

**Report to:** Planning Committee  
Cabinet

**Date:** 3rd February 2009  
5th February 2009

**Subject:** Draft House Extensions Design Guide Supplementary  
Planning Document

**Report of:** Executive Director of Environmental Services

**Contact officer:** Christopher Carroll 01942 404252

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**Purpose / summary:** To seek approval of the Draft House Extensions Design Guide Supplementary Planning Document for consultation purposes.

**Alternative options considered and reason for selecting the one recommended:** We have a commitment to prepare a Draft House Extensions Design Guide Supplementary Planning Document in the Local Development Scheme. Other options would be to not prepare this document. However this would not raise the standards of submitted planning applications through good practice advice.

**Recommendation / decision:** That Cabinet approve the draft House Extensions Design Guide Supplementary Planning Document for consultation.

**Key Decision:** This report involves a key decision within ground(s) 1.

The decision made as a result of this report will be published within **48 hours** and cannot be auctioned until **seven working days** have elapsed, i.e. before 16 February 2009

This item is included in the Forward Plan.

**Risks / Implications:**

|   |   |
|---|---|
| Financial:  | Within existing resources                             |
| Staffing:   | Within existing resources                             |
| Policy:   | Wigan Replacement Unitary Development Plan policy R1D |
| Equal Opportunities - Has a Diversity Impact Assessment been conducted? | Yes – Sustainability Appraisal covers related issues  |
| Wards affected:   | All   |

**Property Implications – Does the proposal involve a reduction, addition or change to the Council’s asset base or its occupation?**

No

**If yes, have the property implications been agreed with the Corporate Property Officer?**

**Does this proposal have significant implications for the Council and the local population?**

A full diversity impact assessment has been undertaken and is attached as an appendix to this report.

**Does this proposal involve a new policy or procedure or significant changes to an existing policy or procedure?**

A diversity impact assessment has been undertaken and is attached as an appendix to this report.

|   |            |
|---|------------|
| Has the Service Director - Borough Solicitor confirmed that the recommendations within this report are lawful and comply with the Council’s Constitution? | <b>Yes</b> |
| Has the Service Director - Corporate Services confirmed that any expenditure referred to within this report is consistent with the Council’s budget?      | <b>Yes</b> |
| Are any of the recommendations within this report contrary to the Policy Framework of the Council?  | <b>No</b>  |

\* delete which applicable

**For Cabinet reports only :**

|                                     |  |             |          |
|-------------------------------------|--|-------------|----------|
| Categorisation of the report:       |  |             |          |
|                                     |  |             |          |
| Discussion leading to a decision    |  | Discussion  |          |
| Monitoring                          |  | Decision    | <b>X</b> |
| Sharing for corporate understanding |  | Information |          |

**Tracking/Process:**

|                               |                     |                 |          |
|-------------------------------|---------------------|-----------------|----------|
|                               | Consultation        | Ward Members    | Partners |
|                               |                     |                 |          |
| Panel                         | Overview & Scrutiny | Cabinet         | Council  |
| Planning –<br>3 February 2009 |                     | 5 February 2009 |          |

List of Background Papers in accordance with Section 100D of the Local Government Act 1972:

| Title of document                                       | Which meeting did it go to? | Date of meeting  | Copy available from?  |
|---|-----------------------------|------------------|---|
| Wigan Replacement Unitary Development Plan (April 2006) | Cabinet                     | 24 April 2006    | Environmental Services Department, Civic Buildings, New Market Street, Wigan, WN1 1RP |
| Local Development Scheme (March 2007)                   | Cabinet                     | 22 February 2007 | Environmental Services Department, Civic Buildings, New Market Street, Wigan, WN1 1RP |

Proper Officer Martin Kimber

Date 21 January 2009

## **1.0 Background:**

- 1.1 Council on 22 February 2007, sets out a programme for the preparation of Supplementary Planning Documents with a number of milestones as required by Government regulations.
- 1.2 The document was due for consultation and adoption last year but it was decided to put the document on hold until the outcomes of the Town and Country Planning (General Permitted Development) (Amendment) (No. 2) (England) Order 2008, coming into force on the 1 October 2008, were fully understood.

## **2.0 Proposals:**

- 2.1 The draft Supplementary Planning Document on House Extensions Design Guide is attached for Members' consideration. Its purpose is to expand on Policy R1D 'The Design of New Residential Development and House Extensions' in the Replacement Wigan Unitary Development Plan.
- 2.2 The aim of this document is to offer guidance on the development house extensions.

It will:

- Expand on planning policies set out in government guidance and regional and local development plans;
- Raise awareness of the value of good design and how it can be used to protect the residential amenity of neighbouring properties and enhance built environments;
- Provide a clear set of guidance and standards to explain what the council will expect from alterations and extensions by householders;
- Improve the quality of submissions for planning approval, in order to achieve better quality development and quicker decisions.

## **3.0 Documents on Deposit in the Members' Room:**

- 3.1 A Consultation Statement has been prepared giving full details of stakeholder involvement in the preparation of the draft document. A Sustainability Appraisal has also been prepared. Copies of these documents have been placed in the Members' Room.

## **4.0 Public Participation Process:**

- 4.1 Printed copies of the draft document and supporting material, including the Consultation Statement, Sustainability Appraisal, and comments forms, will be placed on deposit at the Borough's libraries, Wigan and Leigh town halls and at the Planning and Regeneration Department's offices at Civic Buildings, Wigan. Full details of all locations may be found in the Consultation Statement.

- 4.2 They will also be sent to a list of consultees and key stakeholders, including all of those who responded to the informal stakeholder consultation.
- 4.3 The document will be advertised through the local media and an electronic version will be located on the Council's website from where it can be downloaded and representations submitted.
- 4.4 The public participation process is scheduled to start on Friday 6 March 2009 for six weeks until Friday 17 April 2009.

## **5.0 The Next Steps:**

- 5.1 Following the end of the formal public participation, representations received will be considered and the draft document revised as appropriate, and reported back to Cabinet in autumn 2009 for a resolution to adopt.

## **6.0 Alternative options considered and reason for the recommended option:**

- 6.1 The Council is committed to preparing the House Extensions Supplementary Planning Document by the Local Development Scheme.
- 6.2 Other options would be to not prepare a Supplementary Planning Document or to prepare informal guidance. However, this would not raise the standard of planning applications submitted to the council. These options are considered in detail in the accompanying Sustainability Appraisal. The Appraisal concludes that if the Supplementary Planning Document is followed it will assist in providing a more sustainable borough.

## **7.0 Conclusions:**

- 7.1 The draft House Extensions Design Guide Supplementary Planning Document will offer guidance on the requirements for development and as such, it will also enable Planning Committee and the Environmental Services Department to make more informed decisions.
- 7.2 Cabinet is recommended to approve the draft House Extensions Design Guide Supplementary Planning Document for consultation.

**Martin Kimber**  
**Executive Director of Environmental Services**

## Diversity Impact Assessment form

Section: Environmental Services

Policy/Service Area: Environmental Protection

Person Completing Form: Christopher Carroll

Date: 19<sup>th</sup>  
January 2009

Do any of the below groups suffer specific disadvantage (please indicate)

|           | Yes | No       |                    | Yes | No       |
|-----------|-----|----------|--------------------|-----|----------|
| Race      |     | <b>x</b> | Disability         |     | <b>x</b> |
| Ethnicity |     | <b>x</b> | Gender             |     | <b>x</b> |
| Age       |     | <b>x</b> | Religion           |     | <b>x</b> |
| Class     |     | <b>x</b> | Sexual Orientation |     | <b>x</b> |

Is there evidence of disadvantage or associated problems?

No.

How was the information collected and/or who have you consulted with?

Approximately 250 letters were sent on the 28 September 2007 to:

- Development Control (Council employees)
- Building Control (Council employees)
- Access Officer and other advisors on design (Council employees)
- Highways Officers (Council employees)
- Community Plan representatives
- District Councillors
- Parish Councils
- Organisations and people who have previously expressed an interest
- Statutory organisations
- Civic Trust
- Local house builders
- Environment and Development Partnership

These details are included on the joint Development Control and Building Control Forum and the Environmental Service Department's Community Engagement database.

The letter set out the context and purpose of the Issues and Options document, and sought a response by 26<sup>th</sup> October 2007 on the preferred options and any additional issues that the document may not have been covered. Due to postal strikes and problems issuing the document the consultation period was extended until the 9<sup>th</sup>

November 2007, a total of 6 weeks. The Issues and Options document was advertised by way of news item in the Borough Life. The Issues and Options document was also available on Wigan Council's web site explaining that preparation of the document had started and inviting comments.

Members of the key stakeholders were selected at random and invited to attend a meeting on the Issues and Options paper which took place on the 1<sup>st</sup> November and 8<sup>th</sup> November 2007.

Action Plan – *What specific actions are planned to tackle any disadvantage identified?*

N/A

Is the policy in line with current equality legislation and relevant codes of practice?

Yes

|                |   |
|----------------|---|
| Timescale      | Ongoing                                 |
| Responsibility | Development Control and Design Officers |
| Comments       |   |

**Are the actions specified included in any other documents/plans?**

|                           |     |
|---------------------------|-----|
| Departmental Service Plan | Yes |
| Section/Team Plan         | Yes |
| Other (Specify)           |     |

Date for further review