

Puttenham Neighbourhood Plan

Built Environment & Design Guidance



Puttenham Parish Council

January 2018

Puttenham Neighbourhood Plan

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1. Introduction

Puttenham is a rural parish with a rich architectural and historic heritage, exemplified by the village's conservation area and numerous listed buildings.

The 2014 Parish Survey recognised that the parish's built environment is of particular importance to local residents. This document builds on existing design guidance produced by Guildford Borough Council (Residential Design Guide, 2004) by identifying the parish's special characteristics to inform future development including potential new affordable housing.

This Report will also ensure that the Neighbourhood Plan is in conformity with the basic conditions against which a neighbourhood plan must align, including national and local planning policy as well as achieving sustainable development.

Puttenham Neighbourhood Plan

Built Environment & Design Guidance

2. Built Environment

Historic England define heritage assets as:

“A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listing)”.

Listed buildings are buildings designated for their special architectural or historic interest.

Conservation Areas are also designated for their special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance.

Non-designated heritage assets are buildings, monuments, sites, places, areas or landscapes identified as having a degree of significance meriting consideration in planning decisions but which are not formally designated heritage assets.

National Planning Policy

The National Planning Policy Framework (NPPF) attaches great importance to the design of the built environment and encourages neighbourhood plan policies that require new development to respond to the established local character whilst not preventing innovative design.

The NPPF also attaches great weight to the built environment and the conservation of heritage assets and recognises the positive contribution to local character and distinctiveness they can make. This is one of the core principles of the NPPF.

The NPPF also recognises that heritage assets are an irreplaceable resource as well as the wider social, cultural, economic and environmental benefits that the conservation of the historic environment can bring. This is particularly in relation to listed buildings and Conservation Areas and new development should preserve enhance the heritage asset and its setting.

Local Planning Policy

The Guildford Borough Local Plan (2003) has a range of policies (HE1 - HE12 excluding HE11) which are relevant to proposal affecting listed buildings, conservation areas, locally listed buildings, Conservation Areas and Historic Parks and Gardens. Similar to national policy described above, the intent of these policies is to afford appropriate protection to the borough's historic environment, ensuring that new development conserves and enhances heritage assets and their setting.

Specifically, Policy HE7 (Conservation Areas) ensures new development preserve and enhances the character or appearance of the conservation area, including:

Puttenham Neighbourhood Plan

Built Environment & Design Guidance

- The retention of buildings, groups of buildings, existing street patterns, building lines and ground surfaces and the impact on significant open spaces;
- The retention of architectural features which contribute to the character of an area;
- The impact of development on the townscape and roofscape;
- The need to apply a consistently high standard of design and use of materials;
- The need to ensure the protection of trees which contribute to the character and appearance of the conservation area; and,

Policy D3 of the Publication Local Plan seeks to conserve and enhance the borough's historic environment supports development of the highest design quality, making a positive contribution to local character and distinctiveness. The policy also states that new development must not cause harm to designated or non-designated heritage assets.

Puttenham Neighbourhood Plan

Built Environment & Design Guidance

3. Puttenham

Puttenham is a rural parish located entirely in the Green Belt and lies within a sensitive landscape, including the Surrey Hills Area of Outstanding Natural Beauty (AONB) and an area designated as Area of Great Landscape Value (AGLV).

The historic core of the village is designated as a Conservation Area and has separate planning policies to preserve and enhance its distinct local character.

The village has a variety of characteristics and layout from linear to compact, but generally exhibits a tighter knit built form around the historic core with looser knit development on the periphery.

Buildings have generally made use of local building materials found within the landscape, including the orange-red Wealden bricks, tile hanging, some stone and render.

Outside the Conservation Area, the village still retains a strong identity and relates well to the natural and built environment. It is essential that this distinctive local characteristic and landscape setting be respected in any new development proposals.

Puttenham Conservation Area

The Puttenham Conservation Area is focused on the historical village core but includes the surrounding countryside which forms the setting of the village. The Street runs directly through the village and many of the villages most historic buildings, many of which are listed, are located on this road.

Listed Buildings

There are 33 Listed Buildings in Puttenham parish including two Grade II* Listed Buildings, these being Puttenham Priory and St Johns the Baptist Church. The majority of these lie within the historic core of Puttenham village but 13 Grade II Listed Buildings lie outside of the Conservation Area in the rural parts of the parish.

Areas of High Archaeological Potential (AHAP)

There are 10 Areas of High Archaeological Potential in the parish, notably the historic core of the village. There are also a number of other AHAPs on the edge of the parish.

Scheduled Ancient Monuments

There are two Scheduled Ancient Monuments in the parish (Hillbury Hillfort at Puttenham Common and Frowsbury Mound located just of the B3000).

Historic Parks and Gardens

There are no Historic Parks or Gardens in the parish

Puttenham Neighbourhood Plan

Built Environment & Design Guidance

4. Local Character and Context

Puttenham has its own distinct character and context that must be identified and recognised in residential development proposals, these include:

- Historic core - This is Medieval in origin and focussed on the church and main street; There is consistent use of local building materials, styles and traditions, within the context of historic street pattern and plots.
- Later expansion - for example Victorian /Edwardian cottages and villas
- 1930s - 1950s semi-detached houses and bungalows, late 20th Century infill and some smaller estate development.

Local characteristics

- Varying building lines, but often with buildings and / or walls set tight up to the back edge of roads or footpaths particularly within the village core where there is a consistent style and materials of boundaries and walls
- Some open space - include playing fields, gardens and informal spaces such as road verges and common land;
- Many mature trees and planting which contribute to the character of the area;
- Facilities include the church, primary school, village hall, a public house but very limited public transport facilities (bus stops);
- Access to the village is limited to narrow country lanes – these limit traffic and there is limited on-street parking capacity,
- Village edge – the importance of openness, views and visual impact from both within and outside, recognising the hilly topography and the proximity of the Hogs Back.

Materials and architectural detailing

Use of materials common to Puttenham is important in terms of redefining the local character within the village and surroundings. The building materials particular to an area have derived in the past from the local landscape. One approach is to use traditional materials within the context of sustainable contemporary design.

New development should avoid having a forced mix of architectural styles and materials, which can result in a place with no local sense of identity.

Brick

This is the dominant building material in Puttenham, with predominantly orange and red hues. Bonding styles are predominantly English or Flemish bond. These two bonds are the most appropriate for new developments in the area.

Roofing materials

Orange/red hues are in keeping with the clay tiles traditionally used in the village derived from the Wealden clay. Details can include sand faced plain clay tiles with half round ridge tiles and

Puttenham Neighbourhood Plan

Built Environment & Design Guidance

bonnet tiles to hips. Slate is also common to the area, but generally associated with more shallow pitches.

Tile hanging

Originally used to weatherproof timber framed buildings. The recent use of tile hanging, especially in smaller settlements, has continued this traditional detail. Tile hanging, particularly to upper floors over a brick or rendered ground floor, is a common feature found in traditional buildings in the village, orange-reds being the predominant colour. Tiles should usually only be hung on a proportion of the walls, usually half and half. Decorative patterns should reflect those used in the locality.

Weather boarding

Feather edged weather boarding is used as an alternative to tile hanging and is traditionally painted white on houses and black on outbuildings. It is important to avoid other types of weather boarding (such as wavy edged), which is not characteristic of the area.

Rendering

Rendering was once a common method of waterproofing timber framed buildings. Recent developments have successfully combined rendering with other materials, reflecting a contemporary approach to the material. The finish should match that of the surrounding buildings in the locality.

Flint

Flint is generally limited to details on buildings but mainly on boundary walls. It should be used selectively on the facades of buildings avoiding combining with several other material types. Brick with flint infill panels detailing should be used carefully.

Timber framing

New oak timber framing is in character with the area.

Stone

Stone is not used as commonly as brick in the area, but examples are to be found and use of this material may be appropriate to achieve integration of new development. The main building stone in the area is Bargate stone, a sandstone which is no longer quarried. The best possible match should be used.

Roof forms and configurations

The traditional buildings of Puttenham are normally made up of rectangular plan forms, with roofs spanning the narrow dimension. Spans are generally between 5 to 6.5 metres. Roofs should be pitched at between 45 and 50 degrees for plain tiles, or approximately 30 degrees for slate, although steeper slate-pitched roofs are also commonplace. Traditional roofs have a steep pitch, with gable ends and limited use of half-hipped, cat slides and other roof forms. The varied rooflines within the village add visual interest and character.

Substantial chimneystacks are a feature of the 'Surrey style' and help to punctuate rooflines but no longer fully functional as they can conflict with energy saving designs. They should be

Puttenham Neighbourhood Plan

Built Environment & Design Guidance

positioned centrally on the ridgeline or at the gable end. Corbelling to tops is a traditional feature.

Detailing of eaves and gables in Puttenham is traditionally simple. Decorative bargeboards and boxing in of rafter feet is characteristic of late 19th and early 20th century housing in the area. Dormer windows are common in older buildings. The typical dormer is small with a single casement window lighting a room in the roof. They should not over-dominate the roof plane or be used to gain extra headroom over any great width. They generally have pitched and gabled or hipped roof although well detailed flat roofs were common in the late 19th and early 20th century.

Puttenham Neighbourhood Plan

Built Environment & Design Guidance

5. Design Guidance

New development in the parish should give full consideration to the following:

Context for Design

Puttenham has a historic character and it is essential that new development respects this historic character and features including street layout and widths, plot boundaries, building lines, proximity to listed and locally listed and distinctive buildings, spaces between buildings and adjoining building heights.

The context of the development site should be assessed early on in the design process, to identify constraints and opportunities such as footpaths, important views, vegetation, listed buildings and protected features.

Materials and details:

New development should respond to the local vernacular in terms of materials and detailing.

Village structure and grain

Puttenham has a distinctive structure. This consists of key buildings, landmarks and a continuity of active building frontage, all of which create its sense of place.

Residential buildings, with their doors and windows facing outwards, whether terraces or a looser form of detached and semidetached dwellings, are the dominant form of development. They create a clear distinction between the public and private space, producing a legible environment with good natural surveillance. New buildings can be in a variety of forms, however, the grain of the buildings must be in character with the surrounding area.

Layout

Established street alignments and building lines, should be respected. Within any new development, the hierarchy of spaces should be easily understood with a clear distinction between public and private space. The retention of existing features must be prioritised, e.g. trees or decorative materials can be used to reinforce the character of an area and define layouts and street hierarchy.

Spaces around buildings

Any development proposals should convey the intended character and hierarchy of spaces giving the development a clearly identifiable and legible structure. It should reflect existing spaces that work well in the locality and carefully consider the overall width and scale of the street.

Where new development adjoins existing open space, particular recognition of the value and character of the space is required to be evident. If new buildings are designed to overlook such spaces, they must contribute to and not detract from the character and appearance. In traditionally lower density areas, the spaces between buildings and the landscape structure creates a very strong character. Design of new residential development in these areas should seek to retain the space and landscape features such as trees and hedging between buildings, their plots and boundaries.

Puttenham Neighbourhood Plan

Built Environment & Design Guidance

Scale, proportion and form

The type of building and number of storeys has a significant influence upon the spatial experience within a street. For example, higher density development in the form of terraces will result in a single building giving a street an enclosed character. This can also be achieved with mature trees, buildings, and boundary walls. A useful measure of enclosure is the ratio of the height of buildings to the width of the street.

When developing a site, it is important to reflect the existing scale, height and proportions of surrounding buildings. It is also essential to consider how the new housing is designed to allow for future alterations, such as conservatories and loft conversions, without harming the overall integrity of the design.

Street level design

It is important to ensure that residential development is human in scale with visual interest at the street level. Doors and windows punctuate facades whilst giving natural surveillance of the street and details such as materials, decoration, boundary treatment and art can add interest. Careful consideration needs to be given to the relationship between the building and the street. For instance, setbacks and the treatment of plot boundaries can help to define the character of a street.

Buildings should add cues and landmarks by emphasising corners or punctuating facades. New development should be integrated with its immediate context and reflected in the choice of street furniture, lighting and paving materials. It is important that the streetscape is uncluttered and accessible to all. A high standard of design is required to ensure that the streetscape can be readily maintained in the longer term and to ensure sustained quality.

Achieving pedestrian priority

New development needs to provide pedestrians with a choice of routes, offering a high level of activity and security, to adjoining areas. Key design principles to achieve this aim include:

- Buildings should front on to streets;
- Streets will give priority to pedestrians;
- All streets should connect with other streets;
- Streets should link to form a grid or lattice, with a variety of routes;
- The grain of streets should be finer around nodes of activity;
- Housing layouts should discourage the through movement of private vehicular traffic;
- Pedestrian links should be visible, direct, lit and well used.

Important public views and roofscape

Puttenham has a distinctive topography which is part of the Surrey Hills. This undulating landscape has created important established views. New development, and particularly rooflines, can have a significant impact upon important public views and so consideration should be given to the visual impact of a residential development from public open space, common land, footpaths and highways.

Roof design should:

Puttenham Neighbourhood Plan

Built Environment & Design Guidance

- Respect the form, arrangement and pitch of roofs in the locality; Limit the palette of tiling and roofing materials used;
- Avoid the use of overly complex roof forms;
- Retain existing mature trees within new layouts to minimise the impact of new roofs;
- Avoid flat roofs; Include features such as functional chimneys.

Building elements

However well planned a scheme is, it is unlikely to be successful unless careful consideration is given to the detailed design of the buildings, and the spaces and interfaces between them. This requires an integrated approach, involving a range of professional disciplines. The quality of the building can be spoilt by poor attention to detail.

The other building elements that require careful attention and detailed design include:

- Windows
- Doors
- Porches
- Walls, hedges, fences and gates
- Lighting
- Flues and ventilation
- Gutters, pipes and other rainwater details
- Balconies
- Garage doors
- Rainwater goods and decorative features
- Flashings

It is essential not to view these elements in isolation, but to consider how they work together to contribute to the overall architectural composition.

The placing of openings is crucial to the design of the house. Classical symmetry is an effective solution for the front elevation of a house, with openings arranged around the central axis. Randomness of window size and positioning should be avoided, unless handled by a skilled designer, and a coherent arrangement of openings created.

Windows in Puttenham are traditionally side-hung casements or double-hung sashes. Timber is preferred and generally finished in white. Dark stain or varnished hardwood finishes are not traditional and should be avoided. Doors are traditionally vertically boarded or panelled and modern types which 'combine' fanlights within the door itself are to be avoided.

Other elements

Other elements that require careful attention in the detailed design and layout include positioning and design of:

- Cycle storage
- External lighting
- Meter boxes
- Service entries and Inspection boxes
- Storage for recycling waste
- Cool storage for home deliveries

Puttenham Neighbourhood Plan

Built Environment & Design Guidance

- Space for drying clothes
- Refuse collection and storage at the rear of properties
- Access for refuse and emergency vehicles

Traffic, parking and design

Puttenham is a rural parish and mainly consists of narrow rural lanes. However, there are also busy A and B roads which run through the parish. The Street runs directly through the centre of the village. It is a narrow and constrained route, primarily as a result of the historic nature of the village but also due to the on-street parking which disrupts traffic flow.

The Transport and Parking report will consider this issue in detail, however, it is important to consider the visual and physical impact of traffic and parking on local character. New development should seek to minimise intrusive parking provision by locating to the rear of buildings where possible, restricting on-street parking and designing out the possibility for conversion of front gardens to forecourts.

Traffic calming

Traffic calming measures can create an urbanising effect which can often be inappropriate in small, historic settlements such as Puttenham. As an alternative, wherever possible, the configuration of buildings and landscape and carefully located on-street parking should be used to reduce traffic speeds. Traffic management schemes should be designed alongside public realm proposals to achieve a wholly integrated effect.

Parking and servicing

Parking has an effect on the character of the development and the street as a whole, creating issues in terms of the dominance of parking at the front of dwellings either in front gardens or as on-street parking.

Appropriate parking standards will be decided on a scheme-by-scheme basis in consultation with Surrey County Council Highways Division.

Issues to be taken into account include:

- The needs of disabled drivers in consultation with the Borough Access Officer;
- Avoid potential noise and disturbance to neighbours, particularly at night;
- Parking designed for different users throughout the day;
- Creation of natural surveillance.
- Parking should not dominate the front garden areas, the street or impede pedestrians;
- On-street parking limited to visitor parking, wherever possible;
- Lower density schemes - parking should be contained within the curtilage of the dwelling.

Garages

Garages, particularly integral design solutions, can unduly dominate the scale of a house and the street character.

Solutions to prevent this include;

- Garages detached, turned or combined in lower density areas;

Puttenham Neighbourhood Plan

Built Environment & Design Guidance

- In terraced streets, a rear location accessed via carriageway arch and parking court;
- Garages finished in the same type and quality of materials as the dwelling.

Landscape Design

Surrey Design Guide provides a detailed explanation of the landscape context which is, consequently, not repeated here. However, the village is set within a strong existing landscape framework, making it essential to assess and resolve likely impacts from new housing development. New development should incorporate and enhance existing landscape features such as mature trees, hedges and informal areas of grass verge.

There are a number of key steps that should be followed in the design of development proposals.

Developers should prepare a landscape framework plan and design statement to explain the rationale for proposals for:

Soft landscape - the species, layout of trees, flowers, grass and other planting;

Street elements - including tree grilles, street lighting and signage;

Street furniture - such as seats, litterbins and bollards;

Boundaries - railings, fences, walls, hedges and gates;

Accesses to buildings - including steps and ramps;

Design of road corridors - carriageways, footway paving, kerbs and cycleway.

A survey of local vegetation should also be carried out. Every effort should be made to preserve natural habitats and plant species. There will be a strong presumption in favour of retaining existing trees, hedgerows and mature shrubs wherever possible. Planning records on The Street for the last 2 years demonstrate that 50% (8 applications) of proposals resulted in the removal or cutting back of existing trees. Whilst the Conservation Area designation allows some degree of protection from unlawful removal/cutting back of trees, concern is raised to the impact this is having on the streetscape of the Conservation Area. Where loss is inevitable suitable locally native replacements shall be included as part of any proposal. The appropriate choice of vegetation is set out in the Surrey Landscape Character Assessment.

The role of different forms of planting for shelter, screening, or to create an overall character, needs to be defined in the landscape framework plan or design statement, together with the scheme's overall contribution to the existing character.

Development within existing low-density wooded areas, for example, should have sufficient space to accommodate larger native tree species both within gardens and around the site to maintain the character of the area.

The Guildford Borough Tree Officer can provide advice on Tree Preservation Orders (TPOs), tree surveys, and protected hedgerows.

Countryside Edge

Puttenham Neighbourhood Plan

Built Environment & Design Guidance

Development close to or on the edge of the village must respect the rural character and minimise its visual impact on and public views from the surrounding landscape. The 'countryside edge' to the village of Puttenham is one of the keys to maintaining its character and quality. The location of open spaces combined with a buffer of tree belts and woodland helps to protect the countryside edge.

Development sites adjoining the countryside edge will require an appropriate transition in density and height and a coherent landscape structure to maintain the setting of the settlement as a whole. The role of any new planting should be considered.

The character of roads and footpaths should reflect change as they progress from built areas to countryside, becoming progressively more rural and informal. It is important to ensure that any roads associated with new development in these areas do not create a hard 'border' to the countryside edge but are treated with sensitivity.

Evidence that development will not impact upon the adjoining landscape, recognising the status of the AONB/AGLV and Green Belt will be essential. Visibility from public highways, bridleways/footpaths, common land and public viewpoints will be a critical determinant.

Open Spaces

Development should be orientated to respect and address existing open space. A strategy should be developed around buildings and existing landscape features to include both public and private space. For smaller development schemes, due consideration will be given to contributions to an offsite open space, to provide facilities for the local community. This issue is covered in more detail in the Guildford Council Supplementary Planning Guidance on Open Space.

Main pedestrian and cycle thoroughfares should incorporate and connect features such as children's play areas, open areas and safe routes to school.

Amenity and Privacy

It is important to retain the privacy and amenity of adjoining properties as well as those of new residents. Solutions may include:

- Buildings positioned to create oblique views across the street;
- When dealing with sloping sites having full regard in the design to the impact on the amenities and privacy of existing residents;
- Rooms requiring less privacy facing the street, with bedrooms located towards the private parts of the site;
- The careful positioning of windows to enable dwellings to be set closer together;
- Walls, hedges and trees providing screening within private rear gardens to limit overlooking from adjacent dwellings;
- The inclusion of small front gardens and the treatment of street frontages.

Energy conservation

Energy efficient designs can be achieved for a number of building elements including:

- Orientation and position of building;

Puttenham Neighbourhood Plan

Built Environment & Design Guidance

- Design of windows and doors;
- Floor, roof and wall insulation (cavity or solid wall);
- Installation of 'green' roofs;
- Use of solar and photovoltaic panels;
- Use of combined heat and power.

Sustainable design and construction

The concept of sustainable development is based on the assumption that there must be environmental, social and economic gains. This theme is central to the NPPF which recognises the role that planning has in meeting the challenges of climate change. Achieving a balance between environmental, social and economic gains within a new development will help offset any losses associated with the local environment.

Employing a sustainability checklist provides a means of evaluating a site and scoring it in terms of how it meets a recognised checklist.

Guildford Borough Council have adopted and emerging policies which encourage sustainable development, construction and energy. The Council also has a Sustainable Design and Construction SPD which sets out the requirement for developers in more detail, including the requirement for new development to make reductions in CO2 emissions, provide renewable energy as well as meeting certain development standards including Building for Life and BREEAM.

In addition to this local planning guidance, the BRE rating system for new residential development known as the BRE Home Quality Mark assists house builders to demonstrate the high quality of their homes and differentiate them in the marketplace. At the same time, it will give homebuyers the confidence that the new homes they are choosing are well designed and built – and also happen to be cost effective to run. The parish council supports new development that incorporates these standards.

HQM examines a range of issues:

Living cost

This takes into account:

- Energy costs
- Maintenance
- Performance of the home in extreme weather
- Access to transport and amenity
- Durability of materials

Health and Wellbeing

How the home will impact the occupier's health and wellbeing; including:

- Quality of living space (air, temperature, light and noise)
- Local amenity

Puttenham Neighbourhood Plan

Built Environment & Design Guidance

Environmental footprint

How the home will impact the environment in its construction and use including:

- Local and global emissions in use
- Impact of the home construction

Key issues to be addressed will be the responsible sourcing of materials and the use of renewable energy. Schemes will also have to address longer term resilience issues to climate change including, flood resilience, overheating, fire, acoustic pollution and nuisance, adaptability, durability and future reuse.

Biodiversity

Biodiversity should be incorporated into the design of new residential developments. Sustainable drainage features such as swales and retention ponds and capacity to store water on site below ground, should be built into the design. Features such as 'green' roofs and permeable paving can also contribute to a SUDS system.

Utility and other Infrastructure

Infrastructure is essential to serve the needs of existing and future residents of the parish and local businesses. Mobile and broadband signal varies in strength and consistency across the parish and the parish council supports new infrastructure to support improvements to essential infrastructure providing their siting and design is not harmful to the parish's built and natural environment.

Puttenham Neighbourhood Plan

Built Environment & Design Guidance

6. Conclusions and Recommendations

Puttenham has a rich built and natural environment. The parish has numerous listed buildings and its historic core and wider Conservation Area) is particularly sensitive to new development.

The following issues and concerns have been identified and should be given full consideration through the neighbourhood plan.

- The continuing pressure for new development, including plot subdivision and infill and the potential impact on village character and infrastructure.
- Protecting Puttenham's historic village from inappropriate development is a key aim of the Neighbourhood Plan.
- The need to ensure that the scale and appearance of replacement and new development respects local character.
- The important contribution that trees provide to the setting of the village and Conservation Area should be recognised
- The control of visual impact on the surrounding countryside, including public views.
- The reduction of traffic congestion and pressure for parking harmful to the character of the village.
- The avoidance of Highway requirements resulting in over-dominant road layouts insensitive to local character.
- The need to counteract the loss of character resulting from introduction of insensitive street lighting, furniture, kerbs etc. as part of new development.
- To control poorly designed extensions and permitted development, which can incrementally erode character.
- To support improvements to essential infrastructure such as mobile and broadband signal

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