 This criterion enables the applicant to identify opportunities where provision could easily exceed the Building Regulations' minimum requirements - whilst remaining reasonable, to conform to the criterion's wording. In order for provision to remain reasonable, any planning policy needs in excess of Building Regulations are aimed to be appropriate and fair in the circumstances. Applicants for planning permission should include in their Design and Access Statements how the proposals will satisfy this part of the policy (see Part Three of this SPD). Statements may refer to Part M of the Building Regulations, but their scope should not be limited to Part M for the reasons set out above.

2.3.4 There are numerous elements to be considered in order to successfully design and maintain for good accessibility, both into, and within, buildings. This is particularly the case with proposed buildings facilitating the public. Proposed residential dwellings may need some of these elements, depending on the requirements of the user(s). Applicants proposing the design and construction of public buildings need to consider the following key elements:

(i) Ramps and Steps: if any public service areas have slopes that are steeper than 1:20, both steps and ramps must be available and correctly designed;

(ii) Lifts: accessible lifts should be provided in all new public buildings that have more than one floor;

(iii) Signs: public buildings should have easily viewed signs to let customers and users understand where and how they need to move within the building;

(iv) Toilets: where toilets are provided, customers with disabilities should be able to use them, and best practice guidance in design should be followed, including a regularly tested alarm system;

(v) Lighting: the light in public buildings should be distributed evenly, with no large variations in lighting levels, and the light should not be too bright or too dark;

(vi) Surface finishing: avoid glossy, shiny and polished surface finishes and keep reflections, shadows, and glare to a minimum;

(vii) Visual contrast: use differences in colour and colour intensity to create visual contrast, which will help customers and users with vision impairments.

2.3.5 In terms of housing, both market and affordable, there are a number of elements related to assisting those with disabilities and reduced movement

which a developer can reasonably provide, with the following being such relevant examples:

- The interior spaces are adapted for a wheelchair, to allow comfortable manoeuvring;
- Wall-mounted switches, sockets, and other controls accessible to those with reduced reach;
- A wet room-style shower room with easy to access handles;
- The interior is bright and appropriately decorated;
- Step-free access at the entrance and inside the dwelling.

2.3.6 Paragraphs M4(2) and M4(3) of Part M of the Building Regulations provide design specifications for accessible and adaptable dwellings and for wheelchair users, which are optional requirements. Specifically, for affordable housing, Policy H2: Affordable Housing's criterion (f) provides that the size, type and tenure of affordable units in development proposals will be expected to reflect the most up to date evidence of affordable housing needs. This criterion of Policy ENV3 requires reasonable provision to be made to ensure that buildings and spaces are accessible and useable to all individuals including those with disabilities. Therefore, where local evidence identifies an affordable housing need for a disabled person/household in a local area, the Council will apply policies H2(f) and ENV3(i) in combination to seek reasonable provision to meet that need in new development proposals and accommodation that can also be adaptable for future needs. The Council's Affordable Housing SPD (section 2.11.0) provides further guidance on provision of affordable housing for disabled people.

### **Policy ENV3 Criterion j) – Permeable Developments**

2.3.7 Policy ENV3, criterion (j) states: *“Development should be permeable and should make getting around easier – especially for pedestrians, cyclists and people with disabilities – by improving existing routes, adding new ones and creating connections to enhance the local network”*. As explained in the supporting text to policy ENV3, permeable developments have ways through them, which allow people to walk and move freely in an enjoyable and easy way. Permeability is generally considered a positive attribute of an urban design, as it permits ease of movement and avoids severing neighbourhoods.

2.3.8 Creation of a permeable network is a multi-layered process. For proposed developments, the process should begin with a site analysis that identifies any constraints to the development of a particular network (such as environmentally sensitive areas, topography, existing structure etc.). The process then should move into a design phase, which should outline points of access, the major destinations (such as centres and nodes), and the main strategic connections

between destinations. This process will identify the basic framework for the application of a more detailed street hierarchy.

2.3.9 Figure 4 below illustrates how development can and should be permeable and facilitate easier movement for pedestrians, cyclists and people with disabilities.

Figure 4:

Figure 4: Development should be permeable [Policy ENV3 (j)]

# PRINCIPLES in PICTURES

Development should be permeable  
and make getting around easier

Improve existing routes  
Add new routes  
Create connections to enhance the local network  
Pedestrians, cyclists and people with disabilities

Hellifield

## **Policy ENV3 Criterion k) – Access Roads**

2.3.10 Policy ENV3, criterion (k) states: *“Access roads should be designed as streets – they should form part of the public realm, be people-friendly, safe and active, allow natural surveillance and help to create a network of easy-to-use routes”*.

Through sensitive and appropriate site design, designers can enhance the value of place whilst calming traffic and improving pedestrian and cyclist comfort, particularly on larger schemes in Craven. To achieve this outcome, designers need to consider the multi-functional role of the street and apply a package of ‘self-regulating’ design measures.

2.3.11 New street networks should:

- Be based on layouts where all streets lead to other streets (limiting the use of cul-de-sacs that provide no through access, unless regularly utilised routes cannot be provided);
- Maximise the number of walkable and cyclable routes between destinations.

2.3.12 Appropriate design of places and spaces can be used to manage both vehicle and pedestrian movement effectively. Such environments are referred to as being self-regulating. Enclosing access roads with buildings helps to define them as urban places, creates a greater sense of intimacy and promotes them as pedestrian friendly spaces that are overlooked. This can have a traffic-calming effect as drivers become more aware of their surroundings. The relationship between building height and street width is important to creating these spaces. Building height may also be used at junctions to create a ‘book end’ effect. This approach will assist in slowing vehicles as they approach junctions and will improve legibility by highlighting connecting routes throughout the network.

2.3.13 Figure 5 below illustrates how access roads can and should be designed as streets, featuring characteristics such as natural surveillance and being people-friendly, rather than focused on private motor vehicles.

Figure 5:

Figure 5: Access roads should be designed as streets [Policy ENV3 (k)]

# PRINCIPLES in PICTURES

## Access roads should be designed as streets

Part of the public realm  
People-friendly  
Safe and active  
Natural surveillance  
A network of easy-to-use routes

Skipton and Hellifield

## **Policy ENV3 Criterion l) – Storage for Sustainable Modes of Travel**

2.3.14 Policy ENV3, criterion (l) states: *“Schemes should seek to incorporate secure storage for bicycles to encourage sustainable modes of travel”*. Criterion (l) requires cycling is fully integrated into the design and operation of all new residential development schemes. Proposed developments should be comprehensively equipped with high quality bicycle parking and storage. The increased use of bicycle storage cages is strongly encouraged, as it is a most convenient and secure method to prevent bicycles been stolen or damaged.

2.3.15 It is good practice that cycle storage facilities are provided in a dedicated facility of permanent construction, preferably within the building footprint or, where not feasible, within an adjacent or adjoining purpose built structure of permanent construction. Bicycle cages provide a parking and storage solution for bicycles. It is good practice that cycle storage facilities are designed so that they are directly accessible from the public road or from a shared private area. Good design here avoids unnecessarily long access routes with poor passive security or cycling along slopes that can become hazardous in winter weather.

## **2.4.0 Art and Culture**

### **Policy ENV3 Criterion m) – Public Spaces**

2.4.1 Policy ENV3, criterion (m) states: *“Development should promote socialising, recreation, art, health and well-being, by maintaining and improving existing public spaces and by creating new public spaces, such as parks, squares and other areas of public realm”*. Public spaces/realm play a vital role in the social life of communities. Public realm is where people can wander without entering any strictly private space – it adds to the look, feel and enjoyment of places. The success of a particular public space is not solely in the hands of the architect or urban planning consultant. It relies also on people adopting, using and managing the space. Within paragraph 5.27 of the supporting text of Policy ENV3, it is stated: *“Community participation in design – such as in the design of neighbourhood open space – can help to ensure that designs work well for end-users.”* For example, the community may wish to identify important characteristics of their local environment to be incorporated into a development scheme, for example through public realm improvements and art installations.

### **Policy ENV3 Criterion n) – Public Art**

2.4.2 Policy ENV3, criterion (n) states: *“The provision of public art will be encouraged from the outset for all major development schemes”*. Public art can make a substantial contribution to the appearance of urban areas and the public realm. It can contribute to the creation of a sense of place and transform a previously anonymous space into a unique and memorable one. It has a major part to play in making public areas more attractive, legible and interesting and can take

many forms. Public art can be integrated into a new development or into existing built fabric.

- 2.4.3 Public art is no longer restricted to the traditional forms of monuments, sculptures or fountains and can take form in anything within the public realm, including lighting, street furniture, signage, floor works, new media, music and even a section or the whole elevation of a building. Such art pieces can come in many different forms, each of which represents social, cultural or universal values. They may also draw on heritage, highlighting the most important aspects of a locality, region or nation. Because public art is both unique and visually distinctive, it can take on a symbolic role in establishing and understanding an urban or rural area's identity and legibility, especially when it is designed and created in ways that are consistent with its surrounding area and site. Further guidance relating to public spaces can be found in the National Design Guide, which is available at:

<https://www.gov.uk/government/publications/national-design-guide>

## 2.5.0 Designing Out Crime

### Policy ENV3 Criterion 0) – Safe Living Environments

- 2.5.1 Paragraph 5.31 of the supporting text to Policy ENV3 emphasises that people's well-being and quality of life can be greatly affected by crime, the fear of crime and road safety. Accordingly, this policy's criterion (o) states: *"The design of all new developments will be required to promote safe living environments, reduce opportunities for crime and the fear of crime, disorder and anti-social behaviour."* The layout and structure of a place – how the buildings, spaces, uses and activities relate to one another – affects its safety and sustainability. Crime prevention should be planned into developments from the outset.

The following bullet points provide practical ways in which new development can promote safe living environments and reduce opportunities for crime and the fear of crime:

- Incorporate active frontages: The types of building and their layout have major impacts on safety and sustainability. A safe urban environment provides 'active frontages' of overlooked streets and creates regular movement that focuses people and vehicles on to a small number of principal routes, rather than under-used and segregated streets and footpaths.
- Defensible spaces: Defensible space (an area is safer when people feel a sense of ownership and responsibility for that piece of a community) can be provided by private or communal gardens that can only be accessed from the surrounding buildings. Building surrounding such spaces also reduce the opportunities for graffiti on blank facades, such as gable ends. Homes



in cul-de-sacs can be highly secure if the cul-de-sacs are short and straight to allow visibility from one end to the other. As cul-de-sacs reduce permeability, a compromise can be where dwellings are joined by networks of footpaths that are regularly used, with passive surveillance in evidence. This layout promotes permeability whilst reducing anti-social activity.

- Natural surveillance: Ways to promote natural surveillance include low landscaping, street lights, street designs that encourage pedestrian use, and removing hiding and lurking places. Included in good street design are features that maximise visibility of people, parking areas and building entrances: doors and windows that look out on to streets and parking areas, barriers that maintain a line of sight (through, over or around), pedestrian-friendly pavements and streets, and front porches.
- Minimise opportunities for conflict: Places should be structured to minimise opportunities for conflict, especially when designing for mixed use development. The siting and design of potential places where people congregate and linger, and local areas where anti-social behaviour is concentrated, require special attention so as not to introduce this behaviour elsewhere. Out of scale facilities, such as supermarkets or leisure facilities that are intended for the wider, rather than local, community should be sited with care. Poorly sited street furniture (including street equipment owned by utility companies) can increase the opportunity of criminal and anti-social behaviour, such as vandalism, being a climbing aid or impeding vision.
- Avoid unnecessary and ambiguous space: In new developments, unnecessary and ambiguous space should not be provided. The aim is well-defined and purposeful open space, and the quality and quantity of space should be seen as equally important. The restoration of historic elements of the built environment and run-down buildings can be an important element of crime prevention. Buildings and spaces that are derelict, run-down, or uncared for, convey the impression that crime and anti-social behaviour is tolerated, or more likely to go undetected, than in places that are well maintained.

2.5.2 Figure 6 illustrates how living environments can be designed to reduce the risk of crime and promote safety, with design features such as active frontages and defensible spaces.

Figure 6:

Figure 6: Designing out crime [Policy ENV3 (o)]

# PRINCIPLES in PICTURES

Designing out crime and promoting  
safe living environments



Reduce crime,  
fear, disorder and  
anti-social behaviour  
Active frontages  
Defensible spaces  
Natural surveillance  
Avoid unnecessary and  
ambiguous space  
Minimise conflict



Skipton

## 2.6.0 Shop Fronts/Advertisements

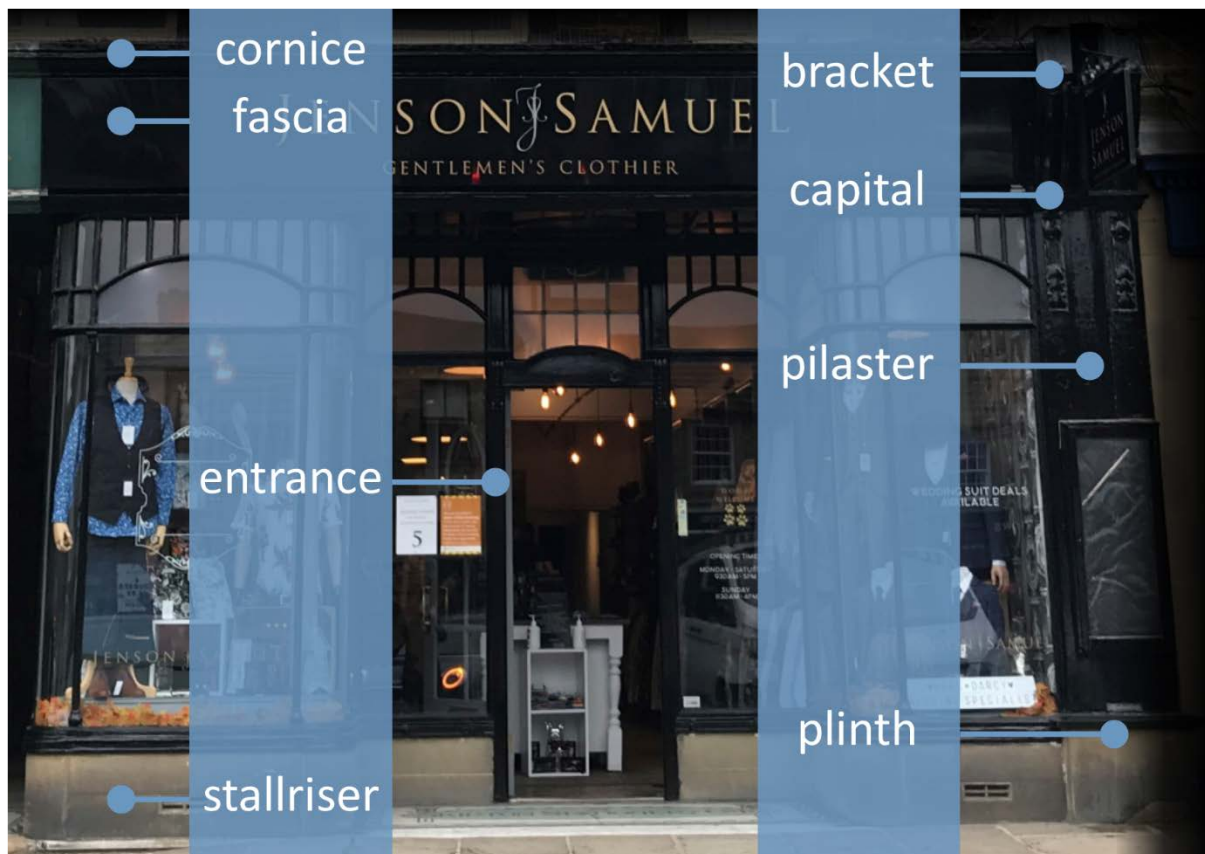
### Policy ENV3 Criterion p) – Traditional Shop Fronts

- 2.6.1 The term ‘shop front’ is intended to cover all retail and shop-like facades in towns and villages, including cafes and other premises, as appropriate. Policy ENV3, criterion (p) states: *“Traditional shop fronts which make a valuable contribution to the distinctive character of their local area should be, wherever practicable, refurbished and retained in development proposals”*. (See glossary at Appendix A for definition of ‘wherever practicable’). Good shop front design and attractively designed retail spaces are more likely to draw more customers in and contribute positively to the streetscape.
- 2.6.2 Shop fronts make a valuable contribution to the character of towns and villages in Craven, and contribute to the local context, distinctiveness and public realm. Therefore, criterion (p) requires traditional shop fronts which make a valuable contribution to the character of the local area to be refurbished and retained, where practical. However, where this is not practical, for example where a traditional shop front has significantly deteriorated and is beyond refurbishing, a replacement with a replica shop front or an entirely new shop front of good design would be an acceptable solution. If an applicant for planning permission considers that it is not practicable to refurbish and retain a traditional shop front, this should be justified in their Design and Access Statement (see Part Three of this SPD).

### Policy ENV3 Criterion q) – New/Alterations to Shop Fronts

- 2.6.3 Policy ENV3, criterion (q) states: *“New/alterations to shop fronts will only be permitted if the design is consistent with the character and scale of the existing building, if it is of high quality and uses materials that are deemed acceptable to the area. The shop fascia must be designed in scale, in its depth and width, with the façade and the street scene of which it forms part”*. Many shopfront components can help to create a structure’s strong visual basis, and typical components are shown in Figure 7. Different treatment of these elements and materials offer significant opportunities for a variety of shopfront designs whether traditional or contemporary. It is important to create a good visual framework for the shopfront, and all elements can be treated as one coherent unit. Within the framework, variations of design and arrangement of doors, glazing, colours and materials can occur. It is good practice to design shop front fasciae and their proportions based on the existing streetscape character and the proportions on the building they sit within. Many shopfront components can help to create a structure’s strong visual basis, and typical components are shown in Figure 7.

**Figure 7: Diagram of key components of a shopfront**



2.6.4 When designing new shopfronts, care must be taken not to detract from the overall character of the street, especially in a designated Conservation Area. Some corporate images, which place emphasis on standardised shop front design, corporate colours and materials, may necessitate a degree of sensitive adjustment or modification, in order to be appropriate in a particular context.

2.6.5 Whether development of shop fronts covered by criteria (p) or (q) are proposed, they should be accessible and usable to all, as required by criteria (i) of policy ENV3. For example, a traditional shop front may include a step, narrow door or other feature that denies access to some people (e.g. wheelchair users) and retention of the shop front may be regarded as impracticable on grounds that it would fail to promote equality and accessibility. In such circumstances, sympathetic partial alteration of the shop front might be an acceptable way of providing access for all whilst allowing unaltered parts of be refurbished and retained. If an applicant for planning permission considers that it is not practicable to refurbish and retain a traditional shop front, this should be justified in their Design and Access Statement.

2.6.6 Figure 8, below, illustrates how good shopfront design contributes to a locality's character, distinctiveness and public realm, through a variety of design features and elements, and provides examples of how design can be

consistent with the character and scale of the existing building, is high quality and uses acceptable materials, is in scale with street scene and façade.

### **Policy ENV3 Criterion r) – Advertisements**

- 2.6.7 Policy ENV3, criterion (r) states: *“Proposals for advertisements will be assessed having regard to issues of highway/transport safety and the characteristics of the locality, including features of scenic, historic, architectural, cultural or other special interest”*. Paragraph 132 of the NPPF states that the quality and character of places can suffer when advertisements are poorly sited and designed, and that advertisements should be subject to control only in the interests of amenity and public safety, taking account of cumulative impacts. There is a separate consent process within the planning system that controls the display of advertisements, which should be operated in a way which is simple, efficient and effective.
- 2.6.8 Advertisements are generally a semi-permanent feature in built landscapes. It is good practice that outdoor advertising makes a positive contribution to the visual environment and through good quality design, help create a lively atmosphere of colour, variety and interest which is essential to the prosperity of an area. It is suggested that businesses and other advertisers consider the positive influence and innovation that artists can bring to the design of signs and advertisements. Applicants should carefully consider advertisements and signs of a new building or shopfront and integrate them early. Signs should be of an appropriate size for the building on which they are displayed and must not seek to dominate or visually detract from those buildings.

Figure 8:

Figure 8: Shop Fronts and Advertisements [Policy ENV3 (p), (q) and (r)]

# PRINCIPLES in PICTURES

Good shopfront design contributes to character, distinctiveness and public realm



Retain traditional shopfronts  
Shopfront components create a visual framework  
A framework for traditional and contemporary design  
Design consistent with the host building and street scene  
Good advert design adds colour, variety, interest and prosperity



Skipton

## 2.7.0 Sustainable Design and Construction

### Policy ENV3 Criterion s) – BREEAM Standard for Non Residential Development

2.7.1 Policy ENV3, criterion (s) states: *“To require non-residential developments of 1,000 or more square metres where feasible to meet at least the BREEAM standard ‘very good’ for non-residential buildings requirement. Non-residential development should seek to achieve BREEAM ‘very good’ or better unless it has been demonstrated through an economic viability assessment that it is not viable to do so”.* (See glossary at Appendix A for definition of ‘where feasible’). BREEAM is the world’s leading sustainability assessment method for master-planning projects, infrastructure and buildings. It considers an asset’s environmental, social and economic sustainability performance, using standards developed by BRE (Building Research Establishment). The ‘very good’ standard is one of the BREEAM rating level benchmarks (outstanding, excellent, very good, good, pass and unclassified). How the four elements together combine to produce a BREEAM rating is summarised in the pages of the website [www.breeam.com](http://www.breeam.com).

### Policy ENV3 Criterion t) – Designing in Sustainability

2.7.2 Policy ENV3, criterion (t) states: *“Sustainability should be designed in, so that development takes all reasonable opportunities to reduce energy use, water use and carbon emissions and to minimise waste, ensure future resilience to a changing climate and wherever possible to generate power through solar or other means, in accordance with Building Regulations. This should include residential, industrial and commercial developments.”* (See glossary at Appendix A for definitions of ‘all reasonable opportunities’ and ‘wherever possible’). Energy conservation through energy efficiency in the building has acquired prime importance with energy reducing techniques in dwelling design and construction becoming more desired by house buyers, both for financial and environmental reasons, i.e. in reducing carbon emissions. Energy efficiency and low carbon production in the built environment can assist greatly in achieving carbon reduction targets, as specified in the CCESP.

2.7.3 The phrase *“all reasonable opportunities to reduce energy use”* refers to the technical feasibility of generating power through solar or other means. Regulation 25A of the Building Regulations requires that, before work starts, the person undertaking the work must carry out an analysis that considers the use of high-efficiency alternative energy systems in the building’s design, and must give the local authority notice that this has been undertaken.

2.7.4 The requirements of criterion (t) enable the Council to assess the sustainability of a design at the planning application stage, which typically precedes the

Building Regulations stage. For example, they enable the Council to assess whether or not a proposal takes all reasonable opportunities to generate power through solar or other means before the proposal is assessed under Building Regulation 25A, which requires a developer to consider the use of alternative energy systems like solar panels. Deciding which opportunities are reasonable will require planning judgements to be made regarding what is appropriate and fair in the circumstances. Building Regulation 25A provides useful information and guidance in this respect.

2.7.5 In order to meet the criteria (s) and (t) of Policy ENV3, the Council encourages the following four elements of energy efficiency to be considered in sustainable building design approaches. They are fundamental components in achieving energy efficient homes. Much of this information is taken from the academic paper entitled: *“Renewable energy technologies for sustainable development of energy efficient building”* (2018), with some content and text modified to suit typical British dwellings and climate. These main aspects for a building’s energy efficiency include:

- (1.) Zero energy passive **building design**, before actual construction;
- (2.) The use of **low energy building materials** during its construction;
- (3.) Use of **energy efficient equipment** and domestic appliances for low operational energy;
- (4.) Integration of **renewable energy technologies** for various applications.

2.7.6 **Building design:** i.e. consideration of how a building will conserve energy when an architect is designing a building. The most sustainable energy technique is to conserve energy as much as possible. Incorporating passive solar gain in building design is one way to achieve this as buildings with passive solar designs naturally use the sun’s energy for heating, cooling and daylighting. This reduces the need to consume energy from other sources and provides a comfortable environment inside. The principles of passive solar design are compatible with diverse architectural styles and can be renovated within an existing building for net zero energy use. Designers and builders should pay particular attention to the orientation of a building in relation to seasonal variations in the sun’s path as well as prevailing wind patterns in order to minimise heating and cooling needs. The design does not need to be complex, but it should involve knowledge of solar geometry, window technology, and local climate. Virtually any type of architecture can integrate passive solar design. For example, to make the most of the sun for warmth and natural light, a dwelling’s main living areas and glazing should face south.

2.7.7 **Low energy building materials:** An important objective for the building sector is to produce buildings with minimum environmental impacts and to consider low embodied energy materials that reduce energy in construction. Embodied energy is the energy consumed by all of the processes associated with the



building's production, from the acquisition of natural resources to product delivery, including mining, manufacturing of materials and equipment, transport and administrative functions. Presently the embodied energy of building materials contributes anywhere from 15% to 20% of the energy used by a building over a 50-year period. Use of low embodied energy materials, such as stone, timber and concrete can greatly reduce the energy consumption and also minimise the environmental impacts of building construction.

- 2.7.8 **Energy efficient equipment:** The third aspect deals with the operational energy conservation using energy efficient equipment such as LED lighting. Currently, both space heating and cooling, as well as hot water, are estimated to account for roughly half of global energy consumption in buildings. Energy efficient and low/zero carbon heating and cooling technologies for buildings have the potential to reduce carbon dioxide emissions significantly. Most of these technologies – which include solar thermal, combined heat and power (CHP), heat pumps and thermal energy storage – are commercially available today.
- 2.7.9 **Renewable energy technologies:** Renewable energy is derived from natural processes that are continuously replenished, and for building construction, renewable energy technologies include solar power, wind power, hydroelectricity, micro-hydro, biomass and biofuels. Significant amounts of heat and electricity needs of buildings can be effectively covered by using solar thermal collectors and photovoltaic. Other renewable energy sources (RES) such as wind turbines, biomass and hydrogen (produced only from RES) can be also applied, minimizing use of the conventional energy sources. Solar energy systems can be applied in a straightforward way on buildings to cover the heating, cooling, electricity and lighting needs. It is estimated that the saving of energy can be up to 60% when solar energy systems are used for heating and cooling purposes.
- 2.7.10 The main method for applicants to demonstrate how criterion (s) and (t) has been met is through the preparation and submission of a Sustainable Design and Construction Statement (SDCS) which is a local validation requirement. Further details relating to when a SDCS is required and their content can be found in Part Three of this SPD, specifically at Section 3.2.0 and Table 2.
- 2.7.11 Historic England has issued an advice document entitled 'Energy Efficiency & Traditional Homes', available on the statutory body's website, [www.historicengland.org.uk](http://www.historicengland.org.uk). This document considers energy efficiency improvements in traditional homes (largely pre-1919) from the standpoint of the planning system. It outlines a 'whole building' approach that can help in meeting the combined objectives of increasing energy efficiency and sustaining heritage significance, while avoiding unintended consequences.

## **PART THREE: PREPARING AND SUBMITTING PLANNING APPLICATIONS**

### **3.1.0 Pre-application discussions**

3.1.1 The importance of pre-application engagement between developers and the local planning authority and early resolution of policy issues ('front loading') is highlighted in the NPPF in paragraphs 38 to 46. Also, in light of the Council's Climate Emergency Strategic Plan (CCESP), it is important to reflect one of the actions of the CCESP here. This action (CND03) states that the Council will *"work with developers as new sites across Craven are approved to ensure that opportunities for efficiency and carbon reduction are maximised."*

3.1.2 The key aim of Policy ENV3 is that growth in housing, business and other land uses are accompanied by improvements in building and site design. In order to achieve this in proposed developments and to meet the specific requirements of each policy, an applicant should refer to the relevant policies of the adopted local plan and the further detail provided in Part Two of this SPD and then discuss these matters at the earliest opportunity with the Council's Development Management (DM) team. It is the Council's practice to charge for all such engagement. Pre-application enquiry forms and charging rates for the Council can be found at:

<https://www.cravenc.gov.uk/planning/information-and-advice/>

Contact details at the time of publication for the Council's Development Management (DM) team are: *planning@cravenc.gov.uk*.

Paragraph 128 of the NPPF states that design quality should be considered throughout the evolution and assessment of individual proposals. Early discussion between applicants, the local planning authority and local community about the design and style of emerging schemes is important for clarifying expectations and reconciling local and commercial interests.

3.1.3 There are a range of tools available to guide the design of developments to ensure that the final product is of good quality. Paragraph 129 of the NPPF identifies design guides and codes as tools to guide design of proposed developments. These tools are of most benefit when applied early in the evolution of schemes to prompt discussions and refine options and can be used to involve relevant stakeholders, including built environment and non-built environment professionals (including architects), decision makers and the local community. Available tools and documents are discussed in Part Two and include (but are not limited to): National Design Guide & National Design Code, Craven conservation area appraisals, the Design Council's 'Building for Life Strategy (2020-2024) design review and assessment frameworks and 'Using Design as a Force for Change Strategy (2020 – 2024), which outlines key

priorities for improving health and well-being, enabling sustainable living and increasing design skill. These tools can be used by applicants to help evolve and assess the design aspects of proposals, and for the purposes of community engagement.

- 3.1.4 Local planning authorities are under a legal duty to formulate and publish proposals for the preservation and enhancement of conservation areas. Applicants proposing development within a designated Conservation Area should consult the conservation advice page of the Council's website at: [www.cravendc.gov.uk/planning/conservation-and-heritage-assets/conservation-advice](http://www.cravendc.gov.uk/planning/conservation-and-heritage-assets/conservation-advice).

### **3.2.0 Documents to Support a Planning Application:**

- 3.2.1 The information in Table 2 below lists relevant supporting documents, many of which will be necessary and/or helpful, to accompany an application to show how the requirements of policy ENV3 have been met, both in relation to the Council's validation requirements and other supporting documentation. Table 2 includes the national validation requirement for architectural drawings to accompany any planning application, therefore applicants are strongly encouraged to commission an architect or suitably qualified professional to produce drawings that fully consider the design of any development proposal. Applicants may also need to provide other supporting documents not listed in the table below (such as a Planning Statement or Heritage Statement) depending on the individual circumstances of a proposal.
- 3.2.2 Where the supporting documents, necessary to meet the Council's validation requirements are not required, applicants are encouraged to provide supporting documentation setting out similar information, in order to show how the proposal conforms with relevant adopted local plan policy criteria, including policy ENV3.
- 3.2.3 The local validation requirements referred to in this SPD were published by the Council on 1<sup>st</sup> September 2020. It should be noted that the Council has a requirement to review local validation lists at least every two years, therefore users of this SPD should refer to the most up to date local validation requirements published on the Council's website at <https://www.cravendc.gov.uk/planning/planning-applications-and-notifications/national-and-local-planning-validation-requirements/local-information-requirements/> .

**Table 2: Supporting documents which are commonly required to accompany a planning application**

<b>Craven Local Plan Policy Driver</b>	<b>Supporting Documents</b>	<b>Purpose</b>	<b>Further Information</b>
SD1, SD2 & ENV3	Preliminary drawings, site and location plans.	Pre-application discussions relating to overall design of a proposal.	CDC website: <a href="http://www.cravenc.gov.uk/planning/information-and-advice/pre-application-advice/">www.cravenc.gov.uk/planning/information-and-advice/pre-application-advice/</a>
ENV3	Architectural drawings are a national validation requirement and are necessary to accompany the planning application	To show overall design of a proposal	CDC website: <a href="https://www.cravenc.gov.uk/planning/planning-applications-and-notifications/national-and-local-planning-validation-requirements/statutory-national-information-requirements/">https://www.cravenc.gov.uk/planning/planning-applications-and-notifications/national-and-local-planning-validation-requirements/statutory-national-information-requirements/</a>
ENV3 criterion a), c), d)	Landscape Visual Impact Assessment (LVIA) is on the council's local validation list and may be necessary to accompany the planning application.  Where LVIA's are not required, applicants are encouraged to provide supporting documentation setting out similar information, to demonstrate compliance with these criteria.	To help identify and assess the changes that a proposed development will have on the landscape.	CDC website: <a href="https://www.cravenc.gov.uk/planning/planning-applications-and-notifications/national-and-local-planning-validation-requirements/local-information-requirements/landscape-and-visual-impact-assessment-lvia/">https://www.cravenc.gov.uk/planning/planning-applications-and-notifications/national-and-local-planning-validation-requirements/local-information-requirements/landscape-and-visual-impact-assessment-lvia/</a>
ENV3 criteria b), c), d), e), f), g), h), i), j), k), l), m), n), o), p), q, r)	Design and Access Statement is a national validation requirement and may be necessary to accompany the planning application.	To explain how the proposed development is a suitable response to the site and its setting and demonstrates how each criterion of policy ENV3 has been met in terms of context, infrastructure, ensuring development is	CDC website: <a href="https://www.cravenc.gov.uk/planning/planning-applications-and-notifications/national-and-local-planning-validation-requirements/statutory-national-information-requirements/design-and-access-statement/">https://www.cravenc.gov.uk/planning/planning-applications-and-notifications/national-and-local-planning-validation-requirements/statutory-national-information-requirements/design-and-access-statement/</a>

	Where Design and Access Statements are not required, applicants are encouraged to provide supporting documentation setting out similar information, to demonstrate compliance with these criteria.	accessible, art and culture, designing out crime, and shop fronts/advertisements	
ENV3 criteria s) & t)	Sustainable Design and Construction Statement is on the council's local validation list and will be necessary to accompany the planning application.	To explain how a proposal's design and construction will contribute towards the achievement of sustainable development and, in particular, to the mitigation of and adaptation to climate change, in line with relevant policies of the Craven Local Plan and the National Planning Policy Framework (NPPF).	Appendix B of this SPD and CDC website: <a href="https://www.cravencdc.gov.uk/planning/planning-applications-and-notifications/national-and-local-planning-validation-requirements/local-information-requirements/sustainable-design-and-construction-statement/">https://www.cravencdc.gov.uk/planning/planning-applications-and-notifications/national-and-local-planning-validation-requirements/local-information-requirements/sustainable-design-and-construction-statement/</a>

### **3.3.0 Outline, Reserved Matters and Planning Conditions**

- 3.3.1 The Council may wish to encourage design details to be agreed as part of the initial permission, so that important elements are not deferred for later consideration.
- 3.3.2 Applications for outline planning permission seek to establish whether the scale and nature of a proposed development would be acceptable before fully detailed proposals are put forward. Good design can be considered at this stage in order to assist community engagement, inform a design and access statement (where required), and provide a framework for the preparation and submission of reserved matters proposals. In some instances, it may be appropriate as part of the outline application to prepare and agree a design code to guide subsequent reserved matters applications. Design quality cannot be achieved through an outline planning application alone. Outline planning applications allow fewer details about the proposal to be submitted than a full planning application but can include design principles where these are fundamental to decision making.
- 3.3.3 Design conditions can be identified at the outline planning application stage allowing for the details to be submitted for later determination, as part of a reserved matters application. Detailed design issues that are central to a scheme's acceptability are most effective when set out at the outline application stage. Pre-application advice can be used as a stage for applicants and the Council to discuss the use of planning conditions in relation to design quality. Hence, this is an opportunity for prospective applicants and the Council to discuss the intended approach to a site and how design policies and guidance need to be applied. It is also important to ensure that applications to discharge conditions or amend approved schemes do not undermine development quality.

### **3.4.0 Community engagement**

- 3.4.1 Paragraph 128 of the NPPF states that the design quality should be considered throughout the evolution and assessment of individual proposals. Early community involvement and consultation on a scheme is encouraged by the Council. Applicants should refer to the Council's Statement of Community Involvement (SCI), which sets out how the Council involves the community in the planning application process and recommends that applicants undertake early consultation with the local community. The latest SCI, adopted by Craven DC Policy Committee in 2018, is available here:

<https://www.cravencd.gov.uk/planning/statement-of-community-involvement/>

### **3.5.0 Masterplans**

3.5.1 There are a number of allocated sites in the local plan which require the preparation of a masterplan, as set out within the development principles for the site (within policies SP5 & SP6). Masterplans set the vision and implementation strategy for a development. They are distinct from local design guides by focusing on site specific proposals such as the scale and layout of the development, mix of uses, transport and green infrastructure. Depending on the level of detail, the masterplan may indicate the intended arrangement of buildings, streets and the public realm etc.

## APPENDIX A: GLOSSARY AND ACRONYMS

### Glossary

**Accessibility:** A term often used interchangeably with inclusive design to describe the extent to which a product, environment (or building in this context) can be reached and is usable by the widest range of people.

**Adaptability:** The capacity of a building or space to be changed so as to respond to changing social, technological, economic and climate conditions.

**All reasonable opportunities:** ENV3 (t) states that development should take “all reasonable opportunities” to incorporate various elements of sustainable design, in accordance with Building Regulations. This enables the Council to assess the sustainability of a design at the planning application stage, which typically precedes the Building Regulations stage. Deciding which opportunities are reasonable will require planning judgements to be made regarding what is appropriate and fair in the circumstances, taking account of technical, environmental and economic feasibility. Sustainable Design and Construction Statements should describe the elements of sustainable design that have been incorporated into proposals, give reasons why other elements may not have been incorporated and explain why it is considered that all reasonable opportunities have been taken.

**Building for Life 12:** A measurement of the quality of development initiated by the Design Council CABI.

**Building Line:** The line formed by the frontages of buildings along a street. The building line can be shown on a plan or section.

**Conservation Area:** An area of special architecture and/or historical interest, the character or appearance of which it is desirable to preserve or enhance. It is a recognition of the value of a group of buildings and their surroundings and the need to protect not just individual buildings, but the character of the area as a whole.

**Contemporary Design:** Following modern ideas or fashion in design, including in style, techniques and materials.

**Context:** Local circumstances which form the background to a design idea and help the design make sense in its surroundings.

**Desire Line:** An imaginary line linking facilities or places, which would form a convenient and direct route for pedestrians and cyclists. If not recognised in a design, desire lines can often manifest themselves later as informal routes created by the public.

**Energy Efficiency:** The extent to which the use of energy is reduced through the way in which buildings are constructed and positioned on site or through the installation of equipment that uses renewable energy sources.



**Layout:** The way building routes and open spaces are placed in relation to each other.

**Legibility:** Legible developments with a sense of place are quite clear to read, so people can tell where they are and where things are around them.

**Local Distinctiveness:** The positive features of a place and its community which contribute towards creating a 'sense of place', and individual identity.

**Massing:** The combined effect of the arrangement, volume and shape of a building or group of buildings.

**Mixed Uses:** A mix of different uses (for example retail and residential) within a building, on a site or within a particular area.

**Natural Surveillance:** The deterrence of crime and anti-social behaviour by the presence of passers-by or the ability of people to be seen from surrounding windows.

**Passive Solar Gain:** The orientation and arrangement of buildings, spaces and windows to control of rooms within a building in order to reduce the need for electrical, gas or oil heating or air conditioning.

**Public Realm:** This is an area where people can wander without entering any strictly private space – it adds to the look, feel and enjoyment of places.

**Reasonable provision:** ENV3 (i) states that "reasonable provision" should be made to ensure that buildings and spaces are accessible and usable etc. this enables the Council to consider whether provision could exceed the minimum requirements of Building Regulations whilst remaining reasonable, which means appropriate and fair in the circumstances. Applicants should explain how their proposals satisfy ENV3(i) in their Design and Access Statements or elsewhere in their planning applications.

**Where feasible:** ENV3(t) states that development should meet a particular BREEAM standard "where feasible". The phrase "where feasible" is similar in meaning to other phrases in the policy, such as "where possible" and "where practicable", but in part (s) it is clearly linked to economic viability. If the required BREEAM standard is not proposed, applicants will need to present an economic viability case in their Sustainable Design and Construction Statement and BREEAM Pre-Assessment.

**Wherever possible:** ENV3(b) states that high quality materials should be locally sourced "wherever possible". For example, it should be possible to source gritstone from local quarries in the Pennine region. If locally sourced materials are not proposed, applicants will need to provide a reasonable justification in their Design and Access Statements or elsewhere in their planning applications.

**Wherever practicable:** ENV3(p) states that traditional shop fronts should be refurbished and retained "wherever practicable". This is because refurbishment and

retention may not always be practicable, because of some insurmountable and overriding problem with the shop front's physical condition or functional performance. If refurbishment and retention is not proposed, applicants will need to provide a reasoned justification in their Design and Access Statements or elsewhere in their planning applications.

### **Acronyms**

<b>BRE</b>	Building Research Establishment	<b>BREEAM</b>	Building Research Establishment Environmental Assessment Method
<b>CDC</b>	Craven District Council	<b>LPA</b>	Local Planning Authorities
<b>NPPF</b>	National Planning Policy Framework	<b>NYCC</b>	North Yorkshire County Council
<b>PPG</b>	Planning Practice Guidance	<b>SHELAA</b>	Strategic Housing and Economic Land Availability Assessment
<b>SHMA</b>	Strategic Housing Market Assessment	<b>SPD</b>	Supplementary Planning Document

## **APPENDIX B: SUSTAINABLE DESIGN AND CONSTRUCTION STATEMENTS – GUIDANCE NOTE ON CONTENT**

### What is a sustainable design and construction statement?

A document that explains how a proposal's design and construction will contribute towards the achievement of sustainable development and, in particular, to the mitigation of and adaptation to climate change, in line with relevant policies of the Craven Local Plan and the National Planning Policy Framework (NPPF).

### Aim of this guidance note:

The aim of this note is to provide practical guidance on what the Council expects to see in a good SDCS. It should help applicants and developers to produce a clear and concise statement, which explains how their proposals accord with policy requirements and achieve the highest possible standards of sustainable design and construction. The overarching aim is to create high quality developments that not only minimise their own environmental impact, but are also cheaper to run, more secure, contribute to the local economy and community, provide healthy living and working conditions, and respect the area's rich heritage and distinctiveness.

The suggested SDCS content, below, is based on a set of principles relating to development processes, building designs and construction practices which will deliver economic, social and environmental benefits now in the future. Considering such sustainability mechanisms from the outset will help to avoid unnecessary development costs and delays in planning decisions.

### When is a sustainable design and construction statement required?

The Council's local validation list sets out supporting information the local planning authority may request with a planning application. It stipulates that all planning applications should be supported by a SDCS and that all SDCS should meet the following minimum requirements:

- A non-technical summary that sets out what climate change mitigation measures have been integrated within the scheme's design;
- Details of how the proposed climate change mitigation measures compare to the minimum required under current Building Regulations;
- Where climate change mitigation measures have been discounted, the applicants demonstrate why it is not viable to do so.

Information on the requirement for a SDCS can be found on the Council's website at:

*<https://www.cravencdc.gov.uk/planning/planning-applications-and-notifications/national-and-local-planning-validation-requirements/local-information-requirements/sustainable-design-and-construction-statement/>*

The Council's local validation list stipulates that all planning applications should be supported by a SDCS, however in terms of the minimum requirements set out above, some developments are exempt from Building Regulations. Where this is the case, applicants are strongly encouraged to state in the SDCS that as there are no building regulation requirements, all proposed sustainability measures are additional. An example of this would be a proposed porch extension, which can be designed with high levels of thermal insulation (principle 2 in table below) and locally supplied, sustainability-sourced, and low-impact materials (principle 4 in table below).

In the case of reserved matters applications, the SDCS is expected to provide details of progress against the outline SDCS and should deal with any outstanding items not covered at the outline stage.

### Suggested SDCS Content

Based on the relevant policy drivers and minimum requirements for a SDCS, as set out above and via the web link, the following six key sustainability principles have been identified, which applicants are strongly encouraged to address in a SDCS:

- (1.) Complying with BREEAM Standards (non-residential)
- (2.) Reducing Energy Use and Generating Renewable Energy
- (3.) Reducing Water Use, Recycling Water and Implementing SuDS
- (4.) Minimising Waste during construction and operation
- (5.) Biodiversity & Green Infrastructure
- (6.) Travel & Transport

Principles 1 to 4 relate to the requirements of Craven Local Plan policy: ENV3: Good Design, and specifically criteria (s) and (t). In addition, principle 3 relates to the requirements of policy ENV6: Flood Risk, in terms of the inclusion of sustainable drainage systems (SuDS). Principle 5 relates to the requirements of policies ENV4: Biodiversity and ENV5: Green Infrastructure and principle 6 relates to the requirements of policies SP4: Spatial Strategy & Housing Growth and INF7: Sustainable Transport & Highways. Other relevant policies are highlighted in the table below.

By considering each of the six sustainability principles set out above, it should be possible to produce a good SDCS. However, some flexibility may be called for and it may be appropriate for applicants and developers to consider:

- (a) How they can put forward different climate change mitigation measures/initiatives relating to each sustainability principle, suitable to the size and the context of the development;
- (b) Why they may need to put emphasis on some climate change mitigation measures/initiatives relating to some sustainability principles over others;

(c) Why they may not be able to consider some sustainability principles (e.g. the development may be too small, or the site is maybe too constrained). Where this is the case, a clear and reasoned justification should be provided within the SDCS.

There can be other submission documents with an application where one or more of these sustainability principles are addressed in more detail (e.g. Environmental Impact Assessments). Where this is the case, the SDCS should refer to them by setting out that more detail can be found within those documents.

The table below suggest sections to be included in a typical SDCS, in order to meet the Council’s minimum requirements for this specific local validation requirement. It is suggested that details of how climate change mitigation measures have been considered and incorporated are focused on the six sustainability principles identified above.

The length and detail provided in a SDCS will be dependent on the type of development proposal in a planning application. Hence, the SDCS content should be proportionate to its size and type. Whilst SDCSs should contain the necessary information, they need not be long, wordy documents, and where appropriate they can use drawings and figures to illustrate the initiatives put forward.

**Table 1: SDSC Suggested Content**

<p><b>Introduction and Context</b></p> <p>A brief introduction can be used to set the context for a statement, by explaining relevant aspects of the site, location and proposal, and relevant local and national planning policies, including:</p> <ul style="list-style-type: none"> <li>• Craven Local Plan policies (see below) and any Neighbourhood Plan policies, which together are the starting point for planning decisions; and</li> <li>• The National Planning Policy Framework (NPPF), Planning Policy Guidance (PPG), National Design Guide and National Model Design Code, which are material considerations in planning decisions, and any other relevant national documents on good design.</li> </ul>
<p><b>Non-Technical Summary</b></p> <p>This is the first of three minimum validation requirements and should set out what climate change mitigation measures have been incorporated into the design. This may need to be little more than a list of relevant design features.</p>
<p><b>Comparison with Building Regulations</b></p> <p>This is the second of three minimum validation requirements and should set out details of how the proposed climate change mitigation measures compare to the minimum required under current Building Regulations. All reasonable opportunities should be taken to do better than the minimum. Where there are no building regulation requirements, because a development is exempt from Building Regulations, applicants are strongly encouraged to state in the SDCS that all proposed climate change mitigation measures are effectively above the minimum.</p>

### **Discounted Measures**

This is the final minimum validation requirement and should explain why some climate change mitigation measures may not have been incorporated into the design and why it is considered that all reasonable opportunities have been taken. If measures have been discounted on grounds of economic viability, this should be demonstrated by a reasoned viability argument supported by proportionate evidence, as part of the SDCS.

### **Six Key Sustainability Principles**

In producing a statement, it will be very helpful to consider each of the following sustainability principles and the guidance beneath. These set out some specific climate change mitigation measures that can be incorporated into designs, in order to satisfy the requirements of relevant Craven Local Plan policies (referenced in bold and square brackets below).

- (1.) Complying with BREEAM Standards (non-residential)
  - A proposed non-residential development of 1,000 or more square metres is required to meet at least the BREEAM standard 'Very Good' where feasible. It should seek to achieve the BREEAM standard 'Very Good' or better unless it has been demonstrated through an economic viability assessment that it is not viable to do so;
  - Producing a separate BREEAM Pre-Assessment document - this can be cross-referenced in the SDCS.  
**[Policy ENV3(s)]**
  
- (2.) Reducing Energy Use and Generating Renewable Energy through:
  - Attaining high levels of thermal insulation, careful material specification and efficient systems;
  - Minimising on-site carbon dioxide emissions through maximising energy efficiency, supplying energy efficiently using low carbon heating and cooling systems, and using on-site renewable energy generation, such as solar power;
  - Incorporating passive and active energy efficient design measures such as fabric performance, air tightness and mechanical ventilation to prevent overheating and reduce carbon emissions;
  - Incorporating a combination of high fabric performance and good natural daylighting to reduce use of electric lighting and reduced space heating consumption, as a result of maximising solar gains during winter months;
  - Designing lighting and heating controls to allow for localised control.  
**[Policy ENV3 (a), (s) & (t), ENV9(e)]**
  
- (3.) Reducing Water Use, Recycling Water and Implementing SuDS:
  - Maximising opportunities for the incorporation of water conservation into a proposed design, including the collection and re-use of water on site;

- Specifying water features and fittings in order to ensure sustainable water consumption for the proposed development, where appropriate (examples include the specification of low flow taps and dual flush toilets);
- Describing the passage of water run-off from a roof area, and explaining how this run-off does not require complex treatment prior to discharge into a watercourse or sewer;
- Analysing if the discharge of excess post development run-off has potential cumulative development impacts.

**[Policies ENV3(t), ENV6(b) and ENV8(b)]**

- (4.) Minimising Waste during construction and operation through:

- Specifying locally supplied, sustainably-sourced, low-impact and recycled materials to reduce the environmental impact of materials used on site;
- Specifying materials that will achieve a rating of A+ to D in the BRE's Green Guide to Specification (available under [www.bregroup.com](http://www.bregroup.com)), as these have a low embodied impact on the environment;
- Taking all reasonable opportunities to minimise construction and demolition waste on site by utilising the principles of the 'waste hierarchy'.

**[Policy ENV3(s) & (t)]**

- (5.) Biodiversity & Green Infrastructure (GI) through:

- Demonstrating how the green infrastructure (GI) network can be improved, where possible either on site or via off site enhancement;
- Avoiding loss or harm to the existing GI network where possible;
- Incorporating green roofs into the scheme, where feasible;
- Incorporating ecological features into the development demonstrating how the proposal will make a positive contribution towards achieving a net gain in biodiversity, wherever possible.

**[Policies ENV1(b), ENV3(a), ENV4, and ENV5]**

- (6.) Travel & Transport:

- Specifying how the site design and layout facilitates easy walking access to public transport facilities where available (e.g. nearby bus stands);
- Specifying how and where electric vehicle charging points are to be provided.

**[Policies SP4, ENV7(d), (e) and INF4(e)]**

This guidance is based on adopted local plan policy requirements and existing local validation requirements, which were published by the Council on 1<sup>st</sup> September 2020. These local validation requirements stipulate that all planning applications should be supported by a SDCS. The Council has a requirement to review local validation lists at least every two years and will be reviewed later in 2021. Once complete, it may be necessary to update this guidance. If this is required, the updated guidance will be published on the Council's website at: <https://www.cravenc.gov.uk/planning/planning-applications-and-notifications/national-and-local-planning-validation-requirements/local-information-requirements/> .



## **APPENDIX C: THE CONTEXT AND DISTINCTIVENESS OF CRAVEN**

The following sections are based on evidence contained in the Craven Conservation Areas Assessment Project: A General introduction, August 2016, the full text of which is available on the Council's website at [www.cravenc.gov.uk/conservationareas](http://www.cravenc.gov.uk/conservationareas).

### **Geology, Landscape and Views**

The underlying geology of Craven comprises sandstone (Millstone Grit) to the south and limestone (Carboniferous) to the north, which manifests itself in the sandstone uplands and moors of the Southern Pennines (Skipton, Sutton) and the limestone moors and scarps of the Yorkshire Dales (Settle). In between are the lowland valleys and hills of the Aire Gap – a unique natural passage through the Pennines – which are glacial in origin and include some striking landscapes of glacial drumlins. This geology defines landscape and setting in a very unique way, perhaps more so than other parts of Yorkshire, and is aptly illustrated by a journey along the A65 or Settle-Carlisle railway.

It is in medium and long landscape views from settlements and key landmarks that Craven excels. These views, from all points of the compass take in a landscape that has changed little since publication of the first Ordnance Survey maps of the region in the 1850s.

Landscape legibility is strong, with a recognisable historic grain that in many cases dates back to 15<sup>th</sup> and 16<sup>th</sup> centuries. In the south, settlements typically cling to the edges of the sandstone uplands overlooking flood plains and river systems. The historic and visual relationship between them and their landscapes is strong and relatively untroubled by 20<sup>th</sup> century development.

Even Skipton, which can be viewed from many miles in any direction is relatively limited in its growth and intrudes little on the wider landscape. Other settlements such as Burton-in-Lonsdale and High Bentham perch above river valleys, intimately linked to their surrounding landscapes. Whilst landscape clearly makes a significant contribution to the character and appearance of all Craven's settlements, it is also true that the settlements themselves make a significant contribution to the character and appearance of the landscape. This kind of synergy is not common in Britain.

### **History and Industrialisation**

For much of the medieval period, the economic and social life of Craven centred on a mixed economy of arable, animal husbandry and textile working. This is reflected in the inherited character of many settlements and in their former farms, cottages, weaving lofts, "tofts" (productive house plots) and "crofts" (attached enclosed fields). From the 15<sup>th</sup> century onwards, Craven became increasingly industrialised and the largest industry by far was textile production with mill buildings continuing to survive in many settlements today. Much needed transport links were provided by the Leeds and

Liverpool Canal, various Turnpike roads and the railways, which exploited Craven's Aire Gap.

### **Contemporary Craven**

Change in the 20<sup>th</sup> century has left much of the overall landscape character intact, and the historic core of many settlements survives in large part. By the late 20<sup>th</sup> century many settlements have morphed into dormitory or commuter villages, with residential extensions. There are exceptions: High Bentham, Settle and Skipton for instance, have retained their role as key market centres.

The majority of settlements retain a significant inherited built environment, constructed in the main out of locally derived natural materials – usually stone and commonly either sandstone (gritstone) or limestone. Brick is an extremely rare material. A common feature is the use of locally, sourced sandstone slates on roofs, especially within the smaller more rural settlements. Welsh slate is more common in the larger settlements such as Skipton. Later 20<sup>th</sup> century and early 21<sup>st</sup> century developments also utilise stone, but as an outer face over other materials.

Historic grain tends to survive very well in the majority of settlements and their mid-19<sup>th</sup> century form can be easily appreciated. Extensions to settlements have tended to be relatively modest, primarily dating to the 1950s, 1960s and late 20<sup>th</sup> to early 21<sup>st</sup> centuries – particularly in the form of brown field development. Where industrial buildings survive, particularly former textile mills, settlement character benefits significantly. A very common feature throughout Craven, and impacting negatively on character, is the use of uPVC window replacements for traditional timber sash windows.

The public realm or streetscape, tends to be fairly clear of unnecessary clutter, but the survival of traditional surfacing materials such as cobbles, setts and stone flags is mixed. Pavements are, in the main, surfaced with asphalt and edged in many cases with traditional sandstone kerbs. Traditional materials survive best in yards, alleys and passages, and traditional cast iron fingerposts survive in many settlements. Otherwise street furniture is a mix of utilitarian 20<sup>th</sup> century and contemporary “heritage style”, which probably references a local desire for more characterful street furniture.

Figures 9-11, below, take a closer look at the three main towns of Skipton, Settle and Bentham, by drawing on evidence from their individual conservation area appraisals. The full appraisals are available on the Council's website at [www.cravenc.gov.uk/conservationareas](http://www.cravenc.gov.uk/conservationareas).

Figure 9:

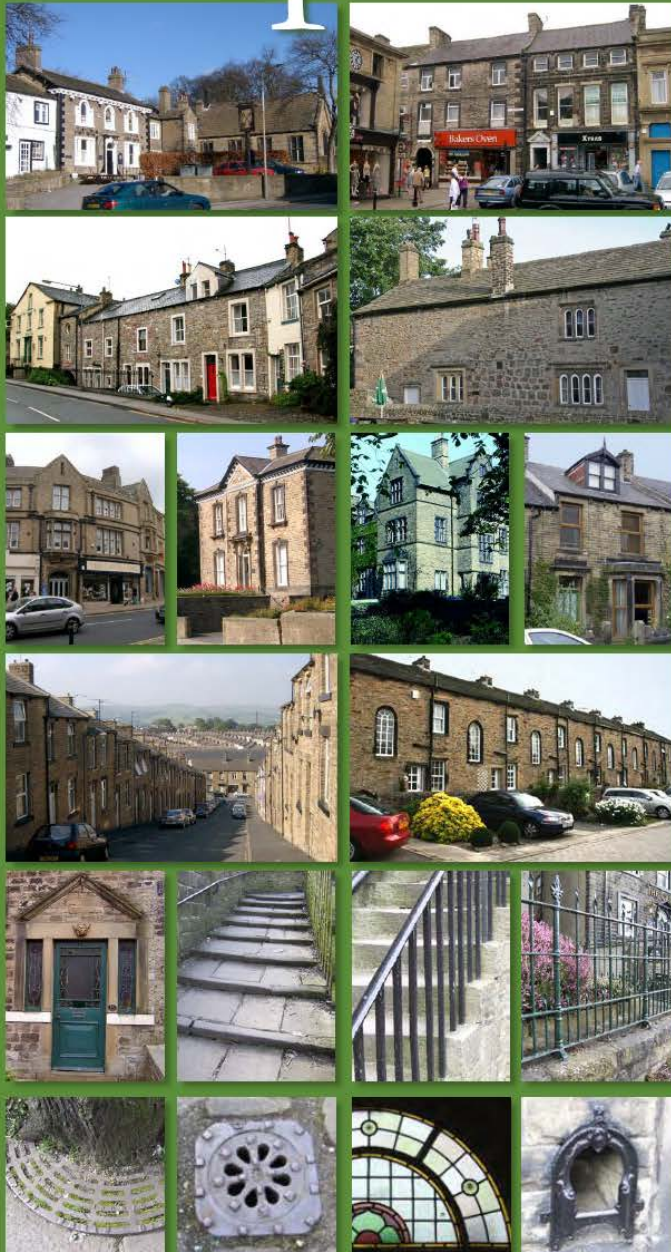
Figure 9: The Context and Distinctiveness of Craven - Skipton

# CONTEXT & DISTINCTIVENESS

# Skipton

“The special interest or significance of the town arises from its unique landscape, geology, and historical events.”

Skipton-in-Craven Conservation Areas Appraisal, 2008



## Walls

Gritstone walls and boundary walls. Coursed rubble to squared blocks. Lime mortar and plaster (little survives). Dressed stone and ashlar. Lined render. Rock-faced blocks to railway bridge abutments. Painted masonry (detracts).

## Roofing

Stone slates before c1870; pitched slabs for chimney tops. Lake District or Welsh slates post c1870. Concrete tiles (detract).

## Gateposts

Monolithic gate piers with moulded tops.

## Windows

Timber sash. uPVC and metal replacements (detract).

## Window reveals

Various. Some mullions and transoms.

## Pavements

Tarmac, concrete. Stone slabs, kerbs, steps.

## Surfaces

Tarmac. Mill-town setts (C19 onwards). Some pebble and stone surfacing survives.

## Street furniture

Modern street lamps, bollards, planters and road signs (detract). Cast iron manhole covers, tree guards, lamp posts and overthrows.

## Other

Cast iron: gates, railings (various finials); ventilation panels; ridge crestings; rainwater goods; boot scrapers; coal chute doors. Overlights to doorways. Stained, coloured, leaded glass.

The Council's conservation area appraisals provide evidence of the distinctive 'Materials and Palette' used in the construction of local buildings, enclosures and surfaces. These form part of Craven's context and distinctiveness, an understanding of which is the starting point for any good design. 'Materials and Palette' evidence is presented in Figures 1-3 and 9-11.

Figure 10:

Figure 10: The Context and Distinctiveness of Craven - Settle

# CONTEXT & DISTINCTIVENESS

# Settle

"The town has retained many of its old buildings and its intimate atmosphere... surrounded by the dramatic limestone crags of the Yorkshire Dales"

Settle Conservation Area Appraisal, 2008



## Walls

Stone building materials and boundary walls. Red brick is uncharacteristic. Field-collected water-worn stones (glacial). Quarried rubble limestone, slobbered. Cut sandstone/gritstone, some watershed. Ashlar. Cut stone quoins.

## Roofing

Stone slate, Welsh and Lake District slate.

## Windows

Traditional timber. Plastic replacements (detract). Mostly vertical emphasis.

## Window reveals

Cut stone surrounds or lintels and cills.

## Pavements

Asphalt, cobbles, stone flags.

## Surfaces

Asphalt, stone setts.

## Street furniture

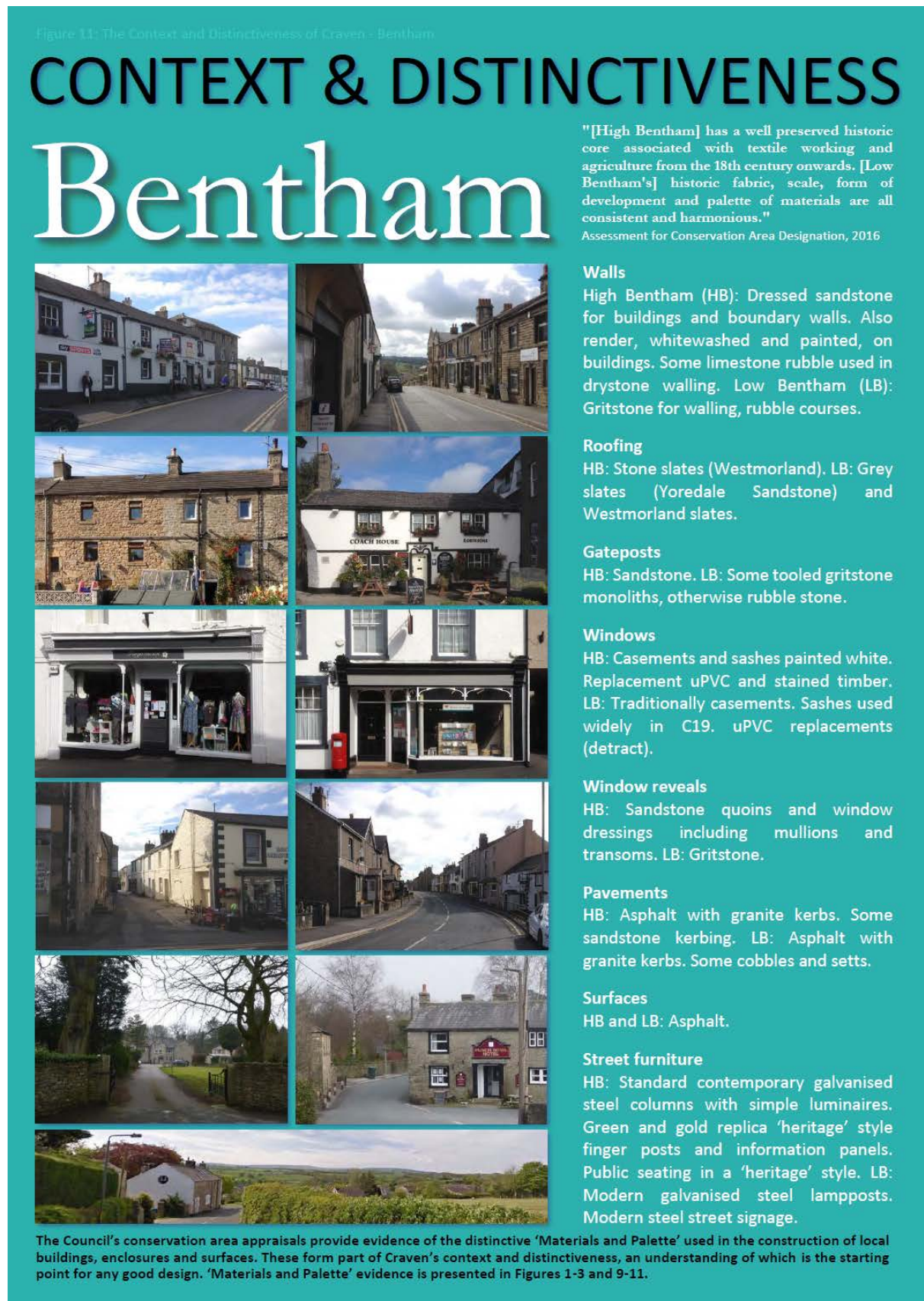
Simple luminaires on modern galvanised steel, traditional cast iron and wall-mounted. Modern and traditional signage, including finger-post.

## Other

Date-stones, external staircases, upper level doors, blocked warehouse doors, hoists and gantries, remnant walls (some with window openings), gate posts, horse troughs, some ironwork.

The Council's conservation area appraisals provide evidence of the distinctive 'Materials and Palette' used in the construction of local buildings, enclosures and surfaces. These form part of Craven's context and distinctiveness, an understanding of which is the starting point for any good design. 'Materials and Palette' evidence is presented in Figures 1-3 and 9-11.

Figure 11:







# **Rural Workers' Dwellings in Craven Supplementary Planning Document**

## **Draft for Consultation**

## **PREFACE**

This is the Council's Consultation Draft Supplementary Planning Document (SPD) on Rural Workers' Dwellings in Craven. This SPD provides further detail to those policies of the adopted Craven Local Plan which relate to applications for rural workers' dwellings, built for farm, forestry, and other land-based businesses. It cannot and does not introduce any new policy requirements, rather it provides additional guidance to help applicants understand how it is possible for proposed development to satisfy relevant adopted plan policies SD1, SD2, SP4, EC3, ENV1, ENV2 and ENV3 of the Craven Local Plan. Proposals will also be assessed against all other local plan policies that are relevant to the proposal.

The SPD is intended to help applicants when submitting a planning application for a rural worker's dwelling by outlining what documents and information should be provided with their planning application. Part 2 of the SPD explains how proposed development can satisfy these policies. Part 3 of the SPD is designed to assist applicants in preparing planning applications for rural workers' dwellings in the Craven Local Plan area, emphasising the importance of early pre-application discussions with the Council. Following the guidance set out in part 3 of the SPD will ensure that the planning application is valid, which will prevent delays in the decision-making process. It should be noted, however, that following the procedure set out in part 3 of this SPD does not guarantee that an application will achieve planning permission. Each application will be determined according to its individual merits and on a case by case basis.

The SPD will also be useful to the people reviewing and commenting on the planning application, including members of the public, Statutory Consultees, Council Members and the Council's Development Management Team. The information contained within the SPD will help commentators and decision makers assess the planning application and decide whether or not it complies with both local and national planning policy.



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## **PART ONE: CONTEXT**

### **1.1.0 Introduction**

1.1.1 The Town & Country Planning (Local Planning) (England) Regulations 2012 defines a supplementary planning document (SPD) as a document within Regulation 5 of the Regulations which is not a local plan, an adopted policies map, or a statement of community involvement. Effectively, this means that a (SPD) will be a document prepared by a local planning authority which contains statements regarding environmental, social, design, or economic objectives that are relevant to the attainment of the development and use of land which is already encouraged by the policies of the local plan, with the proviso that those statements must not be statements which are required to be made in a local plan.

1.1.2 Development management policies which are intended to guide the determination of applications for planning permission are matters for a local plan, and new statements on those matters (including the imposition of additional requirements) cannot be included in a SPD. However, a SPD can reiterate existing local plan policies and can give additional guidance to explain both the objectives which the policies are seeking to achieve and how it may be possible for proposed developments to satisfy those policies. The glossary of the National Planning Policy Framework (NPPF) describes SPDs as:

*“Documents which add further detail to the policies in the development plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. Supplementary planning documents are capable of being a material consideration in planning decisions but are not part of the development plan.”*

1.1.3 This SPD provides further guidance on the delivery of rural workers’ dwellings in the Craven Local Plan area. In accordance with the above legal and NPPF definitions of SPDs, it adds further detail to help explain the objectives relating to the [Craven Local Plan](#) (November 2019) policies listed below. The SPD also sets out ways in which applicants can seek to show (both pre-application and as part of their application) that their proposals for rural workers’ dwellings are able to satisfy these policies:

- Policy EC3: Rural Economy
- Policy SD1: Presumption in favour of sustainable development
- Policy SD2: Meeting to Challenge of Climate Change
- Policy SP4: Spatial strategy and housing growth.
- Policy ENV1: Countryside and Landscape
- Policy ENV2: Heritage
- Policy ENV3: Good Design

### **1.2.0 Definition of a Rural Workers Dwelling**

1.2.1 Policy EC3: Rural Economy, criterion (d) *‘enables farm, forestry and other land based businesses to build the new and replacement buildings and infrastructure they need to function efficiently, including dwellings where they*

*are fully justified on functional and financial grounds'. A rural worker's dwelling is therefore a new build dwelling, or one created by replacing an existing building, that is needed to house a rural worker associated with farm, forestry and other land-based businesses. The term 'land-based businesses' relates to farming and industries connected to the land and environment, including horticulture, food production, conservation, landscaping and equine uses. Within this SPD farm, forestry and land-based businesses are collectively referred to as 'a rural enterprise'.*

### **1.3.0 Preparing, submitting and front loading of planning applications**

- 1.3.1 In accordance with Policy SD1 of the Craven Local Plan and paragraphs 39-46 of the NPPF, the Council will take a proactive approach and will work cooperatively with people and organisations wishing to carry out development and applying for planning permission, to find solutions to secure sustainable development that meets the relevant plan policies and be approved wherever possible. Solutions to secure sustainable development for Craven, including contributing to the implementation of the Council's Climate Emergency Strategic Plan 2020 to 2030 through the policies of the local plan, and the efficient processing of planning applications, can be achieved through early pre-application engagement with the Council. This is called the process of 'front loading' and is strongly encouraged by the NPPF at paragraphs 39 to 46.
- 1.3.2 Part three of this SPD, 'Preparing and submitting planning applications' explains how this front loading can best take place. Part three is also a useful starting point for potential applicants as it also provides signposting back to those policy criteria set out in part two which are relevant to the delivery of rural workers' dwellings within the plan area. Pre-application information relating to the matters identified in the policies is likely to be required before a planning application is validated.

### **1.4.0 Public Consultation**

- 1.4.1 This is a consultation draft SPD which is required under Regulation 12 and 13 of the Town & Country Planning (Local Planning) (England) Regulations 2021 (as amended). This first draft of the SPD is currently subject to a four-week period of public participation from Monday 13th September until Monday 11<sup>th</sup> October 2021. Following this period of public participation, representations will be invited on a second draft of this SPD over a four-week period later in 2021. As required by regulation 12(a), a Consultation Statement will be prepared and published alongside the second draft SPD which sets out the persons the authority has consulted when preparing the SPD, a summary of the main issues raised and how they have been addressed in the SPD.
- 1.4.2 Following these two periods of public participation and inviting of representations on the draft SPD, comments and representations received will inform the final SPD, which will be presented to the Council's Policy Committee for adoption and confirmed by Council (if required). Once adopted, the SPD will be capable of being a material consideration. The policies of the local plan itself, which the SPD supports, will be used to guide the determination of planning applications. The SPD is intended to assist

applicants in formulating their proposals so as to best achieve policy compliance but its contents do not amount to development management policies and cannot be treated as such.

- 1.4.3 A sustainability appraisal is not necessary for the preparation and approval of this SPD, which does not set the framework for decisions on planning applications. Sustainability appraisals have been undertaken for the local plan policies which this SPD supports.
- 1.4.4 In accordance with the provisions of the Strategic Environmental Assessment (SEA) Directive and the Environmental Assessment of Plans and Programmes Regulations (2004) (Regulation 9(1)), the local authority must determine whether a SEA is not then required under Regulation 9(3) for a SPD. Therefore, a SEA screening report for the draft SPD will be prepared after the first period of public participation and published when representations are invited on the second draft SPD. The final screening report will be presented to Council Members for adoption.
- 1.4.5 A Habitats Regulations Assessment (HRA) is required to determine whether a plan or project would have significant adverse effects upon the integrity of internationally designated sites of nature conservation importance (also known as Natura 2000 sites). The requirement for HRA is set out within the Habitats Directive 92/43/EEC and transposed into British law by Regulation 102 of the Conservation of Habitats and Species Regulations, 2010. A screening report can determine if a full HRA is required (i.e. an Appropriate Assessment or further report, as necessary), which is prepared by the local authority. Hence, as with the SEA process, a HRA screening report for the draft SPD will be prepared after the first period of public participation and published when representations are invited on the second draft SPD. The final screening report will be presented to Council Members for adoption.

#### **1.5.0 The Local Plan, the National Planning Policy Framework (NPPF), the Planning Practice Guidance (PPG) and the Craven Climate Emergency Strategic Plan**

- 1.5.1 The Craven Local Plan (hereafter referred to as ‘the plan’) was adopted on 12 November 2019. Policy EC3: Rural Economy is the policy, which is the primary focus of this SPD, however other local plan policies will apply during the consideration of applications for rural workers’ dwellings.
- 1.5.2 The preparation of the plan, and its examination, has been based on the provisions of the 2012 NPPF (para 55), and the accompanying planning practice guidance (PPG). Therefore, policies SD1, SD2, SP4, EC3, ENV1, ENV2 and ENV3 reflect these provisions.
- 1.5.3 The 2021 NPPF (para 79a) and associated updates to the PPG (paragraph: 010 Reference ID: 67-010-20190722) retain the same main policy approach to the delivery of rural workers’ dwellings as the 2012 NPPF. This is the need for the applicant to provide justification that there is an essential need for a rural worker, including those taking majority control of a farm business, to live

permanently at or near their place of work in the countryside (as stated in the 2019 NPF).

- 1.5.4 The Council, as local planning authority, is required by law to determine planning applications in accordance with the development plan, unless material considerations indicate otherwise. Applications for rural workers' dwellings will be assessed against key local plan policies, which are policies SD1, SD2, EC3, SP4, ENV1, ENV2 & ENV3 of the plan. Proposals will also be assessed against all other local plan policies and material considerations that are relevant to the proposal.
  
- 1.5.5 In January 2020 the Council approved the Craven Climate Emergency Strategic Plan (CESP) 2020 to 2030 which seeks to act upon the Council's Climate Change Emergency Declaration adopted in August 2019 for the district to be carbon neutral by 2030. The CESP can be viewed at: <https://www.cravenc.gov.uk/media/9460/cdc-climate-emergency-strategic-plan-february-2020.pdf> and reinforces the existing policies of the local plan which address climate change and carbon reduction measures. It is capable of being considered as a material consideration in determining relevant planning applications and supports adopted local plan policy including SD2, ENV6, ENV7, ENV8 and ENV9 to reduce energy use, water use and carbon emissions, maximise the energy efficiency of development, and reduce the environmental impact of materials used in construction.

## **PART TWO: CONFORMING WITH RELEVANT POLICIES OF THE CRAVEN LOCAL PLAN**

2.1.0 Part 2 provides further detail on how proposals for rural worker's dwellings can meet the requirements of relevant local plan policies. The policies listed below can be viewed in the [Craven Local Plan](#) (November 2019).

### **2.2.0 Dwellings in the open countryside (Policy SP4 criterion K (a))**

2.2.1 Policy SP4 K (a) supports rural workers' dwellings in the open countryside, if they would meet an essential need for a rural worker to live permanently at or near their place of work in the countryside. This is guided by similar overarching national policy found in paragraph 79 (a) of the NPPF. Such rural workers' dwellings would be an exception to the local plan objective of strictly controlling new housing in the open countryside. Sections 2.3.0 and 2.4.0 below provide the applicant with information on what considerations the Council will take into account in determining whether an essential need exists.

### **2.3.0 Provision of rural workers' dwellings (Policy EC3 criterion d)**

2.3.1 Policy EC3, criterion (d) contributes to the policy's aim of supporting the rural economy by "*enabling farm, forestry and other land-based businesses to build the new and replacement buildings and infrastructure they need to function efficiently, including dwellings where they are fully justified on functional and financial grounds*". As such applications will be supported in principle for a new dwelling to house a rural worker where it can be demonstrated that there is an essential operational need for the worker to be at or near the location of the rural enterprise, associated with farm, forestry and other land based businesses. Compelling evidence will be required to demonstrate that a rural worker can only carry out this essential operational need by living in close proximity to the rural enterprise. Criterion d) specifies that new rural workers' dwellings can be in the form of a new build or the replacement of an existing building at the rural enterprise.

2.3.2. Policy EC3 (d) requires rural workers' dwellings to be fully justified on functional and financial grounds and this is in accordance with paragraph 79 (a) of the NPPF. Considerations that may be relevant to take into account when applying paragraph 79 (a) of the NPPF and Policy EC3 (d) of the Craven Local Plan are set out in the PPG (paragraph: 010 Reference ID: 67-010-20190722), and discussed in the sections below relating to functional and financial justification for a rural worker's dwelling.

2.3.3 New permanent dwellings may be permitted to support well established or new rural enterprises associated with farm, forestry and other land-based businesses. In respect to newly created rural enterprises it may be necessary to permit temporary accommodation prior to any new dwelling being built, until the long-term viability of the enterprise has been established. In both cases it will be important to establish whether the stated intentions to engage in farming, forestry or any other land-based rural enterprise are genuine, are reasonably likely to materialise, and are capable of being sustained for a reasonable period of time. It will also be important to establish that the needs



of the intended enterprise require one or more of the people engaged in it to live nearby.

#### **2.4.0 Functional grounds to justify rural workers' dwellings (Policy EC3 criterion d)**

2.4.1 Criterion (d) of policy EC3 requires new dwellings to be fully justified on functional grounds. The NPPF and PPG sets out the need for a functional test, which is necessary to establish whether a rural worker's dwelling is essential to ensure the effective operation of an agricultural, forestry or similar land-based rural enterprise. Applicants need to provide credible evidence based on the needs of the enterprise and the lack of suitable accommodation elsewhere within the locality. As such the test is not about ease, convenience or personal preference. Whilst it may be true that many activities can be carried out more conveniently if a worker lives on site, convenience does not constitute an essential need and will not therefore justify a need for a new dwelling.

2.4.2 The PPG (paragraph: 010 Reference ID: 67-010-20190722) sets out the following considerations that may be relevant when justifying the functional need for a rural worker's dwelling, as required by Policy EC3 (d):

- *evidence of the necessity for a rural worker to live at, or in close proximity to, their place of work to ensure the effective operation of an agricultural, forestry or similar land-based rural enterprise (for instance, where farm animals or agricultural processes require on-site attention 24-hours a day and where otherwise there would be a risk to human or animal health or from crime, or to deal quickly with emergencies that could cause serious loss of crops or products);*
- *whether the need could be met through improvements to existing accommodation on the site, providing such improvements are appropriate taking into account their scale, appearance and the local context; and*
- *in the case of new enterprises, whether it is appropriate to consider granting permission for a temporary dwelling for a trial period.*

2.4.3 Further information which may be important to provide in seeking to comply with Policy EC3 (d) is the establishment of whether:

- a) it is not possible for the rural enterprise to run effectively without having the worker living on site;
- b) no one undertaking the essential functional work already lives at the rural enterprise, or insufficient provision exists if there is a functional need for more than one worker;
- c) there is no dwelling available at the rural enterprise for occupation by the worker and there is no possibility of adapting a building at the rural enterprise; and

- d) there is no suitable and available dwelling in a nearby village available for occupation by a worker who is required to provide the functionally essential service.

2.4.4 In assessing whether an enterprise requires one or more resident workers, consideration will be given (amongst other things) to the scale and nature of the enterprise, the potential for things to go wrong which would require attention unexpectedly or at short notice, the frequency of such events, the period of time over which a need may occur, and the accessibility and suitability of nearby accommodation.

### **2.5.0 Financial grounds to justify rural workers' dwellings (Policy EC3 criterion d)**

2.5.1 Criterion (d) of policy EC3 also requires new dwellings to be fully justified on financial grounds. If a functional need has been established for a permanent rural worker's dwelling, the PPG (paragraph 010 Reference ID: 67-010-20190722) states that the following may be important to determine:

- *the degree to which there is confidence that the enterprise will remain viable for the foreseeable future;*
- *whether the provision of an additional dwelling on site is essential for the continued viability of a farming business through the farm succession process;*

2.5.2 These are financial grounds which will allow the local planning authority to come to a judgement on the viability of the enterprise and the size of dwelling which the enterprise can sustain. Applicants are advised to submit a detailed business plan setting out budgets and projections and include evidence of a firm intention and ability to develop the enterprise. Evidence of the need for a rural worker's dwelling to ensure the viability of the business will form an important part of the business plan. The local planning authority will have to be satisfied that the on-going profitability of the enterprise is sufficient to sustain the worker living on the site, and be satisfied that the dwelling is of a size directly related to its function as a rural worker's dwelling, and will remain so in perpetuity. A Business Plan is highly likely to be a necessary part of demonstrating there are financial grounds which justify a rural worker's dwelling in conformity with Policy EC3 (d).

2.5.3 See Part 3 of this SPD which sets out the Council's validation requirements for proposals for rural worker's dwellings.

### **2.6.0 Impact of Rural Workers' Dwellings on the Countryside (Policy ENV1)**

2.6.1 The Council is committed to ensuring the countryside's beauty and character are conserved and where possible enhanced through adopted local plan policy ENV1: Countryside and Landscape. Considerations regarding the impact of dwellings on the countryside set out in policy ENV1 apply to the building of rural worker's dwellings, as they would do to all other types of housing and all other development proposals. A decision maker would look to policy ENV1 to ensure that a proposed new rural workers' dwelling conserves

and enhances the countryside and, where relevant, the setting of the Area of Outstanding Natural Beauty and the Yorkshire Dales National Park.

### **2.7.0 Heritage Considerations (Policy ENV2)**

2.7.1 The Council is committed to ensuring heritage assets are conserved and where possible enhanced through local plan policy ENV2: Heritage, which apply to the building of rural workers' dwellings, as they would do to all other types of housing and all other development proposals. A decision maker would consider policy ENV2 to ensure the dwelling is built sensitively, by conserving the setting of any nearby designated and non-designated heritage assets, by investigating and conserving where appropriate any identified (or potential for) archaeological remains, and by ensuring the historic legacy of the open countryside in the plan area is preserved.

2.7.2 Criterion (a) vi) of policy ENV2 acknowledges that traditional barns and other buildings and structures associated with the farming industry and historic land estates help to make up the distinctive character and sense of place that contributes to Craven's overall historic legacy. The functional justification for rural workers' dwellings suggests that these dwellings will often be constructed within the setting of traditional buildings and structures which are associated with the rural enterprise they are supporting. In order to preserve the unique character of the open countryside, new rural workers' dwellings should sit comfortably and sensitively amongst these buildings and structures, which may either be designated or non-designated assets, or simply be an important part of the historic fabric of the open countryside.

### **2.8.0 Design Considerations (Policy ENV3)**

2.8.1 The Council is committed to securing good design in all development proposals through policy ENV3: Good Design of the local plan. The principles of good design set out in policy ENV3 apply to rural worker's dwellings, as they do to all other types of housing and other development proposals. The Council has produced a Good Design SPD which supplements policy ENV3 by setting out practical ways to achieve good design in the plan area. A decision maker would look to ENV3: Good Design and its accompanying SPD, alongside this SPD, to ensure that any proposed rural worker's dwelling is based on good design principles.

2.8.2 Considering rural workers' dwellings are often located in sensitive landscape areas, criterion (a) of policy ENV3 sets out that proposals should be based on a proper understanding and appreciation of environmental features, including both natural and built elements such as landscape, topography, vegetation, open space, microclimate, tranquillity, light and darkness. Applicants should ensure the context within which the rural workers' dwelling is placed is respected and complimented.

2.8.3 Criterion (b) of policy ENV3 sets out that design should respect the form of existing and surrounding buildings. Therefore, the scale, height and massing of the rural worker's dwelling should respect the setting and be complimentary to the existing, surrounding buildings. Specifically, any new or temporary dwelling should be visually as well as functionally related to the main rural

enterprise's buildings. This relates back to the function of the dwelling in its supportive role to the rural enterprise in question. The intended use of the dwelling should be considered when determining its size. As the purpose of these dwellings is to house a rural worker in perpetuity, they should be of an appropriate size to ensure continued affordability. A larger dwelling would attract a higher market sales price which could negate the original intention the house by pushing it out of rural workers' affordability price range.

- 2.8.4 In addition criterion (b) of policy ENV3 sets out that high quality materials should be used, which should be locally sourced materials wherever possible, to match the character of the existing surrounding buildings. The Council's Good Design SPD provides useful information with regards to suitable building materials within the Craven context. Appendix C of that SPD sets out the materials and palette that are traditionally seen across the plan area and provides a useful guide for applicants when considering the design of a rural worker's dwelling.
- 2.8.5 Sustainable construction should be at the heart of any development, including during the construction of new rural workers' dwellings. Criterion t) of policy ENV3 stipulates that development should take all reasonable opportunities to reduce energy use, water use and carbon emissions and to minimise waste. As such applicants should look to using sustainable building techniques and products in the design of new rural workers' dwellings. Microgeneration projects such as solar panels, hydro plants and small wind turbines should be considered, alongside an investigation into the capability of storing of water on site for construction and future uses. Sustainable construction techniques should be used to ensure carbon emissions and construction waste are minimised.
- 2.8.6 The Council's Good Design SPD provides further useful information with regards to sustainable building practises. Further, detailed policy guidance can also be found in local plan policies ENV8: Water Resources, Water Quality and Groundwater (criterion b); and ENV9: Renewable and Low Carbon Energy, with respect to ensuring an application for any new rural worker's dwelling maximises opportunities to build sustainably.
- 2.8.7 The Craven Climate Emergency Strategic Plan (CESP) should be considered when developing proposals for the reduction in energy use in the design and construction of rural workers' dwellings.

## **PART THREE: PREPARING AND SUBMITTING PLANNING APPLICATIONS**

3.1.0 The Council recommends applicants follow a stepped approach to the preparation of a planning application for a rural worker's dwelling. This is set out below:

### **3.2.0 Step 1 – Pre-application discussions**

3.2.1 The importance of pre-application engagement between developers and the local planning authority and early resolution of policy issues ('front loading') is highlighted in the NPPF at paragraphs 39 to 46. Also, in the light of the Council's recently approved Craven Climate Emergency Strategic Plan (CESP) it is important to reflect on one of the actions of the CESP here. This action (CND03) states that the Council will "work with developers as new sites across Craven are approved to ensure that opportunities for efficiency and carbon reduction are maximised".

3.2.2 To become familiar with the information which may be appropriate to submit alongside an application for a rural workers' dwelling an applicant should review this SPD, and then discuss matters arising, at the earliest opportunity with the Council's Development Management (DM) team. It is the Council's practice to charge for all such engagement. Pre-application enquiry forms and charging rates can be found at [www.cravenc.gov.uk/planning/information-and-advice/pre-application-advice/](http://www.cravenc.gov.uk/planning/information-and-advice/pre-application-advice/)

3.2.3 Contact details at the time of publication are: Development Management (DM): [planning@cravenc.gov.uk](mailto:planning@cravenc.gov.uk)

### **3.3.0 Step 2 – Providing justification for rural workers' dwellings (Policy SP4 K (a) and EC3 (d))**

#### **3.3.1 (a) Farm Based Businesses**

Criterion (d) of policy EC3 requires rural worker's dwellings associated with a farm-based business to be fully justified and functional and financial grounds. Therefore, as part of the Council's validation requirements, applications for agricultural rural workers' dwellings should include with their submission a completed Agricultural Dwelling Supplementary Information form (ADSIF) which can be found at <https://www.cravenc.gov.uk/planning/planning-applications-and-notifications/national-and-local-planning-validation-requirements/local-information-requirements/agricultural-dwelling-supplementary-information/> and at Appendix 1 of this SPD. This form enables applicants to demonstrate the functional need for a dwelling/additional dwelling in a specified location.

3.3.2 Via the above form, at section 5, applicants are expected to provide details of all housing within one mile of the farm either owned, occupied or rented by the farmer/landowner, and to list any housing sold off or let by the farmer/landowner within the last 5 years. This information allows the Council to judge whether or not there is currently a dwelling available at the rural enterprise for occupation by the worker, and whether or not recent disposal of property has resulted in the need for the new rural worker's dwelling.

- 3.3.3 Applicants are also asked, at section 6 of the form, to provide a brief description of existing farm buildings. This information, along with any information the applicant can provide in supporting statements regarding their current use, can assist the Council in its judgement of whether or not there is any possibility of adapting an existing building at the rural enterprise into a rural worker's dwelling, to avoid the necessity for a new build.
- 3.3.4 A brief description of present farming policy is required, at section 7 of the form, which should set out that the enterprise could only run effectively with the worker living on site. Applicants should also specify, at section 8, whether anyone undertaking the essential functional work already lives at the rural enterprise, or if there is a functional need for more than one worker, that there is currently an insufficient provision of rural workers' dwellings at the enterprise.
- 3.3.5 The form indicates at section 9 that it is important for applicants to build a strong case for the special need for the new dwelling on the agricultural holding, and why they have chosen the proposed site. This could include reasons why there is a genuine need for the agricultural worker to live on the site and to be available at short notice at all times, rather than living in a nearby centre or village. Paragraph 2.4.3 in Part 2 above provides various valid reasons, though there may be others. Importantly, applicants must demonstrate that there is no suitable and available dwelling in a nearby village available for occupation by a worker who is required to provide the functionally essential service.
- 3.3.6 In the final section of the ADSIF applicants are asked to provide any other information which is considered relevant to the proposal. This could include a host of supportive information, but also, in the case of new enterprises, whether an applicant would consider applying for permission for a temporary dwelling (i.e. a caravan or a mobile home, or a seasonal workers' dwelling) for a trial period, prior to an application for a permanent new rural worker's dwelling.
- 3.3.7 In addition to the information required by ADSIF, the Council strongly recommend applicants provide a detailed business plan, in line with the guidance in PPG (paragraph 010 Reference ID: 67-010-20190722) which states that it will be important to determine '*the degree to which there is confidence that the enterprise will remain viable for the foreseeable future*'. This information will assist the decision maker in judging whether there are robust financial grounds to support a rural worker's dwelling in compliance with Policy EC3 (d). Specifically, this business plan would be most helpful if it indicated a firm intention and ability to develop the enterprise, and include:
- At least the last 3 years' financial records. Submitting 3-5 years of audited accounts would help to establish if the business is financially sound.
  - Records which demonstrate that the on-going profitability of the enterprise would be able to support a worker living on site and their wage levels, which must be at least the equivalent to the National Minimum Wage. Such records should help to justify the need for the proposed dwelling.

- Written evidence which outlines the need for an additional dwelling to ensure the viability of the business.

3.3.8 In line with the guidance in the NPPG (Paragraph: 021 Reference ID: 10-021-20190509 ) any viability assessment should be prepared on the basis that it will be made publicly available other than in exceptional circumstances. Where financial information is required to be kept confidential, a detailed financial executive summary will be required to be made publicly available in the interests of openness. See <https://www.cravenc.gov.uk/planning/planning-applications-and-notifications/national-and-local-planning-validation-requirements/financial-viability-appraisals/> for more detail on Financial Viability Appraisals.

### 3.3.9 (b) Forestry & Other Land Based Businesses

Criterion (d) of policy EC3 also requires rural worker's dwellings associated with other land-based businesses to be fully justified on functional and financial grounds. As explained at paragraph 1.2.1, this could include rural workers' dwellings associated with forestry businesses and other land-based businesses including horticulture, food production, conservation, landscaping and equine uses.

3.3.10 To meet these policy requirements, applicants for rural workers' dwellings required in relation to forestry and other land-based businesses are recommended to provide comparable supportive information as that required for agricultural workers' dwellings in the ADSIF. This would include evidence that there is a genuine need for a rural worker to live in close proximity to the enterprise, and that the conversion of existing buildings on site, or dwellings in nearby villages is not possible or practicable. Applicants should also provide evidence that property within the land-based business' ownership has not recently been disposed of (i.e. within the last 5 years), resulting in the need for the new rural workers' dwelling.

3.3.11 Financial evidence should be submitted to confirm that the operation which has generated the need for the resident worker is economically viable and there is a realistic prospect of it remaining so (see paragraphs 3.3.6 and 3.3.7 above).

3.3.12 Applicants are strongly advised to hire a land agent to carry out the above functional and financial tests for rural workers' dwellings.

### **3.4.0 Step 3 – Safeguarding the character of the open countryside (Policies ENV1& ENV3)**

3.4.1 Where required, applicants should submit a [Planning Statement](#) with an application for a rural worker's dwelling which sets out how the rural worker's dwelling will respect, safeguard and enhance (where applicable) the Forest of Bowland Area of Outstanding Natural Beauty (AONB) and its setting, the setting of the Yorkshire Dales National Park (YDNP) and the various landscape character areas across the district. Where Planning Statements are

not required, applicants are encouraged to provide supporting documentation setting out similar information.

3.4.2 A site-specific Landscape and Visual Impact Assessment (LVIA) may be necessary, depending on the location of the new rural worker's dwelling and the sensitivity of the surrounding landscapes. The Council's webpage on local validation requirements sets out [when an LVIA would be required, and guidance on how to produce one](#). Applicants should also refer to detailed guidance in the Council's Good Design SPD (HYPERLINK) with regards to producing an LVIA.

### **3.5.0 Step 4 – Taking heritage and archaeological considerations into account (Policy ENV2)**

3.5.1 It may be necessary for applications to include a Heritage Statement if a rural worker's dwelling is to be developed near known heritage assets. Heritage Statements should provide evidence as to how these heritage assets, either designated or non-designated, will be preserved and, where appropriate enhanced. The Council's local validation webpage sets out [when a Heritage Statement would be required](#), i.e. for:

- applications for listed building consent
- applications within the curtilage of a listed building
- applications in a conservation area
- applications affecting a scheduled ancient monument
- applications affecting a registered park or garden of special historic interest
- applications affecting an archaeological site

and includes a Guidance document for writing Heritage Statements.

3.5.2 It is advisable to use a heritage specialist when preparing a Heritage Statement to ensure compliance with policy ENV2 and the overarching Planning (Listed Buildings and Conservation Areas) Act 1990.

### **3.6.0 Step 5 – Ensuring the appropriate scaling and size of a rural worker's dwelling (Policies ENV1 & ENV3)**

3.6.1 Rural workers' dwellings should be designed to ensure they respect the form of existing and surrounding buildings. Applicants are advised to employ a qualified architect, competent in the design of such dwellings, to ensure drawings and elevations are in scale and sized appropriately so as not to dominate the sensitive open countryside setting (to ensure compliance with policies ENV1 criteria (a) and (d) and ENV3 criterion (b)).

3.6.2 The Council's Good Design SPD (HYPERLINK) explains how an application should be prepared to consider the scaling and size of a new dwelling. Detailed guidance can be found in section 2.4.0 of the SPD and should be referred to when preparing an application for a rural worker's dwelling.

### **3.7.0 Step 6 – Design and Construction (Policy ENV3)**



- 3.7.1 It is a national validation requirement to submit a [Design and Access Statement](#) with an application for a rural worker's dwelling within a conservation area, or if the dwelling forms part of a listed building. This statement should set out details of materials used, how amenity and accessibility issues have been addressed, details of any infrastructure associated with the development and how the development looks to design out crime. All other applications for rural workers' dwellings (i.e. those that are outside conservation areas or not related to listed buildings) should also ensure the above issues are addressed (to ensure compliance with policy ENV3 criteria (b), (e), (f), (g), (h), (i) and (o)).
- 3.7.2 Applicants are advised to review the Council's Good Design Supplementary Planning Document (SPD) ([HYPERLINK](#)) and follow the relevant guidance within it, particularly regarding materials and sustainable construction methods. A Sustainable Design and Construction Statement is a local validation requirement for all applications, including an application for a rural workers' dwelling. This statement should provide detail on the sustainable construction of rural workers' dwellings, both in terms of the design features and construction methods used (to ensure compliance with policy ENV3 criterion (t)). Specifically, the Sustainable Design and Construction Statement should demonstrate how the proposed development would minimise resource and energy consumption compared to the minimum required under current Building Regulations legislation and how it is located and designed to withstand the longer term impacts of climate change. It should also detail how the proposed development would incorporate decentralised, renewable or low carbon energy sources, and how the carbon footprint of the development is reduced (i.e. sourcing local materials and setting out how existing materials on site are used or disposed of). The Council's webpage on local validation requirements provides more detail on what should be included in a [Sustainable Design and Construction Statement](#).
- 3.7.3 Applicants should also refer to detailed guidance in section 2.8 in the Council's Good Design SPD ([HYPERLINK](#)), and accompanying Appendix B of that SPD, with regards to producing a Sustainable Design and Construction Statement, which specifies the importance of energy conservation through energy efficiency in the building.

### **3.8.0 Conclusions on Steps 1 - 6**

- 3.8.1 It is advisable that applicants follow the above, stepped approach to ensure that the Council's validation requirements are met and that the application is accompanied by clear evidence of functional and financial need for a rural worker's dwelling, as required by relevant adopted local plan policies. It is also advisable in many cases that an applicant takes the advice of relevant professionals, such as land agents, architects, and heritage and archaeological specialists. Appendix 2 sets out a comprehensive list of documents, many of which will be necessary and/or helpful, to be submitted with an application for a rural worker's dwelling. Local validation requirements are reviewed and updated every two years, so information in this SPD may be superseded by any future updates to the Council's [local validation requirement webpage](#).

### **3.9.0 Occupancy conditions, legal agreements and planning obligations**

- 3.9.1 If a rural workers' dwelling is granted planning permission, whether on a permanent or temporary basis, the local planning authority will normally control occupancy by a planning condition on the planning permission. The condition will ensure the property remains available to meet the need for which it was permitted, either by serving the holding for which the functional need was satisfied or, if that specific need no longer exists, by ensuring that the property is not sold or rented to occupants who are not rural workers.
- 3.9.2 The restriction will limit occupation to those wholly or mainly working, or last working in the locality, in the rural enterprise, or a widow or widower of such a person and any resident dependants.
- 3.9.3 If the rural workers' dwelling is not the sole dwelling on the rural enterprise, the local planning authority may additionally impose occupancy restrictions on all other existing dwellings at the rural enterprise. The general presumption will be that an occupancy condition will be applied to any existing dwellings to ensure they are not able to be severed from the rural enterprise for which an operational need has been identified. The considerations that will be taken into account when determining the local planning authority's approach will include such matters as the particular needs of the rural enterprise and where there appears to be a significant threat of severance or asset stripping.
- 3.9.4 The Council's Enforcement team periodically checks for compliance of occupancy conditions in relation to rural workers' dwellings. The Council also keeps records with regards to the removal of occupancy conditions.

### **3.10.0 Applications to vary or remove occupancy conditions**

- 3.10.1 To prevent the proliferation of dwellings in the Countryside there is an expectation that the occupation of dwellings permitted on the basis of addressing a functional and financial need will be restricted on a long-term basis. The removal of an occupancy condition imposed on a rural worker's dwelling will only be enabled where it is clearly demonstrated that there is no existing or long-term demand for the dwelling with the attached condition.
- 3.10.2 An application that seeks the removal of an occupancy condition on a rural worker's dwelling will be expected to provide evidence which demonstrates a lack of demand for the property in the locality through a robust marketing exercise. Applicants will be expected to submit evidence of unsuccessful attempts to sell the property with the encumbrance of the occupancy restriction, detailing the number of enquiries, views and reasons for not proceeding to sale. They will be expected to prove that the marketing has been correctly targeted, financially realistic (i.e. it reflects the occupancy restriction) and sustained for at least 12 months using professional agents that actively deal with these types of property sales. For the purpose of the marketing exercise as a minimum requirement, the Council expects the property to be marketed in the locality – that is within the existing and adjoining parishes for the first 6 months; if the property remains unsold or unlet during this time, the qualification area will be extended to the local planning authority area for a further 6 months. There can be some flexibility

regarding the extent of the marketing exercise depending on the location of the rural workers' dwelling. If a rural workers' dwelling is in a remote location, the initial marketing exercise may need to be widened to include more than just the host and adjoining parishes from the outset. In the event of uncertainty, an applicant should contact the Development Management Team to ensure the best scope for the marketing exercise.

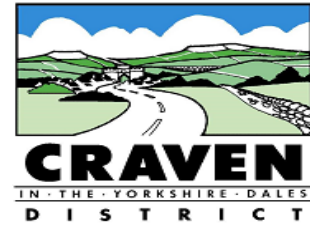
### **3.11.0 Removal of permitted development rights for rural workers' dwellings**

3.11.1 Once a rural worker's dwelling has been granted planning permission, i.e. it has been functionally and financially justified through the planning application process, it may be necessary to remove permitted development rights. As the purpose of these dwellings is to house a rural worker in perpetuity, the removal of permitted development rights would ensure they remain an appropriate size which would contribute towards continued affordability.

3.11.2 The Council will consider the removal of such permitted development rights on a case by case basis.

Agricultural Dwelling Supplementary Information form

# Agricultural Dwelling Supplementary Information



**RELATING TO A PLANNING APPLICATION FOR AN AGRICULTURAL WORKER'S DWELLING IN THE CRAVEN DISTRICT COUNCIL AREA**

<b>1.</b>	<b>Site Location:</b>		
<b>2.</b>	<b>Details of Land Farmed (please attach a plan showing boundaries)</b>		
	a) Area of land owned acres/hectares – mark boundaries <u>red</u> on plan		
	b) Area of land tenanted acres/hectares – mark boundaries <u>blue</u> on plan		
	c) Grazing usually taken acres/hectares – mark boundaries <u>green</u> on plan		
	d) Grazing rights:		
	Name of common No of stock		
	Name of common No of stock		
	e) Area of mowing land acres/hectares		
	f) Area of pasture acres/hectares		
	g) Area of rough grazing acres/hectares		
	h) Area of other land acres/hectares		
<b>3.</b>	<b>Details of Stock Numbers</b>	<b>Existing</b>	<b>Proposed</b>
	a) Dairy cows in milk and/or in calf		
	b) Dairy heifers in milk and/or in calf		
	c) Milk quota		
	d) Dairy followers <u>over</u> 12 months old		
	e) Dairy followers <u>under</u> 12 months old		
	f) Beef cows		
	g) Calves up to 6 months old		
	h) Store cattle <u>over</u> 12 months old		

	i) Store cattle <u>under</u> 12 months old j) Breeding ewes k) Hoggs l) Other stock: Type/No:	_____ _____ _____ _____
4.	<b>Labour on the farm:</b> <b>Name: .....Full/Part-Time: .....Hours if Part-Time .....</b> <b>Name: .....Full/Part-Time: .....Hours if Part-Time .....</b> <b>Name: .....Full/Part-Time: .....Hours if Part-Time .....</b> <b>Name: .....Full/Part-Time: .....Hours if Part-Time .....</b> <b>Name: .....Full/Part-Time: .....Hours if Part-Time .....</b>	
5.	<b>Housing:</b> List all housing within one mile of the farm either owned, occupied or rented by the farmer/landowner, stating occupant: <b>Address: ..... Owned/Rented: ..... Occupant: .....</b> <b>Address: ..... Owned/Rented: ..... Occupant: .....</b> <b>Address: ..... Owned/Rented: ..... Occupant: .....</b> <b>Address: ..... Owned/Rented: ..... Occupant: .....</b> <b>Address: ..... Owned/Rented: ..... Occupant: .....</b>	
	List any housing sold off or let by the farmer/landowner within the last 5 years: <b>Address: ..... Sold/Let: : .....</b>	
6.	<b>Give Brief Description of Existing Farm Buildings:</b>	
7.	<b>Give Brief Description of Present Farming Policy:</b>	
8.	<b>Reasons for Special Need for New Dwelling on the Holding:</b>	
9.	<b>Reasons for choosing the Proposed Site:</b>	
10.	<b>Any Other Information You Consider Relevant to the Proposal:</b>	
11.	<b>Signed:.....Date: .....</b>	

## APPENDIX 2

### Summary of stepped approach to preparing and submitting a planning application for a rural worker's dwelling, including supporting documents which are commonly required to accompany the application

Step in Part 3 of SPD	Craven Local Plan Policy Driver	Planning/Process Issue	Supporting Documents
Step 1: Pre-application discussions	SD1 and SD2	Pre-application discussions to secure sustainable development' (see paras 3.2.1 to 3.2.3).	Preliminary drawings, site and location plans.
Step 2: Providing justification for rural workers' dwellings	EC3 (d) and SP4 K (a)	Functional and Financial Grounds for new dwelling	<p>For agricultural workers dwellings, the council's local validation list requires the submission of an Agricultural Dwelling Supplementary Information Form (ADSIF) (see paras 3.3.1 to 3.3.5 of SPD).</p> <p>For other rural dwellings, it is highly desirable that information is provided in response to questions 5 to 10 of the ADSIF (see paras 3.3.8 to 3.3.11 of the SPD).</p> <p>For all rural workers dwellings, to comply with Policy EC3 (d) financial information to support the application is required. A business plan which illustrates the viability of the proposal is recommended to be submitted (see paras 3.3.6 to 3.3.7 of the SPD).</p> <p>A Planning Statement is on the council's local validation list and may be necessary to accompany the planning application (see para 3.4.1 of the SPD).</p>

Step 3: Safeguarding the character of the open countryside	ENV1 and ENV3	Character of the open countryside	A Planning Statement and a Landscape and Visual Impact Assessment (LVIA) are on the council's local validation list and may be necessary to accompany the planning application (see paras 3.4.1 to 3.4.2 of the SPD).
Step 4: Taking heritage and archaeological considerations into account	ENV2	Conserving and enhancing the historic environment	A Heritage Statement is on the council's local validation list and may be necessary to accompany the planning application (see paras 3.5.1 to 3.5.2 of the SPD).
Step 5: Ensuring the appropriate scaling and size of a rural worker's dwelling	ENV1 and ENV3	Scale and size of a rural worker's dwelling	Architectural drawings are a national validation requirement and are necessary to accompany the planning application (3.6.1 to 3.6.2 of the SPD)
Step 6: Design and Construction	ENV3	Ensuring a good standard of sustainable design and construction	A Design and Access Statement is a national validation requirement and may be necessary to accompany the planning application (see para 3.7.1 of the SPD).  A Sustainable Design and Construction Statement is on the council's local validation list and may be necessary to accompany the planning application (see paras 3.7.2 to 3.7.3 of the SPD).
N/A	EC3 (supporting text)	Removal of occupancy conditions on existing rural workers' dwellings	Robust marketing evidence to support removal of occupancy conditions is on the council's local validation list and may be necessary to accompany the planning application (see paras 3.10.1 to 3.10.2 of the SPD)

The local validation requirements referred to in this SPD were published by the Council on 1<sup>st</sup> September 2020. It should be noted that the Council has a requirement to review local validation lists at least every two years, therefore users

of this SPD should refer to the most up to date local validation requirements published on the Council's website at <https://www.cravenc.gov.uk/planning/planning-applications-and-notifications/national-and-local-planning-validation-requirements/local-information-requirements/>