Ottershaw
Neighbourhood Forum

Ottershaw Neighbourhood Plan

Design Code

Quality information

Project Role	Name/Position	Action Summary	Date
Producer	AECOM	Original Design Code Compilation Completion	01/06/2021
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Glossary of terms

For Glossary terms please refer to Annex B of the Neighbourhood Plan

Note

Through the Ministry of Housing, Communities and Local Government Neighbourhood Planning Programme led by Locality, AECOM was commissioned to provide design support to the Ottershaw Neighbourhood Plan through the production of a Design Code for the Neighbourhood Area. During 2025 a decision was made by the Steering Committee to complete the work without external support.

The following is the result of this effort.

Contents

01
INTRODUCTION

Purpose of this document

Introduction

This Design Code forms an integral part of the Ottershaw Neighbourhood Plan and sets out clear, locally distinctive design requirements that all new development within the Neighbourhood Area must follow. It provides a practical and enforceable framework to guide the design quality, layout, materials, landscaping, and relationship of new development with the existing character of the area.

The Code ensures that growth within the Neighbourhood Area reflects the aspirations of the local community and delivers sustainable, well-designed places consistent with national and local planning policy.

Developers, landowners, and applicants are expected to demonstrate full compliance with the principles and relevant specific design requirements set out within this document when preparing planning applications, including outline and detailed submissions.

Planning applications that fail to demonstrate conformity with this Design Code, or which undermine its design objectives, will not be supported. The Local Planning Authority should have regard to this document when assessing proposals and use it as a material consideration in decision-making.

This Design Code should be read alongside the relevant policies of the Ottershaw Neighbourhood Plan, the Runnymede Local Plan, the National Design Guide, and the National Model Design Code. Together, these documents establish a clear expectation that development must contribute positively to the character, identity, and quality of the Ottershaw Neighbourhood Area.

The approach set out above is supported by the National Planning Policy Framework (NPPF).The NPPF(2024, paragraph 132) states that “Neighbourhood planning groups can play an important role in identifying the special qualities of each area and explaining how this should be reflected in development, both through their own plans and by engaging in the production of design policy, guidance and codes by local planning authorities and developers.”

Design Codes

NPPF 2024 remains strongly in favour of the employment of design codes
As a method of stipulating and managing detailed development aspects. NPPF Para 132 states:

Local design policies should be developed with local communities,
through tools like design codes and design guides.

Development that is not well designed should be refused, especially where it fails to reflect local design policies and government guidance on design (NPPF para. 139)

Well designed means that that local policies, design codes and guides have been followed.

02
POLICY & EVIDENCE BASE

Fig.1 Ottershaw Neighbourhood Plan Area

Informing the design code

The following documents have informed the Design Code.
These guidelines have been produced at national, district or village level.

This section specifies how the specific policies and guidelines have been incorporated in the production of the design codes included in the Current Document.

Any new development applicant should be familiar with these documents and make explicit reference to how each of them is taken into account in the proposal.

National level

National Model Design Code
Ministry of Housing, Communities & Local Government

The National Model Design Code sets national expectations for locally led design codes that shape high-quality, sustainable and distinctive development.

National Design Guide
Ministry of Housing, Communities & Local Government 2019

The National Design Guide (NDG)underlines that creating high quality buildings and places is fundamental to what any planning and development process should achieve. The NDG should be read in conjunction with the design codes in the Current Document to achieve the best possible outcome.

Planning for the Future
Ministry of Housing, Communities & Local Government 2020

This white paper proposes a new planning system reform, as a step into stronger neighbourhood planning. This paper can be understood as an attempt to consolidate design codes, not merely as guidelines but as rules. These are to be prepared locally and to be based on community involvement so that local residents have a genuine say in the design of new development.
The Current Document and the design codes herein should be read in the light of the white paper.

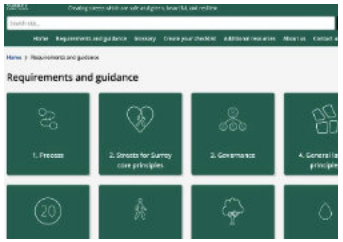
Building for a Healthy Life
Homes England
2020

Building for a Healthy Life (BHL) updates the Building for Life 12 guide, a widely-used design tool for creating places that are better for people and nature. The original 12 point structure and underlying principles within Building for Life 12 are at the heart of BHL.
The BHL should be read in conjunction with the design codes in the Current Document to achieve the best possible outcome.

Manual for Streets
Department for Transport
2007

This manual collects standards and best practises on street design.
This manual should be read in conjunction with the design codes in the Current Document.

Borough level

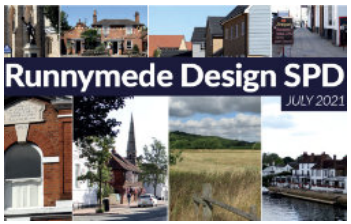


Healthy Streets for Surrey
2023

A street design code launched in May 2023 (updated June 2023), created with Create Streets to shift the focus from movement alone to health, wellbeing, and local liveability.

SCC Local Transport Plan 4 (LTP4)
2022

Establish a forward-looking transport system to help Surrey lead the UK in achieving a low-carbon, economically prosperous, healthy future.
Enable a greener future
Grow a sustainable economy
Well-connected communities
Tackle health inequality and improve quality of life
Includes initiatives on Local Cycling & Walking Infrastructure Plans (LCWIP) for Ottershaw which details the high level plans to improve active travel in the area.



RBC Design SPD
2020

The Design SPD provides design guidance to supplement policies within the Local Plan and clarifies the RBC's expectations for development and high quality design.
The aspiration for good design should be embedded from the outset.
The guidance in the SPD has shaped the design codes in the Current Document. The guidance in the SPD should be read in conjunction with the design codes in the Current Document to achieve the best possible outcome.

Neighbourhood level

Ottershaw Neighbourhood Plan
2026

Provides detailed local policies for Development design within the Neighbourhood Area whilst maintaining coherence with the high level policies within the Local Plan.

Ottershaw Village Highway Proposals
Version 1.1 2024

Proposals now under review by SCC from the Ottershaw community and backed by councillors for Improvements to transport infrastructure in order to improve safety and maintain the character of the area. A number of aspects of the proposals have already been approved.

03
AREA ANALYSIS

Transport & Mobility

The Ottershaw Neighbourhood Area is bisected by a number of major routes including the A320, A319 and B3121 which provide good connectivity to the surrounding towns and villages and the nearby M25 and M3 motorways. These road networks are at capacity. A £43m upgrade scheme is currently underway to improve the road infrastructure between Ottershaw and Chertsey. The scheme is a requirement in order to deliver the c3000 new homes to the local area as laid out in the RBC 2030 Local Plan.

The road pattern of the area comprises mainly of cul-de-sacs developed around the main highways and constrained by the surrounding green belt.

There are 4 bus services which service the area. Their timing and frequency is not sufficient to support the employment and educational needs of an increasing and younger population.

It has no railway station but is broadly central to four stations in the surrounding settlements of Addlestone, Chertsey, Woking and West Byfleet some 3-4 miles distant.

Its only dedicated cycling provision is the NCN223 which runs through the NA adjacent to the A320.

Although the NA has a good network of internal footpaths, there is limited connectivity outwards, particularly to the North and West.

A significant challenge for Ottershaw is to ensure road infrastructure upgrades do not sever the village into two parts.

Fig.2 Transport map

Key

Neighbourhood Area Boundary.....
Motorway.....
Major Road.....
Secondary Road.....
Local Road.....
Cul-de-Sac.....
Private/Unmade Road.....
Bridleway.....
Public Footpath.....
Petrol Station.....
Public Car Park.....
Bus Stop.....

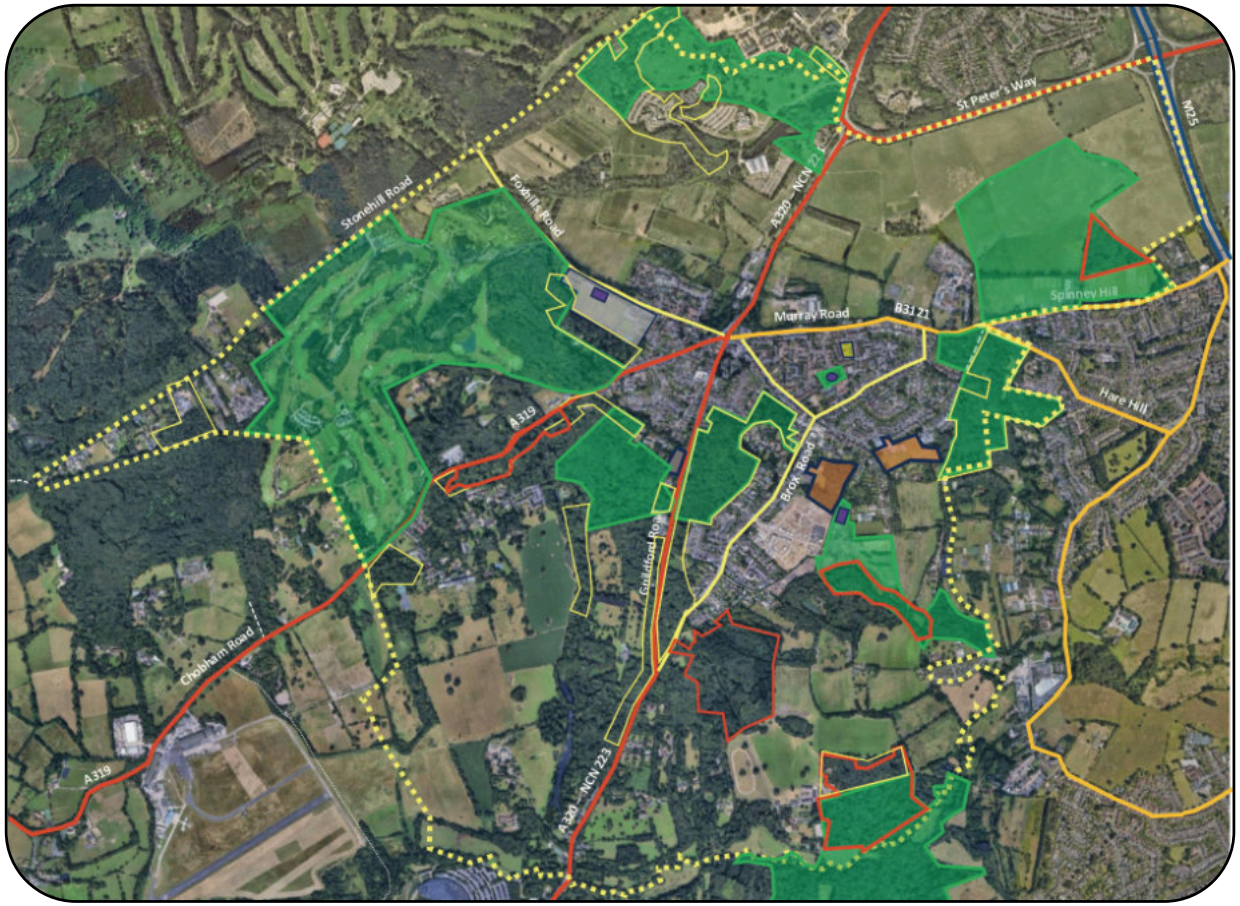


Fig.3 Environment and landscape map

Environment & landscape

The Ottershaw main settlement area is surrounded by Green Belt. The area is a mix of farmland and woodland, much of it designated Ancient or TPO.

The NAs proximity within 5km of the Thames Basin & Heath's Special Protection Area (SPA) has resulted in a number of SANG being established within the area in recent years to offset local housing development. These are a mix of parkland and woodland spaces. All future development in the NA will also attract a requirement for SANG funding and/or provision.

There is only one Open Space within the main settlement, Murray House OS adjacent to Palmer Crescent.

The cemetery lies adjacent to the church on the A320 to the south of the village.

The Memorial Fields, located on Foxhills Road provides the sole focus for team sporting activities in the area.

Key

Neighbourhood Area Boundary
Amenity Green Space.....
Cemetery.....
Natural & Semi-Natural Green Space.....
Outdoor Sports Facilities.....

Parks & Gardens.....
Provision for Children & Teenagers.....
Tree Preservation Orders (large areas only).....
Ancient Forest (large areas only).....

Water, air quality

The River Bourne and associated Flood zone bounds the NA to the south. There are also several small lakes within the NA.

There is an Air Quality Management Area surrounding the M25 on the eastern edge of the Area. If a local authority finds any places

where the objectives for air quality are not likely to be achieved, it must declare an Air Quality Management Area. The air quality

conditions along the motorway corridor will require consideration should any form of development be proposed in close proximity to this area.

Fig.4 Water and air quality map

Key

Neighbourhood Area Boundary.....
M25 Motorway.....
Primary Roads.....
Secondary Roads.....
Air Quality Management Area.....
Flood Zones.....

Heritage

Historically, the area has benefitted from a number of manorial estates established in the 18th century and whose houses largely still exist today. Other heritage assets are mainly the product of the establishment of the main settlement from the late 18th century onwards.

The nationally listed buildings are all Grade II. There are also a number of Locally Listed Buildings (LLB) of historical/architectural note scattered throughout the area. A number of additional buildings not identified here, have been identified by the Forum as future candidates for LLB designation. These assets provide a valuable framework of reference for any future developments in the area.

Fig.5 Heritage map

Key

Neighbourhood Area Boundary.....
Motorway.....
Major Road.....
Secondary Road.....
Bridleway/Unmade Road.....
Public Footpath.....
Nationally Listed Assets.....
Locally Listed Assets.....

Listed

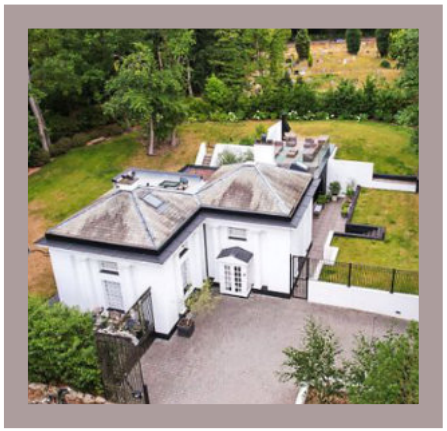
- No.2, Chobham Road, Grade II,building: date unknown
- Chertsey Lodge, Coach Road, Grade II; C18th
- The Gate House, Coach Road; Grade II C18th
- The facade of Murray House, Murray Road, Grade II: 1836
- Christ Church, Guildford Road, Grade II: 1863
- No. 192 Brox Road, Grade II: C18th
- Barn at Bousley Farm, Bousley Lane, Grade II: C17th
- The Mansion, Ottershaw Park: Chobham Road, Grade II, 1910
- Botleys Park Hospital, Grade II*
- Lodge of Botleys Park, Stonehill Road; Grade II
- Old Farmhouse (formally Dunford Farmhouse), Guildford Rd; Grade II

Locally listed

- Anningsley Cottage, Brox Lane
- Ottershaw Social Club, Brox Road
- 209-211 Brox Road
- 14 Brox Road
- 2 & 4 Murray Road
- Meath School, Brox Road
- The Castle Inn, Brox Road
- Oak Cottage, Coach Road
- The Old Forge, Guildford Road
- Workhouse Chapel, Murray Road
- Old School House, Brox Road
- Woking Lodge, Guildford Road
- Dunford House, Guildford Road
- Tanglewood Cottage, Ottershaw Park

Notable buildings in Ottershaw

No.2, Chobham Road, Grade II, building



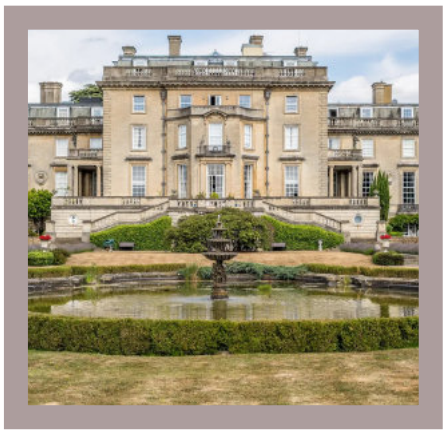
Chertsey Lodge, Coach Road, Grade II; C18th

The facade of Murray House, Murray Road, Grade II: 1836

Christ Church, Guildford Road, Grade II: 1863

Woking Lodge, Guildford Road

The Old Forge, Guildford Road



The Mansion, Ottershaw Park: Chobham Road, Grade II, 1910

Botleys Park, Grade II*

04
DESIGN PRINCIPLES

How to use the codes

The table below identifies when each of the guides should be used. A prefix has been created for each guide to allow simple application of the design guides to the coding areas on the following pages.

Guidance	Code	When to use
Economy	EC.01	Retail Development
	EC.02	Employment Spaces
Connectivity	CO.01	Sustainable Travel
	CO.02	Connecting Safely
	CO.03	Street Typologies
	CO.04	Lighting
	CO.05	Vehicle Parking
Character	CH.01	Character Foundations
	CH.02	Settlement Morphology
	CH.03	Character & Identity
	CH.04	Building Line & Setbacks
	CH.05	Integrating the Landscape

Guidance	Code	When to use
Housing & New Development	HO.01	Gateway
	HO.02	Edge
	HO.03	Density Transition
	HO.04	Borders & Enclosures
	HO.05	Boundary Treatments
	HO.06	Spatial Arrangements
	HO.07	Infill
	HO.08	Form, Scale & Massing
	HO.09	Building Height & Roof Profile
	HO.10	Architectural Details
	HO.11	Design for Extra Needs

Guidance	Code	When to use
Community	SC.01	Community Facilities
	SC.02	People Friendly & Sociable
	SC.03	Social Interaction & Play
	SC.04	Secure & Friendly
Sustainability & Environment	SU.01	Aspect & Orientation
	SU.02	Features in Dwellings
	SU.03	Fabric First
	SU.04	Water Management
	SU.05	Permeable Paving
	SU.06	Wildlife Friendly
	SU.07	Green Corridors

05
CHARACTER ASSESSMENT

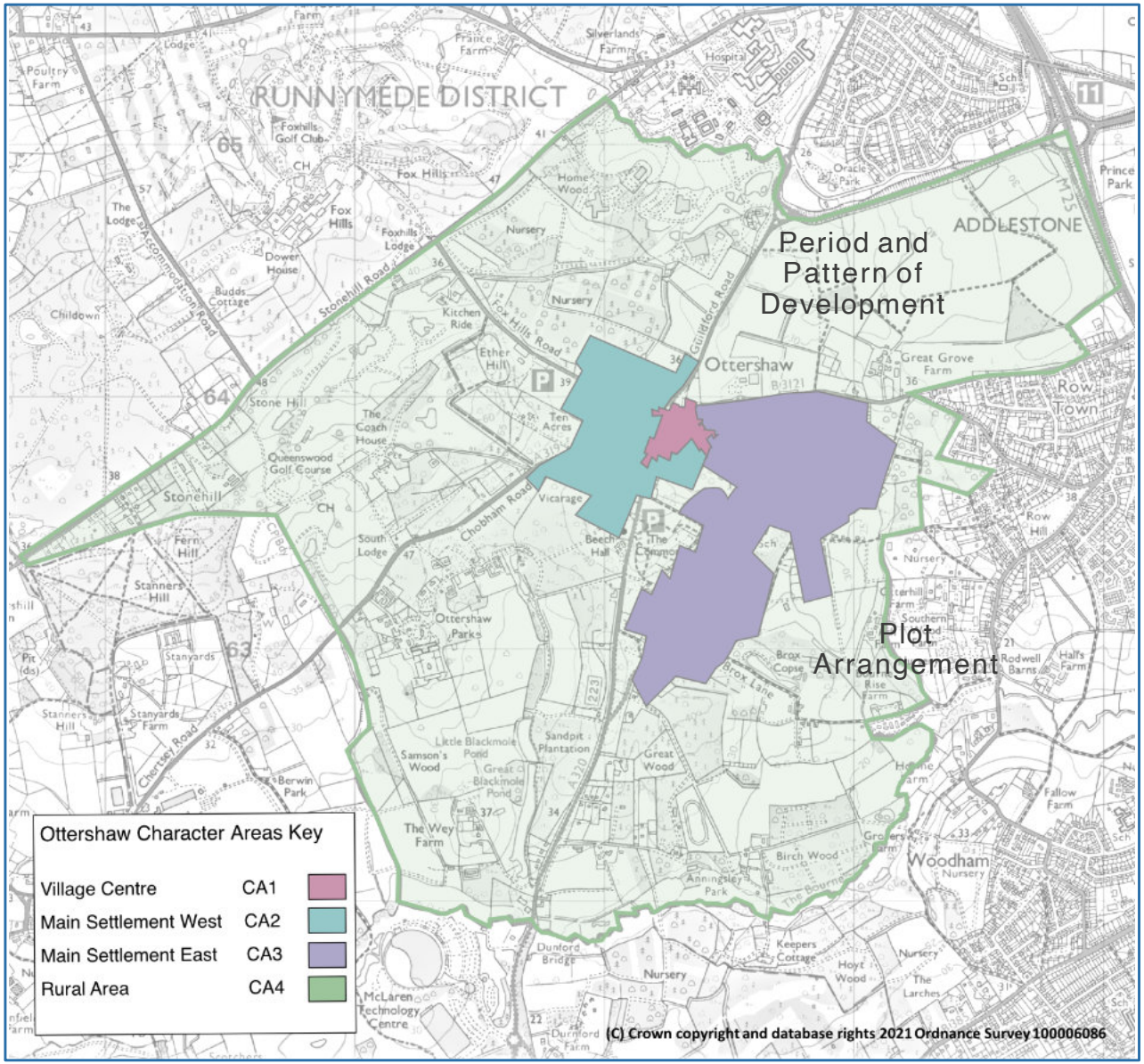


Fig.6 Character Areas map

Introduction

Following on from the analysis set out below, this part of the report focuses on the different 'Character Areas' within Ottershaw. These different areas are characterised by (among other things) variations in land use, pattern of development, building line/ plot arrangement, boundary treatment, heights and rooflines and the treatment of the public realm.

Defining the Character Areas

While some of the Character Areas are clearly defined and have very fixed boundaries, there is often overlap and an element of mixing; future developments need to take this into account in any design proposal.

There are four identified areas within the village, which are listed on FigureXX. The Runnymede SPD defines broad 'strategic areas' within the Borough in Appendix 2 (Character types and guidance).

The Guide states that each settlement within the Borough has its own "distinctive elements of character", which are influenced by their heritage. Local character varies at a more detailed level within these categories, which is something that this Design Guide will address in more detail for Ottershaw.

Ottershaw is defined as falling within two main 'strategic areas' within the SPD:

Formal suburban (town)', and 'Formal suburban (landscape). This more local guidance adds some nuance by dividing the built up area of the village into three character areas, with a fourth for the open areas around.

CA1 - Village Centre

Fig.7 Village centre map

Land Use	A mix of residential and village centre shops, with food and drink outlets,village hall, petrol stations/garage, post office and social club.
Period and Pattern of Development	Largely late C19/Early C20, with some pockets of mid C20 commercial development. Largely linear pattern of development, running along Brox Road and Guildford Road. Historic sight lines towards the Old Forge and Dairy are perceptible from the Village Centre and should be retained. These promote cohesion between different parts of the village and help to reduce the perception of severance by the A320.
Plot Arrangement	Mostly narrow but generous plots, with deep back gardens. Medium sized front gardens set back from the road, with many having space for private parking, limiting the amounts of cars on the road. Purpose built flats to the rear of the main area with separate garage space.
Boundary Treatment	Mixed, but generally open, with low boundary walls, hedges and metal railings.
Heights, massing and roofline	While there is a mix of different styles of buildings depending on the century they are built in, heights do not surpass 2 storeys with the exception of 3 storey Moat Court in Shaw Close. Massing varies quite a bit, which results in a lack of continuity in the streetscape. The majority of the buildings are built with pitched and hipped roofs, other than some of the village centre shops, which feature a single pitched roofline, along with the flats on Shaw Close.
Public Realm	Both sides of Brox Road have footpaths, creating a safe pedestrian environment. Street trees are limited, with small groups on Shaw Close and a backdrop from Chaworth Copse. Servicing the village-centre shops places pressure on the public realm due to a lack of coordinated design. Retail servicing is further hindered by limited retail units (some serving multiple functions), insufficient supporting facilities (e.g. public conveniences, baby-changing, on-street parking), and inconsistent street furniture such as bus stop locations. Guildford, Murray, Chobham and Foxhill Roads form a wooded gateway into the village centre, and the west side of Brox Road benefits from a generous retail frontage.

F.8


F.9

Fig.8 The village centre,Brox Road (East side)

Fig.9 Murray House, a Grade II listed facade Murray Road

Fig.10 Brox Road at the southern end of the village centre

Fig.11 Trident car dealership (The Old Forge),Guildford Road

Fig.12 Estate Agents, Foxhills Road (The Old Dairy locally listed building)


F.10

F.11


F.12

CA2 - Main Settlement West

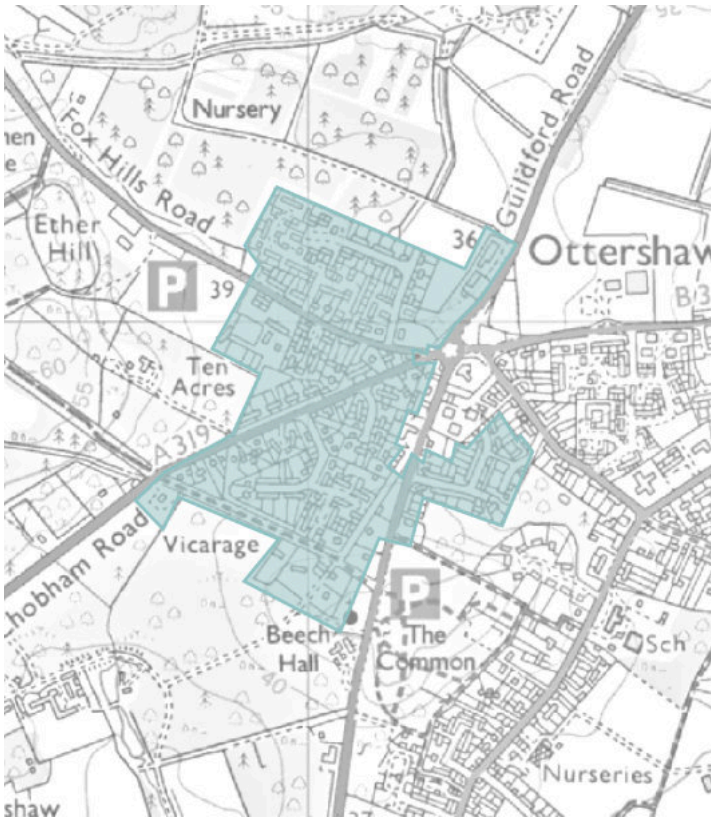


Fig.13 Map of Main Settlement West

Land Use	Mainly residential.
Period and Pattern of Development	Predominantly post war development with pockets of early C20 development to the north side of Chobham Road. However, most of the area to the north of Foxhills Road is late C20 apart from Tringham Close. There is a mix of patterns with the main arteral roads having a linear pattern and the development in between taking much of a typical estate layout withcul-de-sacs and curved streets
Plot Arrangement	Mostly generous plots, with deep back gardens. Wide variety in front garden size and treatment, given the mixed pattern of development / building line.
Boundary Treatment	Mixed, with low brick walls along main roads and fencing, railings and landscaping used to define some sense of enclosure elsewhere. Pockets of no boundary treatment throughout.
Heights, massing and roofline	Heights vary from 1-2 storeys, with single storey dwellings being located at either end and to the rear of Chobham Road. Massing varies across the area resulting in a lack of continuity in the streetscape. Rooflines are mixed – with mainly pitched and hipped roofs.
Public Realm	Traffic flows are a major issue, given the status of these A roads. Footpaths are provided on both sides of Chobham Road (to the full extent of the residential area), Foxhills and Guildford Roads, which provides a safe environment for pedestrians. The woodland of Ether Hill and opposite and the wooded approaches on Foxhills Road provide attractive gateways into the village, together with street trees along the northern edge of Chobham Road. The wooded backdrop of Ether Hill and Queenwood SANGs is evident from both Chobham and Foxhills Roads.


F.14


F.15


F.16


F.17


F.18

Fig.14 Low density bungalow and use of bargeboards as roof detailing on Simons Close

Fig.15 Use of red brick on facade and clay tile on roof on Chobham Road

Fig.16 A semi-detached house with hung tile and gabled roof

Fig.17 An example of an area of post war development which was previously council houses of similar plain style and form with open frontage using the normal style of bricks for this type of development

Fig.18 Red clay roof tiles red brick and casement window,Wilson Drive

CA3- Main Settlement East

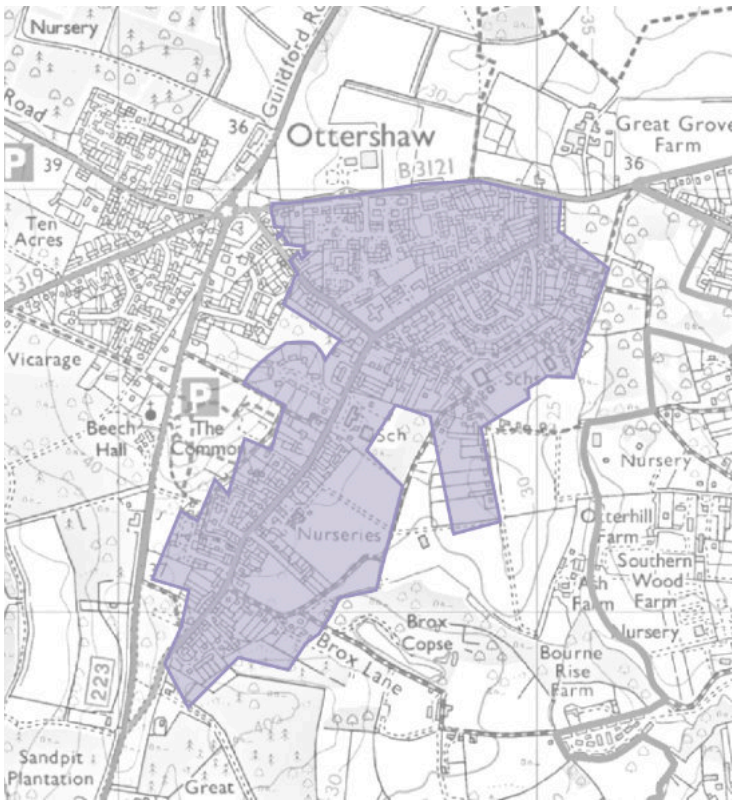


Fig.19 Map of Main Settlement East

Land Use	Predominately residential with a public house, 3 education establishments, GP Surgery, and a Plant nursery. 3 other specialist care support facilities. A 53 unit elderly care facility is planned. A small amount of brownfield sites support haulage and other commercial uses.
Period and pattern of Development	The Brox Road and Bousley Rise areas feature development that is largely late C19/Early C20. In the northern part of the SA much of the development is inter-war with some later 20th century housing. There is a mix of linear development and Cul de-sac layout throughout, with patterns.
Building Line/ Plot Arrangement	In the Brox Road area there are mostly narrow but generous plots, with extremely deep back gardens and generous front gardens with long driveways. Properties along Bousley Rise are mostly narrow but generous plots also with deep back gardens. Set backs are generally variable within each road. Remainder of the area has generally medium sized front gardens with many having space for private parking, limiting the amounts of cars on the road. The newer developments around Palmer Crescent and Fletcher Road have a more regular pattern with uniform design, smaller frontages and rear gardens.
Boundary Treatment	Mixed, however the low treatments generally found throughout the area lead to an open feel.
Heights, massing and roofline	Generally 2 storeys with some 2.5 storey in the areas of Slade Road and Clarendon Gate. However, the planned care facility will be 4 storeys. Massing varies quite a bit, depending on the age of dwelling. Rooflines are pitched and hipped throughout. The planned care facility is flat roofed.
Public Realm	Footpaths are on either side of most main streets, but there is a lack of onward footpath connectivity overall, particularly in the cul-de-sac areas which often have no dedicated footpath. There is a small park with play area to the south of Palmer Crescent. The northern, eastern and southern edges of the area are fringed by. a mixture of woodland and open pasture. There are Suitable Accessible Natural Green Space (SANG) areas surrounding and connecting parts of the area, further helping create a rural character to this part of Ottershaw.


F.20


F.21

Fig.20 Two storey houses with mix of hung tiles and painted brick

Fig.21 Modern detached houses, Brox Road

Fig.22 The Castle Inn on Brox Road

Fig.23 Slade Road houses

Fig.24 Slade Road Mid 20thC council house development.

F.22

F.23


F.24

CA4 - Rural Area

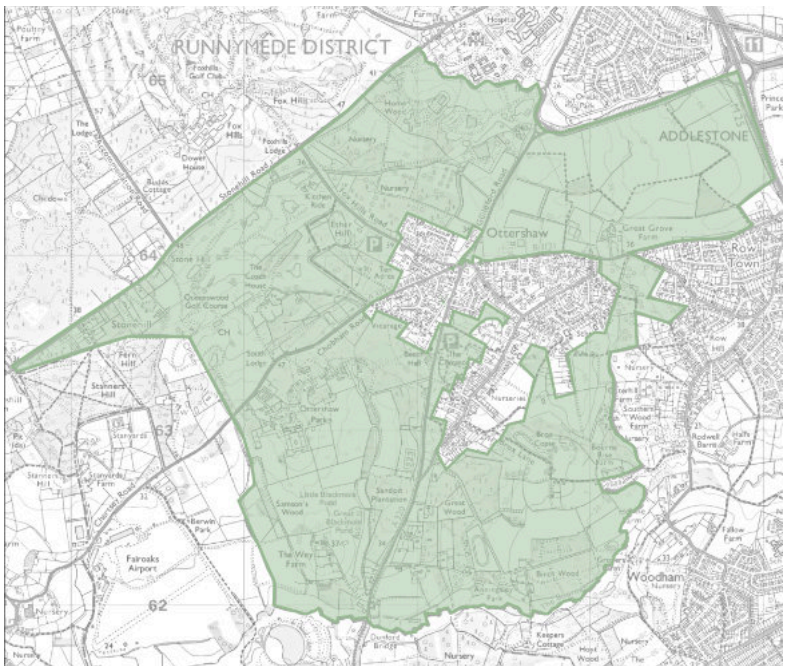


Fig.25 Map of Rural Area

Land Use	Predominately green belt comprising open farmland, managed green space (SANG/Golf course) and tree nursery.
Period and pattern of Development	Sporadic patches of historical development based around farms and manorial estates dating back to the 18thC with recent expansions of farm areas to support commercial activities. Increasing numbers of pockets of recently established and unapproved GT&S sites embedded in the green belt focusing on Stonehill and Chobham Roads. One private residential estate (Ottershaw Park) including a manor house , other historical buildings and a variety of other residential dwellings on large and varied plots.
Building Line/Plot Arrangement	Predominately large plots with varied setbacks and proportions. Many properties not visible from main roads with gated entrance drive access.
Boundary Treatment	Predominately open fences and hedgerows. Many GT&S sites an exception with close board fencing.
Heights, massing and roofline	A mix of one and two storey buildings with varied rooflines with the exception of Ottershaw Park, Queenwood House and Botleys Mansion (3 storeys).
Public Realm	Predominately roads without footways. Bus routes along Guildford and Murray Roads. Footpaths covering the area truncated by the Guildford Road, St Peter's Way and private estates restricting active travel and outward connectivity. Street trees are unprotected, mature largely veteran or ancient oaks interspersed with mature, species rich hedgerows. Large parts of the area is protected accessible SANG (Broxborough Park, Hare Hill, Timber Hill, Ether Hill, Queenwood, Chaworth Copse, Homewood Park).

06
DESIGN CODES

EC.01.Retail,Commercial, & Village Centre Development

Shopfronts are a prominent part of Ottershaw's village centre and contribute significantly to its character, vibrancy and distinctiveness. Poorly designed or cluttered shopfronts can undermine the quality of the street, while well-designed ones strengthen local identity and sense of place.

Design principles

Reflect the Building
- Shopfronts must respect the proportion, form and scale of the host building.
- Avoid oversized frontages or signage that obscure or overwhelm historic architecture.
- Ensure shopfronts align coherently with the building's upper floors and detailing.

Reflect the Street and Historic Styles
- Integrate new shopfronts with the established streetscape, respecting the overall character of the settlement.
- Respond to established scale, rhythm and proportion.
- Use materials that are sympathetic to Ottershaw's historic and suburban setting.

De-clutter
- Avoid unnecessary signage, stickers, plastic foliage or applied decorations that create clutter.
- Conceal or relocate mechanical equipment (e.g. AC units, shutter boxes, wires) away from the public frontage.
- In the case of corporate brands, those should be sensitive to the existing context, size, scale, use materials and textures from the local vernacular of the Area.

Structure and Form
- Provide a clear architectural frame using fascia boards, cornices, pilasters and stall risers.
- Avoid large areas of unbroken glazing.
- Ensure proportions of frames and display windows are balanced and well considered.
- Avoid inappropriate modern profiles or shapes that disrupt the street character.

Materials
- Use timber as the most appropriate material for fascias, frames and detailing in keeping with local style.
- Avoid plastics, laminates or other materials that appear out of character.

Signage
- Keep signage within the fascia board, respecting established proportions.
- Avoid large box signs or additional flat boards.
- Painted or applied individual letters are preferred.
- Do not place signage on upper floors.
- Hanging signs should be modest in scale, mounted on slender, well-designed brackets, and avoid dominating the pavement.
- In the case of corporate brands, those should be sensitive to the existing context, size, scale, use materials and textures from the local vernacular of the area;

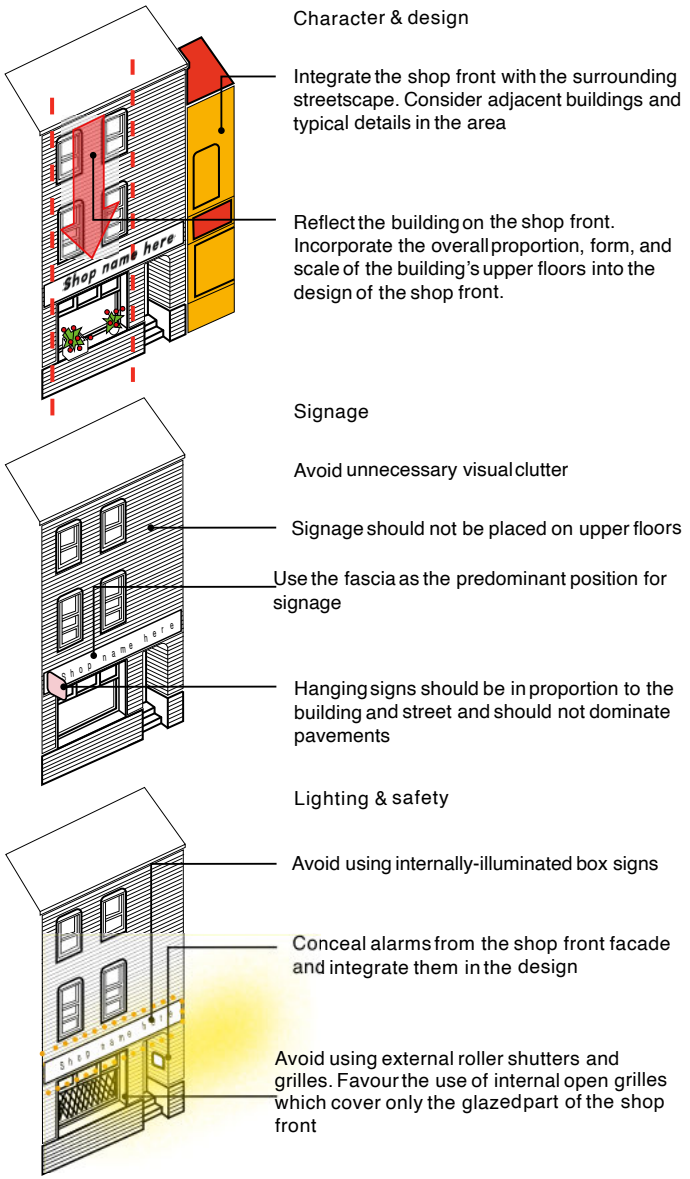


Fig.26 Shop front examples

Lighting and Safety

- Avoid internally illuminated box signs or visually intrusive light fittings.
- Use subtle external lighting to highlight signage without overwhelming it.
- Favour internal open grilles for security, covering only glazed areas; avoid external roller shutters.
- Alarm boxes should be integrated discreetly within the design or located to building sides, not the main façade.
- Avoid using visually distinct sources of illumination that result in disproportionate signage, such as internally-illuminated box signs.
- Avoid using external roller shutters and grilles. Favour the use of internal open grilles which cover only the glazed part of the shop front.

Fig.27 Retail and commercial design principles

EC 02 - EMPLOYMENT SPACES

Currently Ottershaw has one large industrial/ commercial/business hub at Hillswood Business Park. With the expansion of the village, there may be a need to increase space for a further commercial hub or trading estate. This would be envisaged to be off a major route at the outskirts of the village. The planning for any new trading estate should follow the vision for Ottershaw and be of high quality, well landscaped and accessible using high quality sustainable materials and add to the appeal of the village.

Design principles

Frontages and Thresholds

- Buildings and boundaries fronting streets must be set back 2–6m from the plot edge, creating a paved, publicly accessible threshold.
- Service yards and car parking must be located to the side or rear of buildings, avoiding large expanses of hardstanding along the frontage.
- Perimeter boundaries should be softened and integrated with landscape planting.

Landscape and Planting

- Street trees must be provided along highways and site edges, using a mix of species to enhance character, (native where possible) biodiversity and wildlife corridors.
- At least 30% of the development area must be landscaped/waterscaped with tree and shrub planting, preferably including hedgerows to break up plots.
- Landscaping should feel organic and informal, not overly manicured. Tree and shrub groups should frame entrances and pedestrian areas, while screening blank walls, parking and service yards.
- Special emphasis should be given to park entrances, corners and fixed-view sites, where landscaping and building design must create attractive focal points.

Building Design and Grouping

- Buildings must not be designed or sited in isolation, but as part of coherent groups with a shared scale, orientation and proportion.
- Building design should reflect the structure's use but avoid appearing stark or utilitarian.
- Site layouts should respond to the natural landscape and incorporate existing features. Landscaping should unify adjacent plots and help screen back-lot activities.
- Pedestrian and cycleways should be included that link to the existing network
- Drainage and retention ponds should be landscaped and add to the green and blue infrastructure

Parking and Servicing

- Parking and rear access should be shared entry between occupiers to minimise land take.
- Expansive parking areas along street frontages are discouraged.
- Parking must be broken into smaller landscaped bays, with visitor parking near building entrances and larger employee/ service areas screened to the rear.
- All parking areas must incorporate tree and shrub planting to soften their visual impact.

Fig.28 Hillswood 2000 campus design responds to the context of a rural area and achieves a balance between delivering high density business space and supporting green infrastructure and human wellbeing

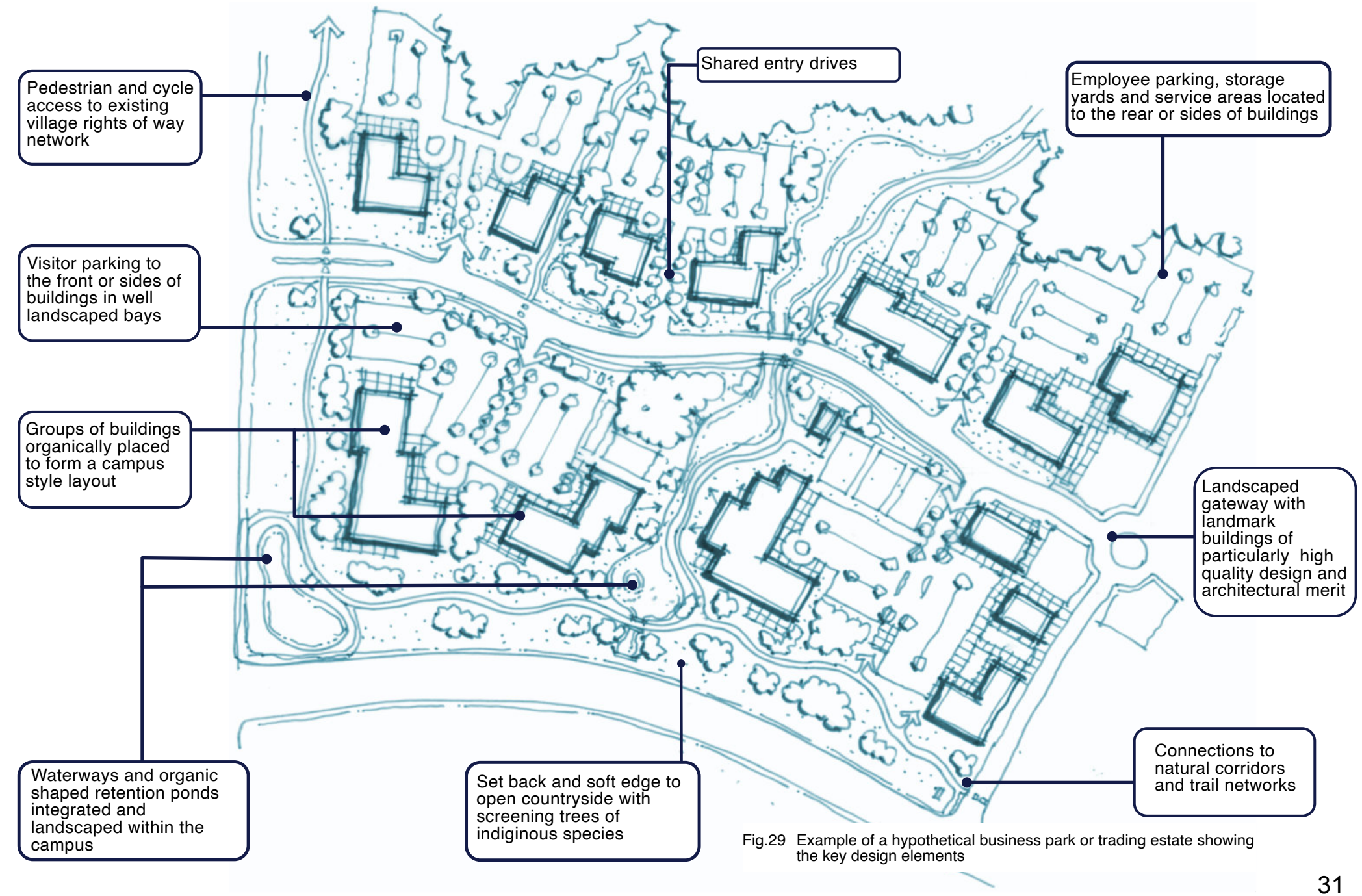


Fig.29 Example of a hypothetical business park or trading estate showing the key design elements

CO 01 SUSTAINABLE TRAVEL

New development in Ottershaw must support the concept of the 20-minute neighbourhood, as defined by the Town and Country Planning Association (TCPA). This is a place where most people's daily needs can be met within a short walk or cycle from home. The TCPA guidance defines 20 minutes as the maximum time people are generally willing to walk to meet daily needs — equivalent to an 800m round trip (10 minutes each way).

This ambition should be achieved by providing a well-connected network of pathways and high quality cycle routes that link directly into existing pedestrian and cycle infrastructure, local amenities, and green spaces. Streets must be designed as shared spaces that prioritise people and active modes of travel over private vehicle use.

Design Principles

Linking Networks

- New development must provide new clearly defined cycleways and pavements, footpaths that link seamlessly into existing networks.
- Routes from homes to local amenities must support the 20-minute neighbourhood principle (daily needs within 800m by foot or cycle).
- New pavements and footpath links must be connected with the existing walking network, giving priority to pedestrians and encouraging active travel over car use.

Permeability and Choice

- Streets and footpaths must be laid out in a permeable pattern, offering multiple connections and route choices, particularly on foot.
- Cul-de-sacs should be short and always provide onward pedestrian/cycle links.
- Existing streets should be retrofitted where possible to improve permeability and discourage speeding.

Active and Sustainable Modes

- Internal trips must prioritise safe walking, cycling, scooting and wheelchair use.
- External trips should be supported by high-quality public transport, car clubs and shared mobility services.
- Vehicle access and parking must be carefully managed so that cars do not dominate streets or compromise pedestrian and cycle priority.

CO 02 CONNECTING SAFELY

Ottershaw benefits from a network of Public Rights of Way (PROWs) that connect destinations such as Ottershaw Common and Brox Copse, supporting active travel and community wellbeing. However, severance caused by major roads — particularly the A320 (Guildford Road) — and cul-de-sac layouts limit direct pedestrian connections. Traffic congestion, speed and volume are ongoing concerns, particularly for children, older people and those with limited mobility.

Design Principles

Street layout:
- New development must deliver connected street networks that support walking and cycling. Cul-de-sacs should be avoided unless clearly justified, and must include pedestrian/cycle through-routes.
- New development should provide multiple access points into existing transport infrastructure

Desire lines:
- Pedestrian and cycle routes should follow natural desire lines (the shortest or more preferred route people would choose to take), linking directly to PROWs, bridleways and key open spaces.

Crossings:
Safe and accessible crossings are required on key roads, particularly:
- A320 (Guildford Road) — linking PROW across Timber Hill to Cross Lane/Christ Church.
- A320 Guildford Road. At the junction of Brox Road for access to footway and NCN223.
- A319 (Chobham Road) — at the Cross Lane footpath/bridleway to Ether Hill and Memorial Fields.
- B3121 (Murray Road) — linking the southern pavement to the northern footpath.

Traffic calming and street design:
- Use kerb build-outs, raised junction tables, tighter radii, reduced carriageway widths, and surface changes to lower speeds.
- Prioritise design-led calming rather than excessive signage or road markings.
- Minimise street clutter — bollards, signage and furniture should be kept to a minimum and integrated consistently.

Inclusive design:
- All crossings and routes must be accessible for wheelchair users, mobility scooters and pushchairs. On low-traffic streets, shared surface crossings may be appropriate if pedestrian priority is clear.

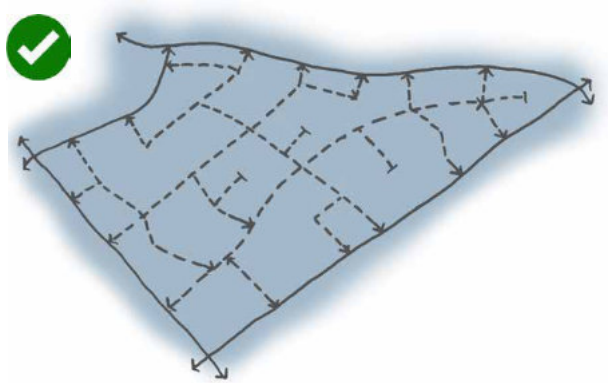


Fig.30 A connected layout,with some cul-de-sacs, balances sustainability and security aims in a walkable neighbourhood.

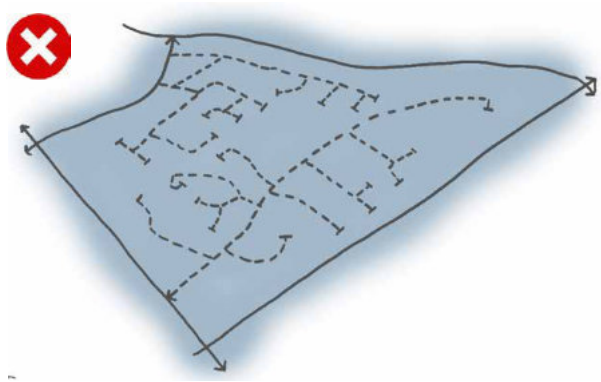


Fig.31 A layout dominated by cul-de-sacs encourages reliance on the car for even local journeys

CO 03 STREET TYPOLOGIES

A clear hierarchy of streets is essential for legibility and safety. Each type of street has a role, from the main access street acting as the settlement spine, through to smaller connecting streets, cul-de-sacs, and edge streets at the transition to countryside. Streets must be designed at a human scale, prioritising people over vehicles, and must integrate landscape to reinforce Ottershaw's leafy character.

Design Principles

Main Access Streets
- Provide the primary connection to the wider settlement.
- Prioritise walking, cycling, e-bikes and wheelchairs over vehicle movement.
- Integrate green features and landmark buildings to aid wayfinding.

Residential/Connecting Streets
- Branch from the main street with staggered junctions to calm traffic.
- Provide variety in layout and avoid repetitive forms.
- Cul-de-sacs, if used, must incorporate overlooked pedestrian/cycle through-routes.

Cul-de-Sacs
- Limited to a maximum of 20 dwellings.
- Must include safe, overlooked turning heads and pedestrian/cycle connections.
- Edge-facing cul-de-sacs should use side-on dwellings or landscape buffers, not exposed rear gardens.

Edge Streets
- Form the transition to countryside or open land.
- Present positive frontages to the landscape and provide surveillance of public routes.
- Include landscape buffers with native planting.
- Maintain low densities and curving alignments to respect rural character and long views.
- Use low-level, dark-sky-friendly lighting.

CO 04 LIGHTING

Lighting has an important role in shaping the character and safety of streets and public spaces. In Ottershaw, it must balance public safety and amenity with the need to protect the dark skies of the surrounding countryside, which benefit both people and wildlife. Poorly designed lighting can erode village character, cause intrusive light pollution, and harm biodiversity.

Design Principles:

Dark Skies Protection
- Development must minimise impact on dark skies and avoid unnecessary light spill into the countryside or sensitive habitats.
- Lighting schemes must be designed to prevent unacceptable levels of light pollution.

Location and Sensitivity
- Lighting in public open spaces, nature conservation areas and wildlife habitats must be subject to careful consideration at the design stage.
- In sensitive locations, alternatives such as timed, motion-activated, or low-level lighting may be more appropriate.

Scale and Form
- Street lighting should be pedestrian-scale, using lamp posts of a modest height (typically 3–4m) rather than taller highway-scale columns.
- Shorter posts with uniform, lower-level illumination are encouraged to create a human-scale environment

Lighting Design
- All lighting should be downward-facing, shielded, low-glare and energy-efficient.
- Minimise light spill onto private property, the wider landscape, or the night sky.
- Consider the use of warm-colour lighting (e.g. <3000K) which is less disruptive to wildlife and more sympathetic to the rural character.

Fig.33 Example of smart LED solar powered street lamp Cornwall

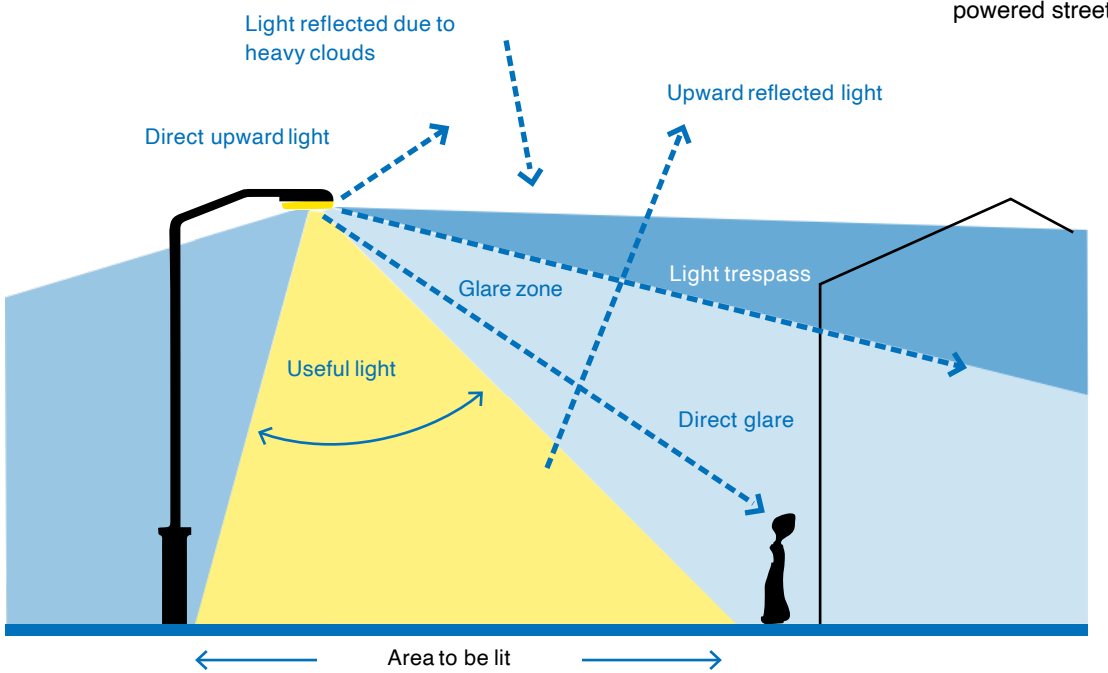


Fig.32 Diagram to illustrate the different components of light pollution and what 'good' lighting means

CO 05 WELL DESIGNED VEHICLE PARKING

Car ownership levels in Ottershaw are relatively high, reflecting its semi-rural location and limited access to public transport. However, parking design has a major influence on the appearance, safety, and character of streets and neighbourhoods. Poorly planned parking—particularly large areas of hardstanding or front-dominated driveways—can erode the village's leafy quality, harm biodiversity, and detract from the public realm.
Future development must therefore balance the need for convenient, secure parking with the wider design objectives of placemaking, landscape character and sustainability.
Parking should be integrated into the layout and streetscape rather than visually dominating it.
Parking design should also contribute to climate resilience and environmental performance through permeable surfacing, tree planting, and green infrastructure.
Smaller, well-landscaped parking clusters that are overlooked by active rooms enhance safety and reinforce a sense of community.
The aim is to ensure parking supports rather than defines the character of Ottershaw's neighbourhoods — allowing streets to remain green, attractive, and people-focused.

Design Principles

Residents Parking

- Residents' spaces may be located on or near the frontage, but in such a way as not to dominate the street scene – placed sideways-on to the frontage or down a side-way between houses.
- On plot parking can be either in garages or car ports and/or on the driveway.
- If parking is proposed on the driveway, it is preferable to place it at the side of the building.
- Driveway parking at the front of the building will only be allowed if it is combined with high quality and well designed soft landscaping.
- Residents' spaces may also be located at the rear of houses, approached between the houses or from a separate road or drive.
- For apartment block parking, rear parking could be accessed through a carriage arch under the building. In the latter case, care should be taken that parking courts are overlooked by active rooms for surveillance. Active rooms do not include bedrooms or corridors.
- Parking courts and parking bays within developments should be small in scale. Parking bays should be limited to 4 spaces which should then be broken up by landscaped gaps with planting to include small trees and/or significant shrubs at 1m high.
- Where garages are to be counted as parking spaces, the minimum internal dimensions should be 7x3M to include space for cycle storage.
- For car ports and parking bays a minimum of 2.9x5.5M will be supported. Space for trades' vehicles should be provided on site with bay sizes of 7.5x3.5M which make up a minimum of

Fig.34 Demonstrates housing with bays separated by trees and shrubs. Horsted Park, Kent.

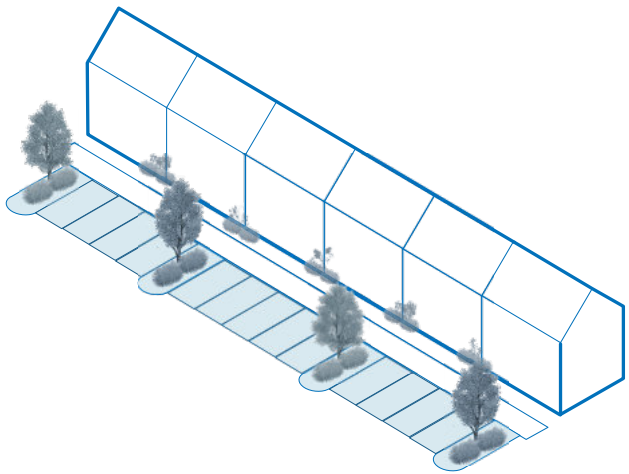


Fig.35 Illustres how typical parking bays should look broken up with landscaped gaps to include shrubbery and trees

10% of the unallocated visitor spaces. Alternatively 2 visitor spaces could be assigned flexibly.

On-plot side or front parking

- Parking provided on driveways directly in front of dwellings should be restricted due to the visual impact that cars haveon the street.
- Front gardens should be a minimum depth of 6m to allow movement around parked vehicles and also be well screened with hedgerows when providing parking space to the front of a dwelling.
- Parking being provided on a driveway to the side of a dwelling should be of sufficient length (5m minimum) so that a car can park behind the frontage line of the dwelling. This will reduce the visual impact that cars will have on the street scene. See fig 80
- When parking is provided to the side of a dwelling a minimum front garden depth of 3m should be provided.

Garage parking

- For houses with a single garage, it must be assumed that this will be used mainly for storage and so driveway parking for 2 cars should be provided.
- Where a double garage is provided a minimum of one driveway space should be provided

Parking courtyard

This parking arrangement can be appropriate for a wide range of uses. It is especially suitable for terraces fronting busier roads where it is

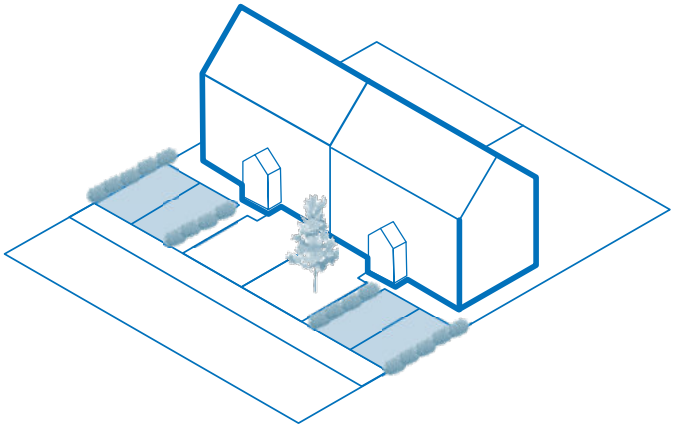


Fig.37 Illustrative diagram showing an indicative layout of on-plot front parking

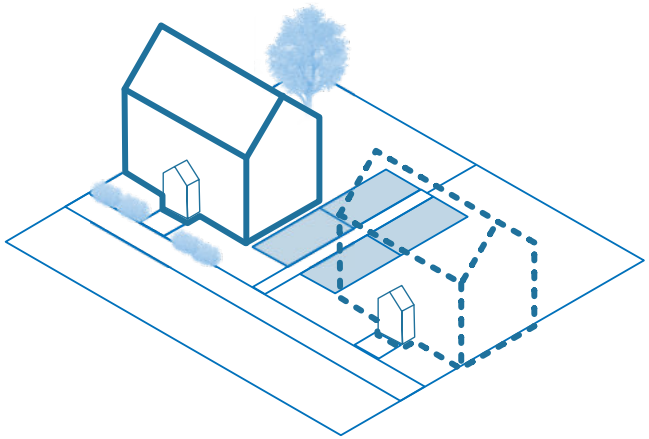


Fig.36 Illustrative diagram showing an indicative layout of on-plot side parking

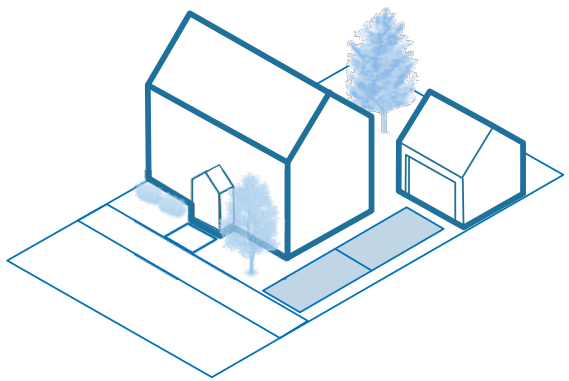


Fig.38 Illustrative diagram showing an indicative layout of on-plot garage parking

impossible to provide direct access to individual parking spaces or at the rear of apartment buildings.

- Parking courts within developments should be small in scale and not located at the rear of back gardens
- Parking courtyards should benefit from natural surveillance.
- Parking courtyards should complement the public realm by using high-quality design and materials for hard and soft landscaping
- Parking bays must be arranged into clusters with groups of 4 spaces as a maximum.
- Parking bay clusters should be interspersed with trees and soft landscaping to provide shade, visual interest and to reduce both heat island effects and impervious surface areas.

Visitor parking

- Where minimal on plot parking is provided, for instance a garage is counted within the parking allocation, it should be anticipated that some residents will regularly use visitor spaces for a second vehicle.
- On plot tandem parking design also encourages the second vehicle to be parked in unallocated spaces to avoid blocking in of the first vehicle. Therefore for Ottershaw which is fairly car dependent generous visitor parking should be provided.
- Visitors' spaces for communal use may be provided by widening the road, with bays parallel or at right angles to the kerb, or spare provision can be made with courtyards where space allows.
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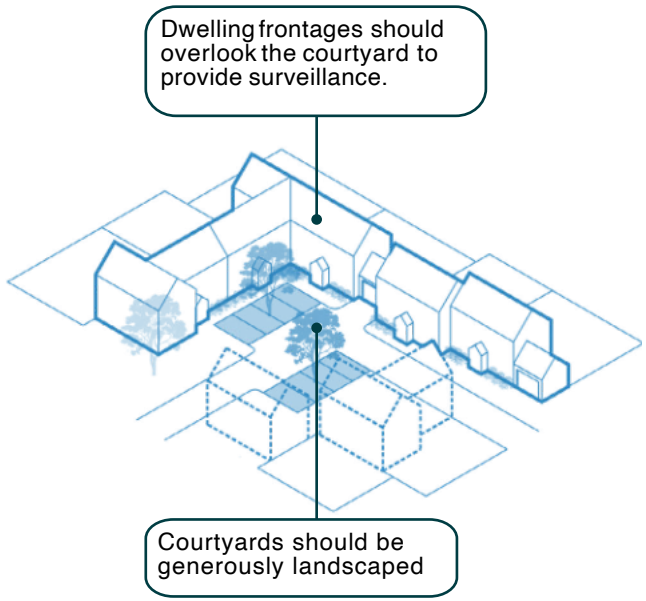


Fig.39 Illustrative diagram showing an indicative layout of parking courtyards

Cycle Storage

- All new dwellings must incorporate provision for secure and convenient storage of cycles and e-bikes.
- Each dwelling must provide space for a minimum of two bicycles, either within an internal garage with sufficient dedicated storage space, or in a purpose-built, secure external storage structure located outside the main living area.
- Apartment buildings must provide storage for a minimum of two cycles/e-bikes per unit, located either within the building or in an external dedicated facility.
- Communal cycle storage blocks are acceptable, provided they meet all requirements below.
  - Secure and lockable,
  - Equipped with power and lighting, suitable for e-bike charging and safe access.
  - Positioned away from the primary street frontage to minimise visual impact on the streetscape.
  - Designed to complement the character of the development, using materials and colours that blend with the surrounding built environment.

Fig.40 Residents parking court - Poundbury, Dorchester

CH. 01 CHARACTER FOUNDATIONS

Ottershaw is a leafy suburban village with a diverse and eclectic mix of building styles and periods. The built form ranges from 18th-century cottages and Victorian houses, through Arts & Crafts dwellings and mid-20th-century suburban homes, to more recent infill. This variety is unified by the landscape character, generous gardens, mature trees, hedgerows and green frontages that give Ottershaw its strong suburban and semi-rural identity.

Future development must be sympathetic to this local character and help retain the village's strong sense of place. Proposals must be considered both in their immediate context and in relation to the wider landscape and setting.

Design Principles

Identity and Setting

- Protect and enhance Ottershaw's identity: every proposal must show a clear, place-specific response.
- Set out a clear response to the character area where the development is located or adjacent.
- Respect the scale, mass and form of locally characteristic buildings. This does not mean copying past styles, though authentic pastiche is not ruled out.
- Demonstrate how access, layout, scale, appearance and landscaping respond to local character.
- Respect, conserve and enhance the setting and views of listed and notable buildings within and around the village.
- Safeguard the landscape setting by conserving important views to surrounding countryside.
- Be sympathetic to all listed and locally listed buildings within close proximity.
- Minimise visual impact upon existing dwellings in the immediate area

Responding to Local Character

- Where Ottershaw's character is strong and consistent, new development must reflect and reinforce it.
- Example: On Brox Road, a two-storey detached dwelling with a front-facing gable and local materials would reinforce the established street character.
- In streets with a more varied or neutral suburban character, development should fit in and lift the street scene. Match key cues such as scale, rhythm and setback, while allowing high-quality contemporary detailing or materials to add interest.
- Example: On Chobham Road, a semi-detached house matching scale and setback but with refined modern detailing would enhance the street.

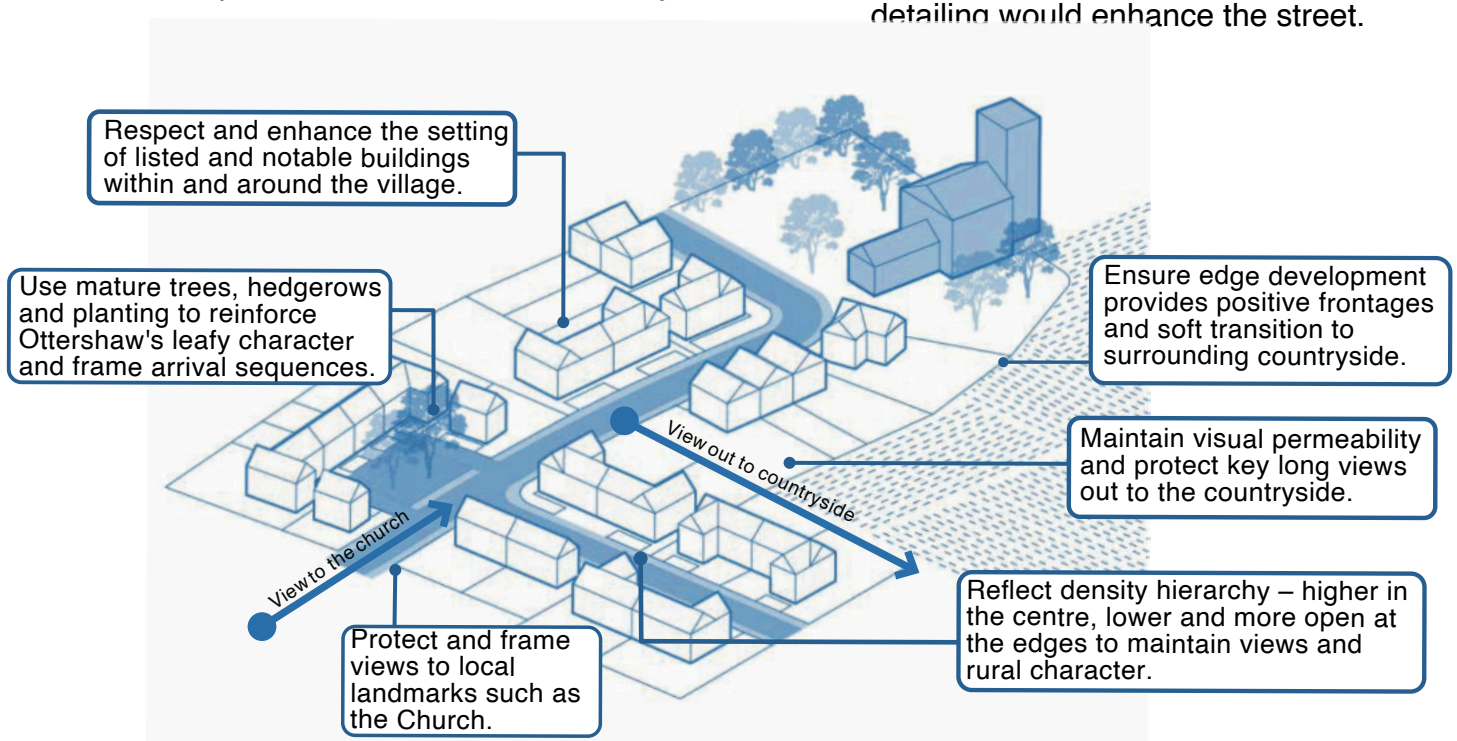


Fig.41 Design principles that maintain and enhance village character

CH 02– SETTLEMENT MORPHOLOGY

Ottershaw's settlement pattern has evolved over time, producing a variety of forms: dispersed cul-de-sacs, linear development along routes such as Brox Road, and nucleated clusters around landmarks like the Church and Miller & Carter restaurant. These patterns sit within a compact village envelope, framed by surrounding countryside and woodland.

New development must respond positively to this morphology, respecting Ottershaw's semi-rural setting while making efficient use of land.

Design Principles

Settlement Form and Structure

- Consider the village as a whole, recognising its role as a compact settlement within a rural landscape.
- Adopt positive characteristics from the character area in which development is located or adjacent to.
- Pay close attention to the orientation of blocks, streets and building groupings, ensuring they relate well to their landscape setting and surrounding built form.

Density and Hierarchy

- Reflect Ottershaw's density hierarchy:
- Higher densities in and around the village centre.
- Lower densities at the settlement edges, with softer transitions to countryside.
- Introduce regular breaks in built form to improve visual permeability and maintain a leafy character.
- Avoid abrupt or unmediated jumps in density — step changes should be managed through transitioning forms, green buffers, or planting.

Edges and Transitions

- Development on the edge of the village must gradually transition to the surrounding landscape, using low-density forms, planting, and green edges.
- Building elevations along the village edge should present positive frontages to the landscape, avoiding blank backs or service yards facing open countryside.
- Protect key views into and out of the village, ensuring new edge development reinforces rather than diminishes Ottershaw's rural setting.

Layout and Environmental Design

- Take inspiration from the best examples of local clustering, layout and massing, ensuring new proposals feel rooted in context.
- Respond to micro-climates and sun paths in the design of streets and buildings to maximise comfort, natural light, and energy efficiency.
- Incorporate generous gardens and green spaces to reflect Ottershaw's leafy character and maintain a balance between built form and landscape.

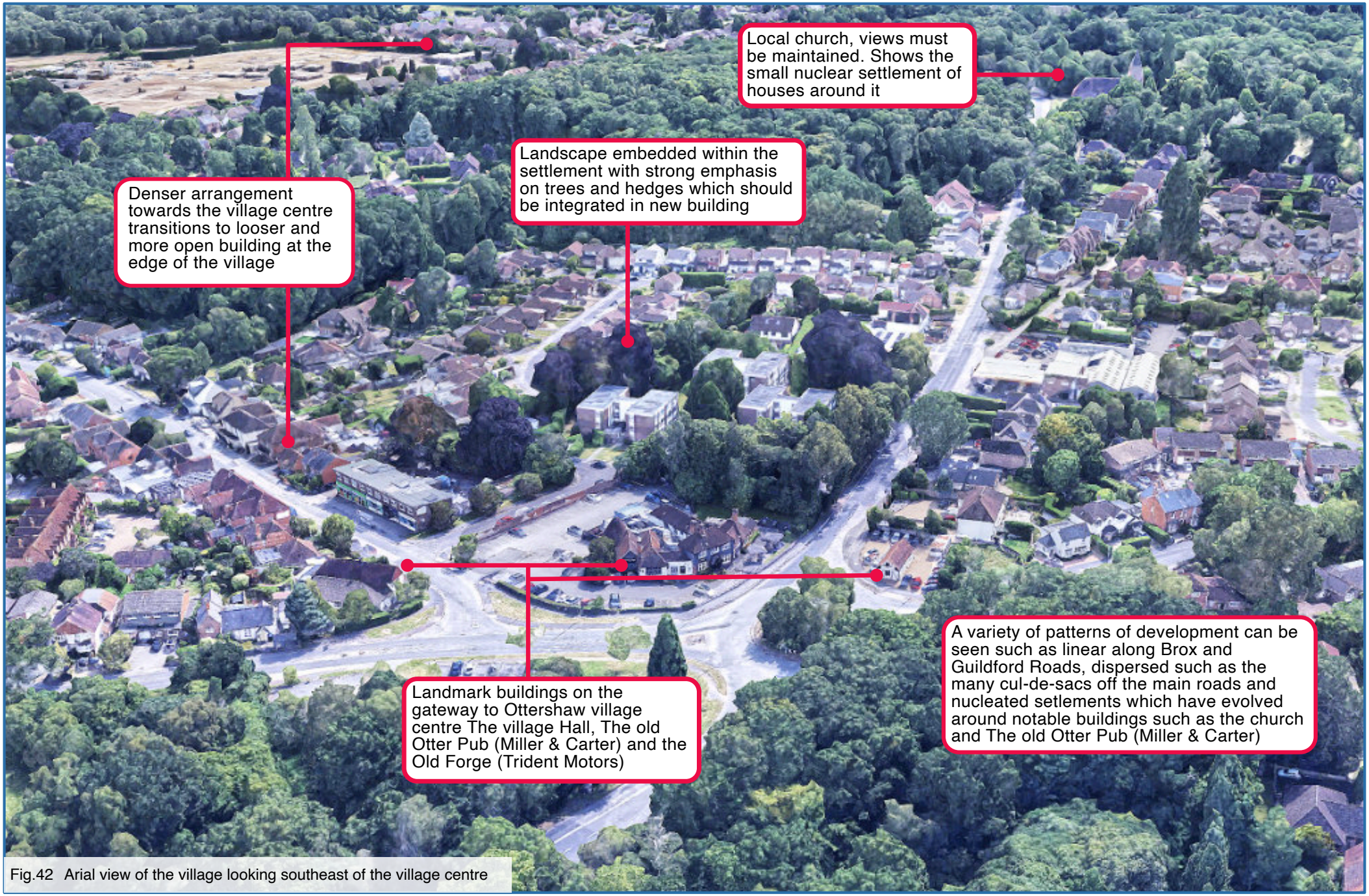


Fig.42 Arial view of the village looking southeast of the village centre

CH 03 – CREATING CHARACTER AND IDENTITY

A successful design starts with fundamentals: how a place sits in the landscape, how streets and spaces are arranged, and how buildings relate to one another. These choices determine whether a development feels memorable, distinctive, and rooted in Ottershaw.

Character is shaped by: the siting of development in the wider landscape; the layout and grain (street/space patterns, movement network, block arrangement); and the form, scale, proportions, design, materials, details, patterns and colours of buildings and landscape.

Where scale or density differs markedly from the surroundings, it may be more appropriate to create a new identity than to “scale up” existing patterns. Larger schemes can establish a variety of character areas; where existing character is weak, creating a new, positive identity can enhance the village.

Design principles

Contemporary & Distinctive Design

Some locations can accommodate innovation—particularly where character is eclectic, less coherent, or where buildings are set back and less visually prominent. Contemporary design is supported where it is purposeful, high quality and clearly rooted in Ottershaw.

Contemporary development is supported where it:

- Draws on existing vernacular elements—roof forms, material palettes, porches, gables, bay windows, boundary hedges—reinterpreted in a modern way.
- Creates new character areas in larger sites that integrate with the wider village through coherent street patterns, landscape design and materials.
- Demonstrates sustainability and energy performance innovation while remaining visually harmonious with its context.

Distinctiveness and innovation:

Non-local styles or materials can be acceptable if there is a clear design rationale, the outcome contributes to local distinctiveness, and quality is demonstrably high.
Example: On Coach Road or Slade Road, a contemporary dwelling with generous glazing could be appropriate if layout, setbacks and landscape integration respect the prevailing pattern.

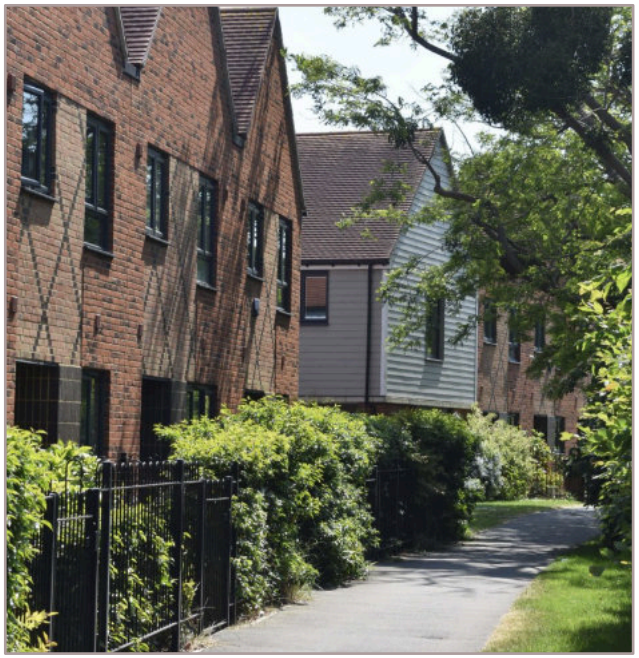


Fig.43 Example of how contemporary housing can take cues from the existing vernacular. Horstead Park, Kent

CH 04 - BUILDING LINE AND SETBACKS

The building line — how buildings sit in relation to the street — defines the rhythm, enclosure and public/private balance of a place. In Ottershaw, setbacks vary across the village, with some streets presenting a regular, formal building line, such as Fletcher Road, while others show a more informal, varied pattern responding to topography and landscape. This variety contributes to the suburban, semi-rural identity of the village and must be carefully respected in new development.

Design Principles

Respect prevailing patterns:
- Align new buildings with the established rhythm and grain of their street or character area. Where building lines are consistent, new development should continue that pattern.

Allow considered variation:
- In lower-density areas or at the settlement edge, varied setbacks may be appropriate to reflect topography, landscape setting and transitions to countryside.

Avoid abrupt breaks:
- Sudden, unjustified deviations from the prevailing building line should be avoided, as they disrupt the continuity and coherence of the street.

Design thresholds:
- Where buildings are set back, thresholds such as front gardens, forecourts and boundary treatments must be well designed and landscaped to positively contribute to the street and reinforce public/private distinction.

Reinforce green character:
- Deeper front gardens, trees and planting should be used to strengthen Ottershaw's leafy, green identity and to support biodiversity.

Screen services:
- Storage for refuse, recycling and bins must be convenient but discreet, located so as not to clutter front gardens or the streetscape.

Fig.44 Building line follow road layout with deep front and back garden

Fig.45 Varied building line on Slade Road

CH05 INTEGRATING THE LANDSCAPE

Trees, hedgerows and the wider landscape are fundamental to Ottershaw's identity. They structure streets and spaces, provide habitat and biodiversity, soften the built form, and frame the village's semi-rural character. New development must protect existing features, integrate landscape design from the outset, and deliver a measurable biodiversity net gain ideally at the site location.

Design Principles

Protect and Enhance Existing Landscape

- The landscape setting of the site must be assessed, and the design concept must respond directly to its context .
- Development adjoining open spaces or important gaps must provide a positive interface (e.g. properties facing onto spaces for natural surveillance) or a soft landscaped edge.
- Development must not negatively impact important views; long-distance countryside views from the public realm should be retained.
- The village's quiet, peaceful atmosphere should be preserved, with hedgerows and tree screening used to maintain privacy and reinforce the rural character.
- Any trees or woodland lost to development must be replaced. Schemes must deliver a minimum biodiversity net gain of 10%.
- Footpaths and rights of way should be retained and integrated within new development

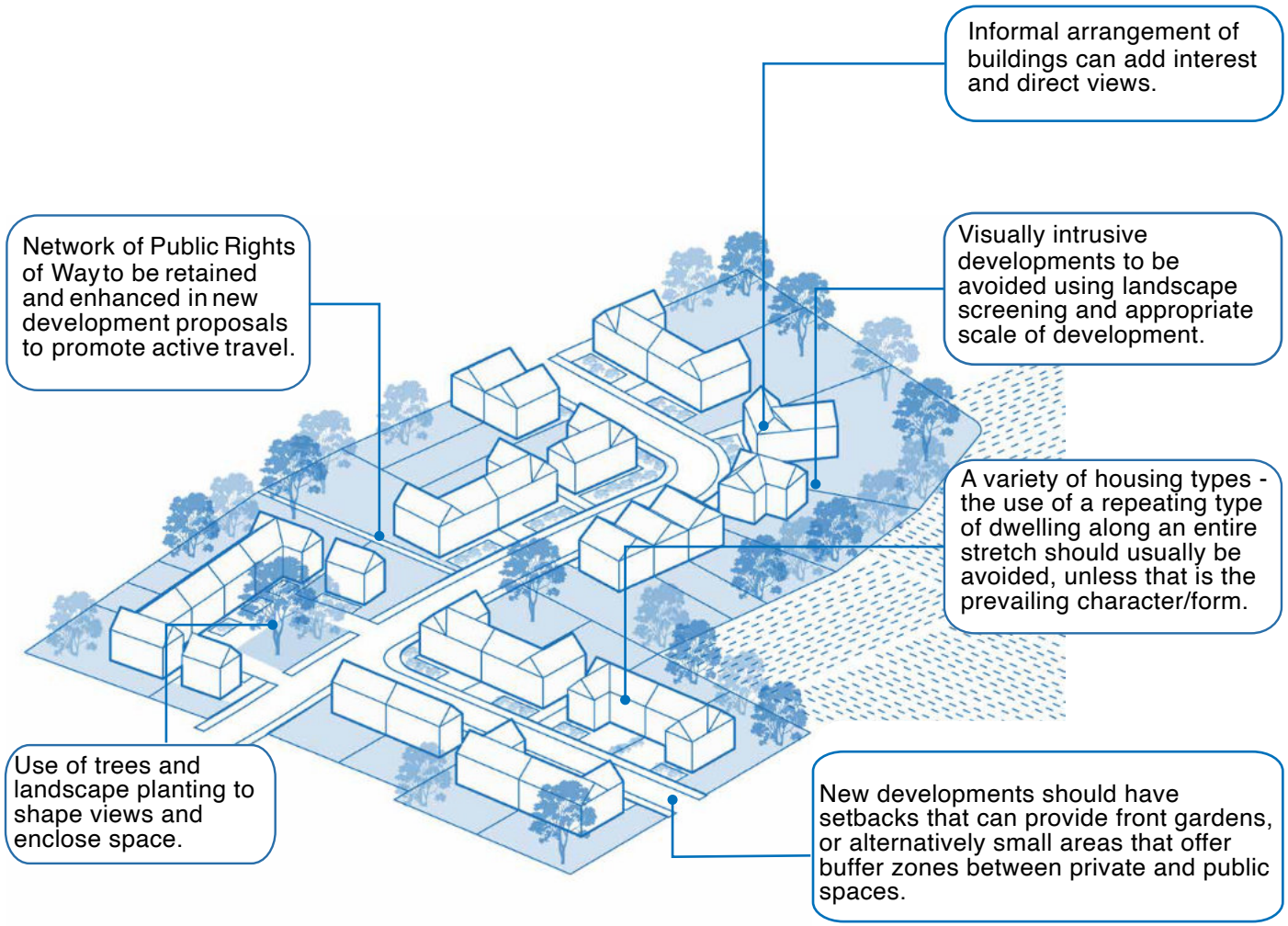


Fig.46 Diagram showing layout of buildings elements

Integrating Trees into Design

- Plan tree planting early: integrate tree pits, soil volumes and rooting zones at concept stage to avoid conflicts with above- and below-ground utilities.
- Use trees to frame vistas, mark focal points, and define movement corridors, while maintaining visibility and vehicular sight lines.
- Incorporate trees into streets, public spaces and front gardens to reinforce Ottershaw's leafy suburban character.
- Plant new street trees and retain existing mature trees.

Species, Planting and Hedgerows

- Planting must prioritise diversity and resilience over ornamental monocultures, improving habitat value, climate resilience, and seasonal variety.
- Species selection must respond to Ottershaw's microclimate and include long-term management requirements.
- Hedgerows are both traditional and ecologically valuable; retain existing hedgerows wherever possible and plant new ones to strengthen the green infrastructure network.

Green Infrastructure and Open Space

- Provide new recreational open spaces and wet areas (ponds, wetlands) within walking distance of homes.
- Link open spaces through green corridors to support both wildlife movement and pedestrian/cycle access.
- Where green infrastructure measures are not feasible, proposals must explain why and set out appropriate compensatory measures.
- Landscape schemes must integrate with the countryside, particularly to the south of the village, reinforcing the settlement's edge.

Private Gardens and Biodiversity

- Gardens should be designed with nature in mind, incorporating wildlife-friendly features such as bat boxes swift bricks, bird boxes, and hedgehog gravel boards.
- Front gardens or planted frontages, where characteristic of the area, should incorporate planting that supports biodiversity and enhances the street scene.

Fig.47 Landscape has been integrated into the design of this development in Houlton, Rugby

Relevant Guidance and Standards

1. Trees in Hard Landscapes: A Guide for Delivery (Landscape Institute)
2. Trees in the Townscape: A Guide for Decision Makers (TDAG)
3. Tree Species Selection for Green Infrastructure
4. BS 8545:2014 – Trees: from nursery to independence in the landscape
5. BS 5837:1991 – Guide for trees in relation to construction

CH 01- GATEWAY

A gateway is typically located at the edge of a settlement along a main route, marking the transition between countryside and village and acting as a point of arrival or departure. It could also be the entrance to a new development within the village which shows a different character type. In Ottershaw, gateways are especially important because of the village's wooded, semi-rural character.

Design Principles

Sense of arrival:
Gateways should provide a clear sense of transition through changes in scale, enclosure, building line and/or road configuration, while remaining sympathetic to Ottershaw's village character.

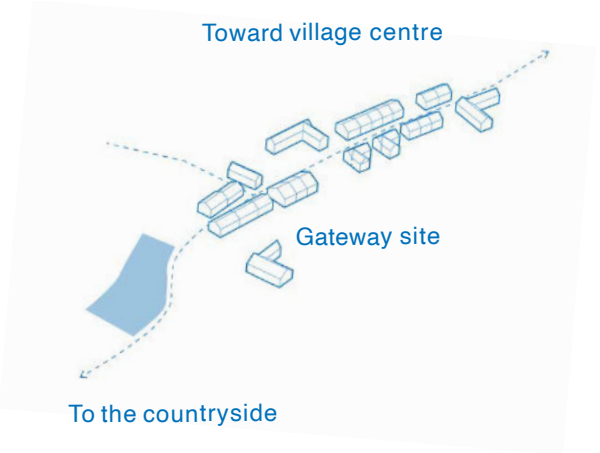
Landscape-led approach:
Use native trees, hedgerows and landscaping to frame entrances and reinforce the leafy, rural setting.
Built form at gateways should complement rather than dominate the landscape.

Scale and massing:
Gateway buildings must respect the low-rise character of Ottershaw and avoid abrupt changes in height or bulk.

Local character:
Architectural detailing, roof forms and materials should be drawn from the local vernacular, ensuring gateways feel distinctive to Ottershaw.

Positive frontages:
Buildings at gateways should present active, welcoming elevations to the street and avoid turning blank gables or rear fences onto approach routes.

Landmark opportunities:
Where appropriate, gateway sites may incorporate landmark buildings, public art, or green spaces to signal entry into the village/ new development. These must be of exceptional design quality and enhance the sense of place without overwhelming their setting.



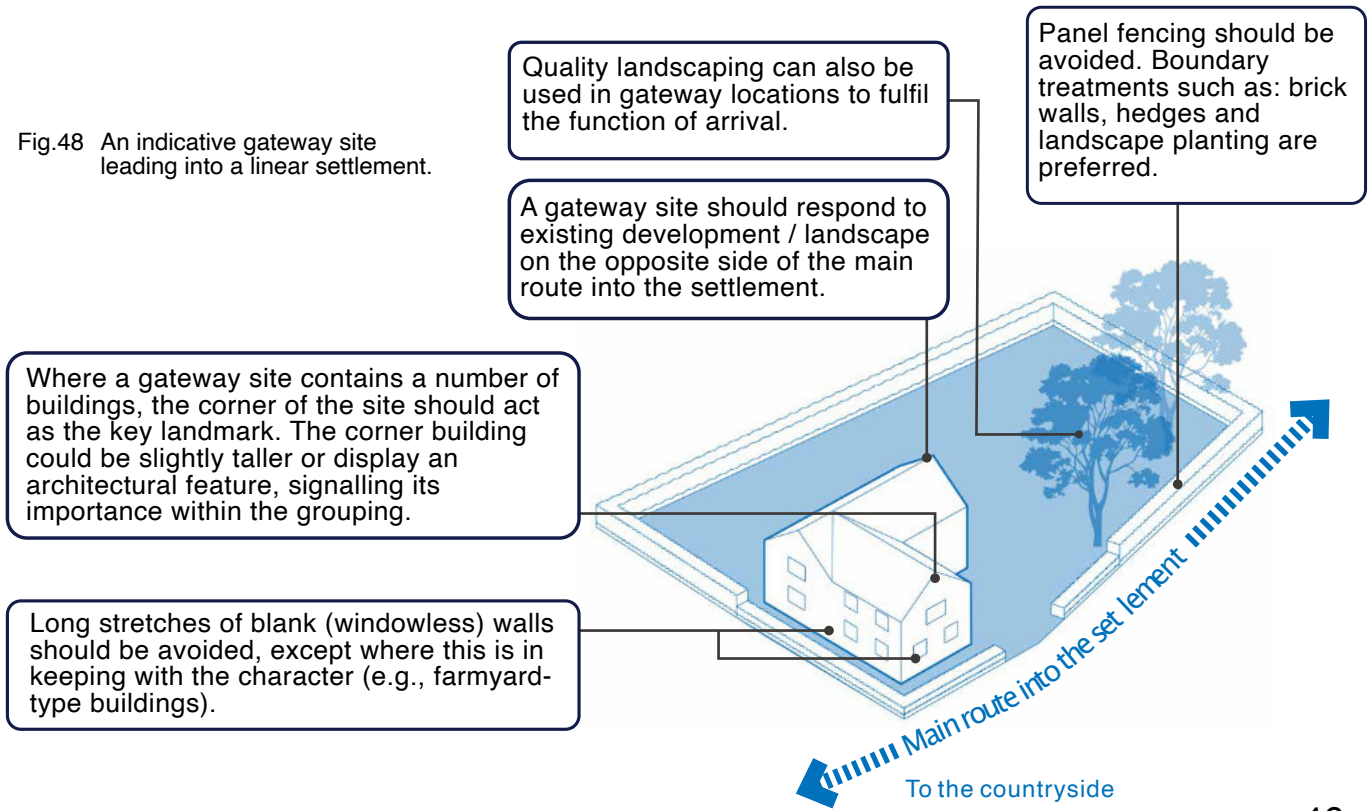


Fig.48 An indicative gateway site leading into a linear settlement.

HO 02 EDGE

The edges of Ottershaw are sensitive locations where the built form meets wooded areas, SANGs and open countryside. Poorly designed edges can appear abrupt and urbanising, while well-designed edges create a soft, landscape-led transition that reflects Ottershaw's rural character and leafy setting.

Design Principles:

Density and Layout
- Settlement edges must transition gradually into the surrounding landscape, with lower-density development at the edge and higher densities towards the village centre.
- Regular breaks in built form should be incorporated to increase visual permeability and preserve views towards the countryside.

Frontages and Orientation
- Buildings along the settlement edge should face outward, creating positive frontages rather than turning their backs onto the countryside.
- Elevations must be carefully designed to integrate with the landscape and avoid presenting blank garden fences to public views.

Landscape Integration
- Settlement edges must be landscape-dominant, using hedgerows, native tree planting, and informal green corridors to soften the built form.
- Green buffers, open spaces or SuDs features can be used to provide multifunctional benefits — acting as recreational space, habitat corridors, and visual breaks.

Character and Rural Identity
- Densities at the edge must remain in keeping with the rural character of the settlement.
- The overall treatment of the settlement edge should preserve the village's quiet and leafy atmosphere and reinforce connections to surrounding countryside.

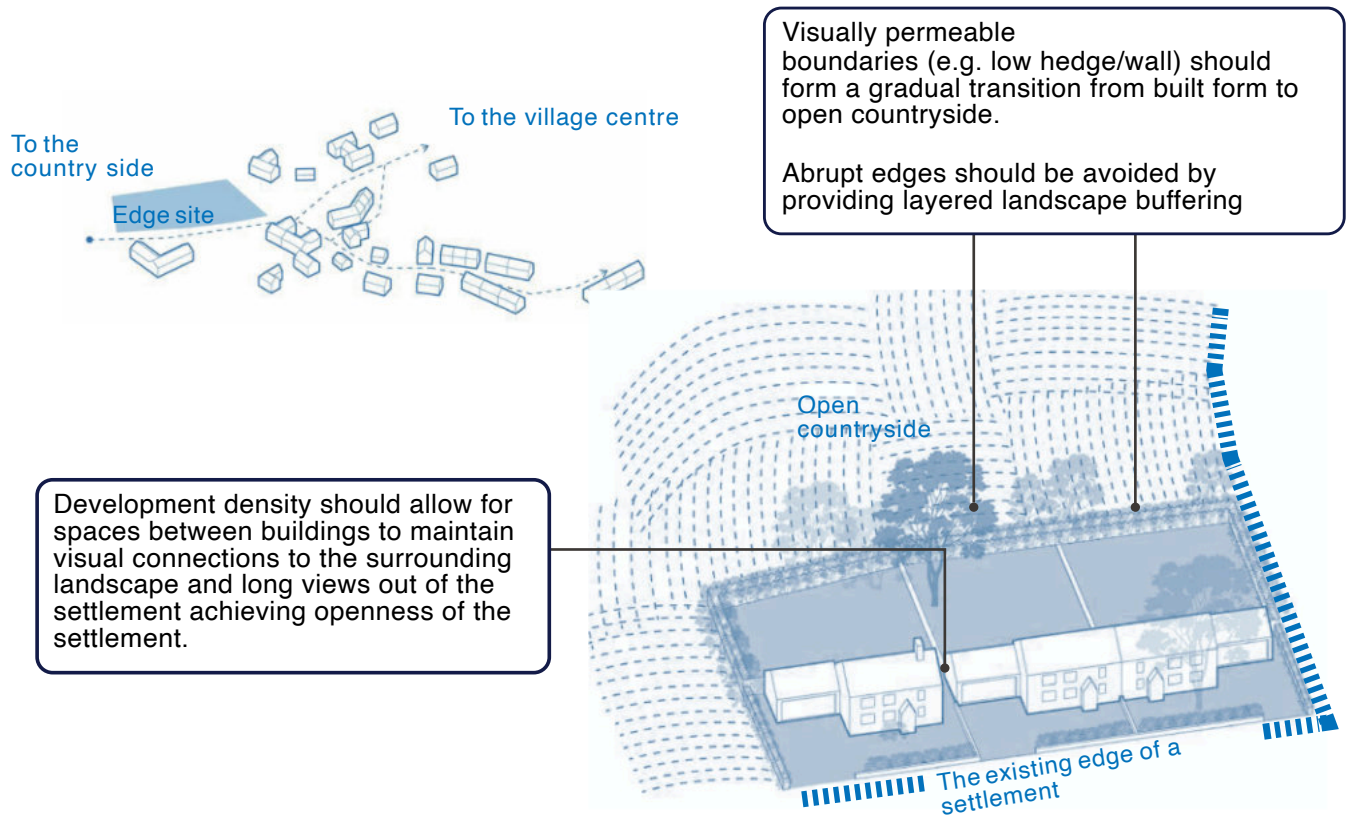


Fig.49 An indicative diagram highlighting elements of design for an edge site

HO 03 -TRANSITION FROM EXISTING LOW TO HIGHER DENSITY HOUSING

Development must respond sensitively to the layout, scale, architecture, landscaping and appearance of its surroundings. Abrupt changes in density can appear intrusive and erode local character, particularly where new apartment blocks or terraces are placed directly beside existing 1–2 storey detached or semi-detached homes.

Ottershaw is characterised in large part by suburban, low-density housing of around 11–26 dwellings per hectare. Where higher densities are proposed, layouts must incorporate transitioning techniques that step up in scale and massing, or else provide green buffers to create a clear but sympathetic distinction between areas.

Design Principles:

Stepping densities:

- Use a gradual transition to higher densities by moving from detached homes → semi-detached → short terraces → apartments. This avoids abrupt shifts in massing and makes higher density more compatible with existing neighbourhoods.

Green buffers:

- Where stepping density is not possible, incorporate significant landscaped breaks between low- and high-density development. These should include trees, hedgerows and shrub planting to create a green corridor that enhances biodiversity while softening the change in scale.

Key routes:

- Higher densities may be appropriate along major routes through new estates, where activity and movement are greatest. Even here, development must transition from lower densities at the gateway to ensure a gradual shift.
- Neighbouring context: In all cases, the relationship with adjacent development must respect existing character and amenity, avoiding overbearing bulk, overlooking, or overshadowing of neighbouring properties.

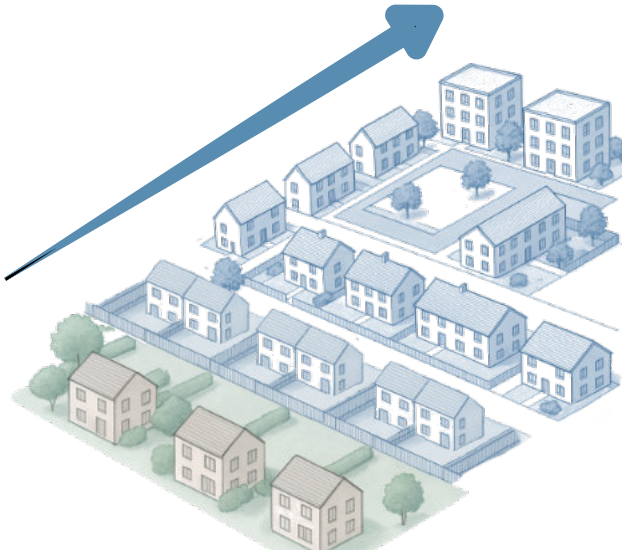


Fig.50 Gradual transition from low to high density housing

Fig.51 Sudden transition from low to high housing densities broken up by a green break

HO 04 - BORDERS AND ENCLOSURES

Green boundaries and planting are an essential part of Ottershaw's character. They provide enclosure, structure and privacy while also reinforcing biodiversity and the wider green infrastructure network. As highlighted in NPPF paragraph 131, trees and planting make an important contribution to the character of a place and can help mitigate and adapt to climate change.

Design Principles:

Hedgerows and Traditional Boundaries

- Hedgerows are both a traditional feature of Ottershaw and a valuable wildlife corridor. Existing hedgerows should be preserved and integrated into new development.
- Where new boundaries are introduced, hedgerows or low stone/brick walls are preferred.

Fencing

- Close-board fencing is not characteristic of Ottershaw and should be avoided in publicly visible locations. Where fencing is unavoidable, it should be softened with planting or restricted to rear gardens.

Trees and Planting

- Tree and plant species must be appropriate to the local microclimate, and predominantly native species should be used.
- Planting schemes should plan for seasonal colour variation and long-term management.
- Avoid monocultures: use diverse planting which support habitat resilience and disease resistance.

Nature-Friendly Design

- Private gardens and communal spaces should be designed with nature in mind.
- Planting should be structured to support both biodiversity and street character, contributing to Ottershaw's leafy identity.

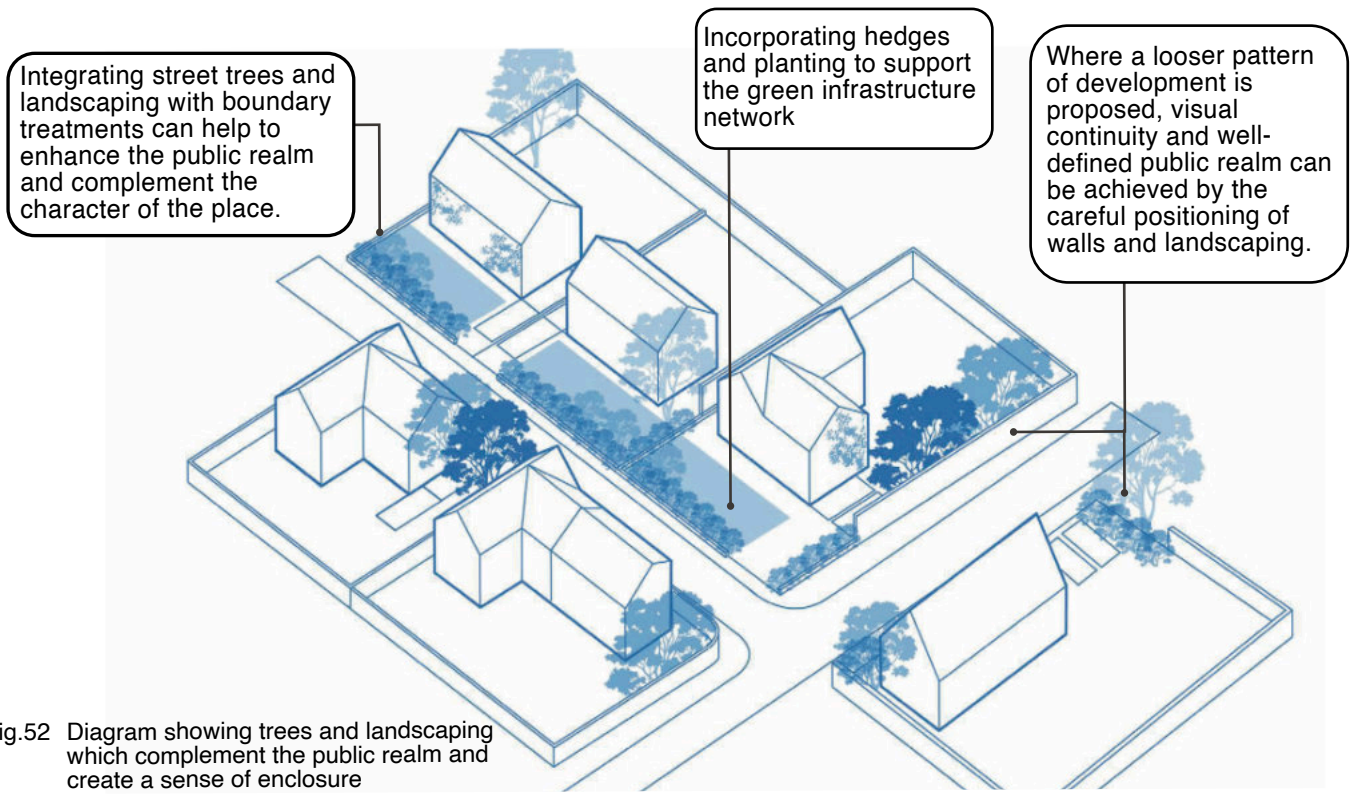


Fig.52 Diagram showing trees and landscaping which complement the public realm and create a sense of enclosure

HO 05 - BOUNDARY TREATMENTS

Boundary treatments play a vital role in defining the relationship between public and private space and in reinforcing the leafy suburban character of Ottershaw. The depth and treatment of front gardens influence the sense of enclosure, the rhythm of the street, and the wider street hierarchy. High-quality, well-integrated boundaries contribute to the overall coherence and attractiveness of the village.

Design Principles:

Front Gardens and Setbacks

- Residential development should provide front gardens as part of the building setback from the street.
- The depth of front gardens should respond to the character of the street:
- Deeper gardens may be appropriate in lower-density or edge-of-village settings.
- Shallower but well-landscaped frontages may be acceptable in higher-density areas such as terraces or apartment blocks.
- All front gardens should be functional, rational in size and shape, and designed to avoid awkward boundary lines.

Definition of Private and Public Realm

- Front gardens must be clearly defined as private space belonging to individual dwellings.
- surveillance and an attractive street scene.

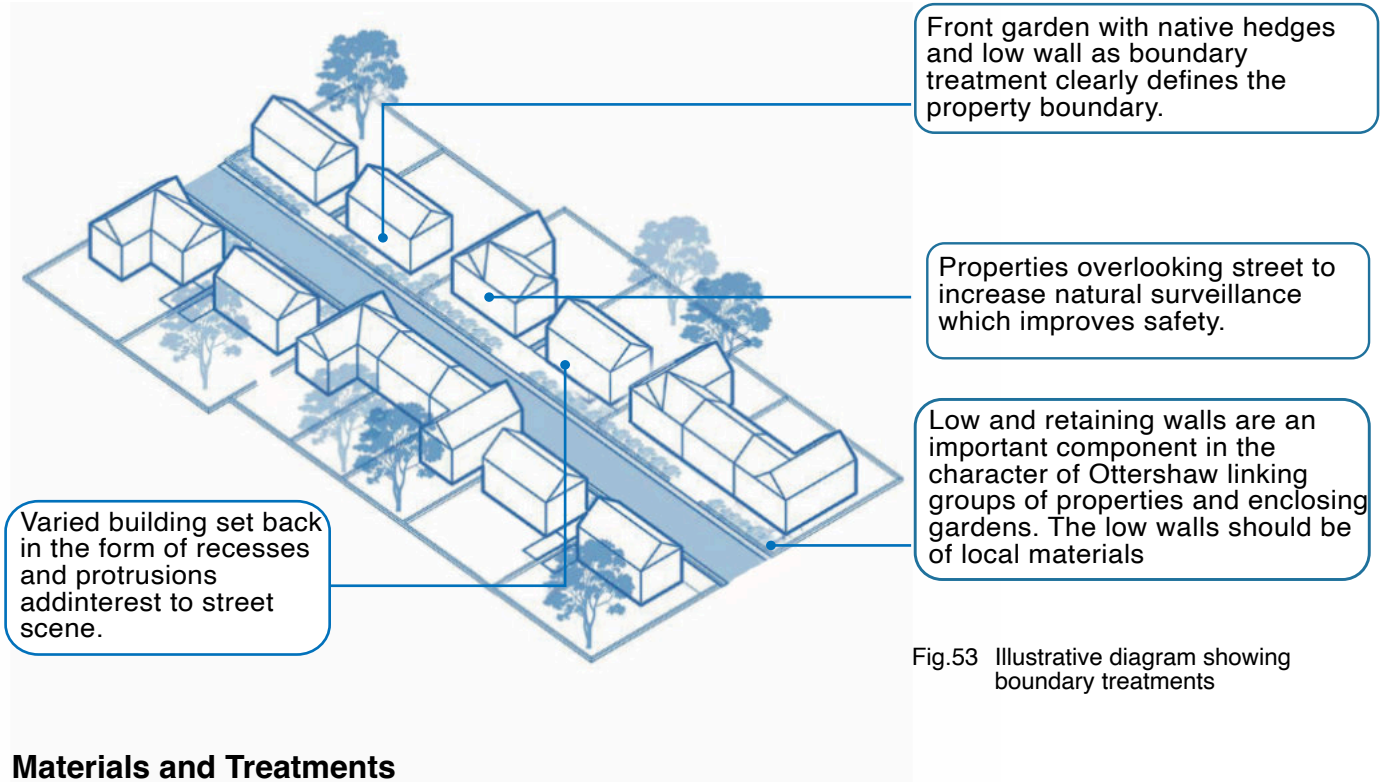


Fig.53 Illustrative diagram showing boundary treatments

Materials and Treatments

- Stone walls are a traditional and distinctive boundary feature in Ottershaw and should be used wherever appropriate, often combined with green planting.
- Red brick walls and hedgerows are also characteristic and should be encouraged.
- Railings and timber fences are less characteristic of the village and should only be used sparingly, and in a way that complements the local context.
- Planting within front gardens and around boundaries should contribute to biodiversity and seasonal interest, helping to reinforce Ottershaw's leafy character.

Fig.54 Illustrates how higher density building should incorporate clearly defned front gardens and set back from the street.

HO 06 SPATIAL ARRANGEMENTS AND PRIVATE SPACE

The layout of new development should reinforce Ottershaw's established character while protecting residential amenity and creating well-defined public and private spaces.

Design Principles:

Fronts and Backs
- Layouts should generally follow a back-to-back arrangement: the fronts of buildings facing other fronts across streets or public spaces, and the backs of buildings facing other backs, creating private zones.
- Active frontages should be prioritised, with doors and windows opening onto the street to support natural surveillance.

Private Amenity Space
- All new dwellings (except those in the village centre) must provide usable private amenity space, normally in the form of back gardens.
- Minimum back garden size should be 11m in depth

Setbacks and Front Gardens
- Setbacks should balance privacy for residents with natural surveillance and enclosure of the street.
- Minimum standards:
  - 3m setback for houses (unless historic form dictates building directly onto the street).
  - 2m private frontage for terraced housing.
  - 3m frontage for apartment blocks over two storeys.
  - All frontage space should be landscaped and permanently defined by walls, or hedges.

Privacy and Overlooking
- Residents should expect a higher level of privacy at the rear. Some overlooking is inevitable in higher-density layouts, but it should be mitigated through:
  - Orienting upper-storey windows away from rear gardens.
  - Using projecting wings to block direct views.
  - Internal zoning (placing bathrooms or landings on rear elevations with high-level windows).

Minimum privacy distances:
- 22m between rear-facing elevations of single or two-storey dwellings.
- Greater minimum distances for buildings

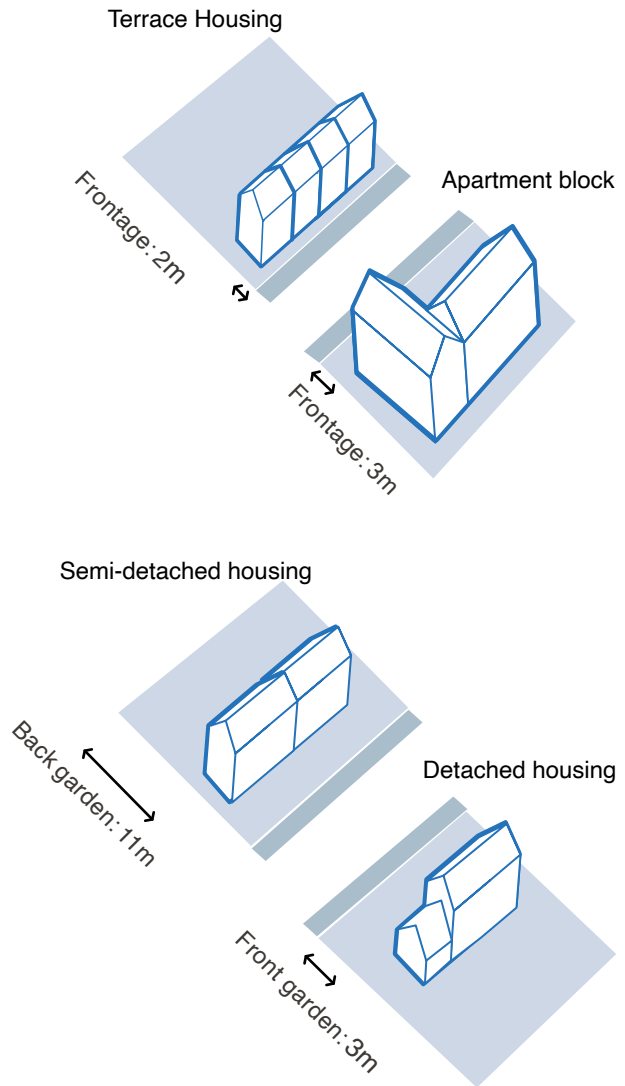


Fig.55 Illustrates minimum depths of frontages in new buildings and back gardens

over two storeys (particularly flats).
- Where distances cannot be met, consider back-to-side arrangements or single-aspect dwellings (but avoid north-facing single-aspect units).

Relationship with Existing Housing

The requirement for greater protection of existing residents' privacy and amenity is rooted in planning policy and established practice. The National Planning Policy Framework (NPPF, para. 130f) states that planning should create places with a *"high standard of amenity for existing and future users".* In applying this principle, local planning authorities and inspectors frequently give additional weight to the protection of established conditions of amenity enjoyed by existing residents, recognising that new development should not cause a material loss of privacy, outlook or daylight where these already exist and incumbent residents have had no choice in the new arrangement. By contrast, future residents of new housing have chosen to accept the design arrangements of the homes they move into.

Mutual overlooking and closer relationships between dwellings are accepted as a normal characteristic of higher-density schemes, provided the design ensures good internal layouts, orientation and sunlight access.

Therefore the following principles apply.
- New development backing onto existing homes must give greater protection to existing residents' privacy.
- Elevations of new housing must be at least 14m from existing rear garden boundaries, even if 22m rear-to-rear separation could otherwise be met.
- Active frontages should not face existing rear gardens at less than 18m from the garden boundary, or 16m at an oblique angle greater than 45 degrees.
- Blank gable ends or rear elevations in close proximity to neighbours should be avoided, as they create bulk and overbearing relationships.

Fig.57 Blank gable ends or rear elevations adjacent to the rear of housing should be avoided

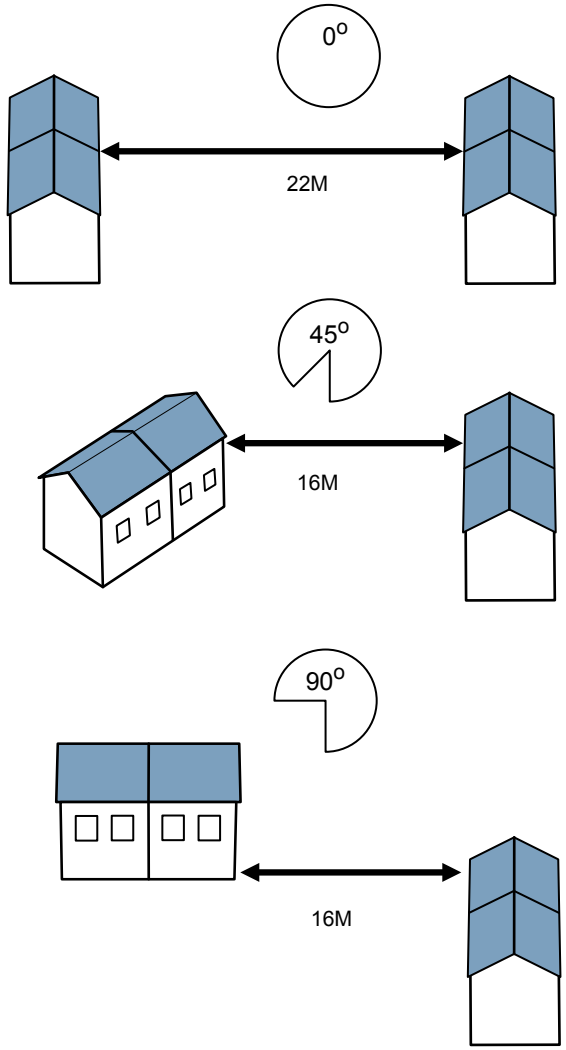


Fig.56 Privacy distances between rear facing houses is a minimum of 22M. For houses at an oblique angle of 45 degrees or more, this can be reduced to 16M Distances are from the nearest corner.

HO. 07 INFILL

Infill development can make a positive contribution to Ottershaw's housing needs, but because it occurs within existing streets, it has a particularly strong impact on the character and appearance of the village. Proposals must be designed carefully to integrate with their surroundings, reinforcing the village's character rather than eroding it.

Design principles:

Complement the street scene:
- New infill should sit comfortably within its context. It does not need to mimic existing styles, but its scale, massing and layout must be in general conformity with surrounding buildings. This is especially important for ridge and eaves heights on terraced streets or dense groupings.

Respect the building line:
- New buildings must align with the prevailing building line. On streets with consistent terraces or rows, the line should be maintained exactly. On streets with irregular or meandering layouts, new buildings should closely follow the established pattern.

Appropriate density:
- The density of infill development must reflect its immediate context and location (village centre, village edge, or smaller settlements within the wider landscape). The optimum density should balance local character with the efficient use of land.

Garden provision:
- Back gardens in infill developments must be a minimum of 10m in depth and provide at least 50m² of usable private amenity space (except in the village centre where different arrangements may be appropriate). North-facing gardens must exceed 10m in length to ensure sufficient sunlight.

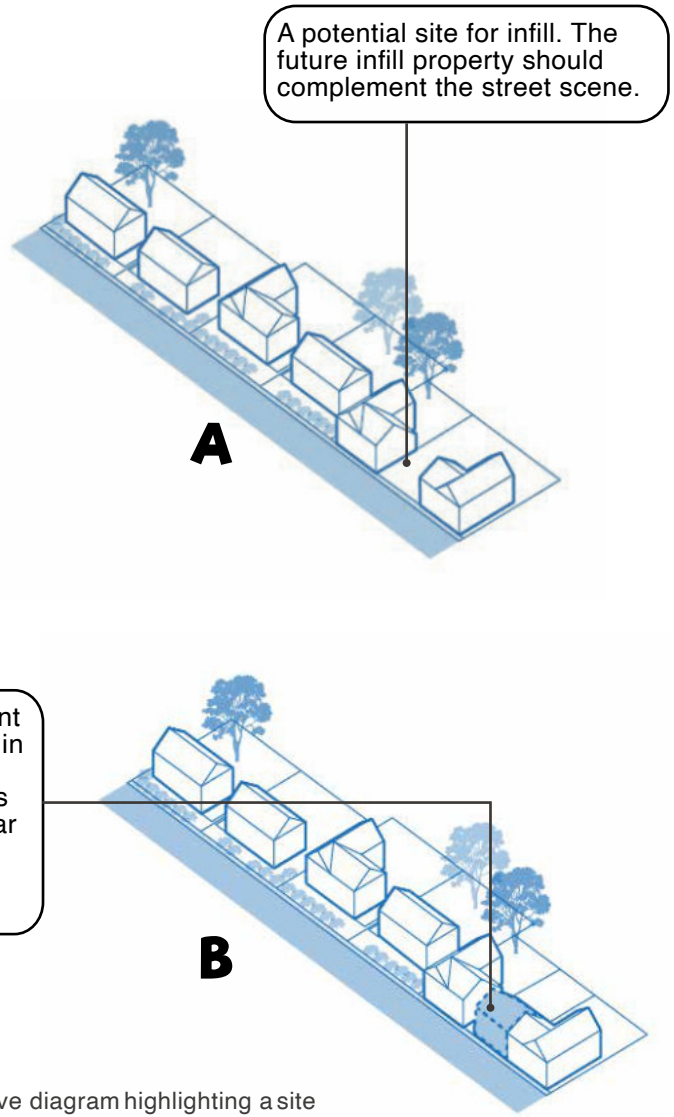


Fig.58

A An indicative diagram highlighting a site before infill

B An indicative diagram highlighting a site after infill

HO 08 - FORM, SCALE AND MASSING

The form, scale and massing of buildings strongly influence how new development fits within its surroundings. Scale refers to the height, length and width of a building, while massing describes its overall volume and bulk. Form is more than just the building envelope: it includes the floor plan, roof shapes, and projections such as porches, bay windows or dormers. Together, these elements determine how well a development integrates with its context and how it affects amenity, privacy, and daylight.

Design Principles:

Contextual placement:
- Larger buildings should only be developed where they are characteristic of the area, particularly in the west and south of the village.

Respect historic form:
- Where larger scale buildings exist, new development should be informed by their established character. This may range from formal symmetrical compositions to informal arrangements with varied rooflines and projections.

Smaller scale areas:
- Where the prevailing character is smaller, simpler buildings, new development should respect and reinforce that scale.

Variety and rhythm:
- Uniform application of a single building type across a development must be avoided. Massing should vary to create visual interest and avoid monotony.

Amenity and daylight:
The scale and bulk of new buildings must allow for adequate privacy, natural light, and avoidance of overshadowing for both new and existing dwellings.

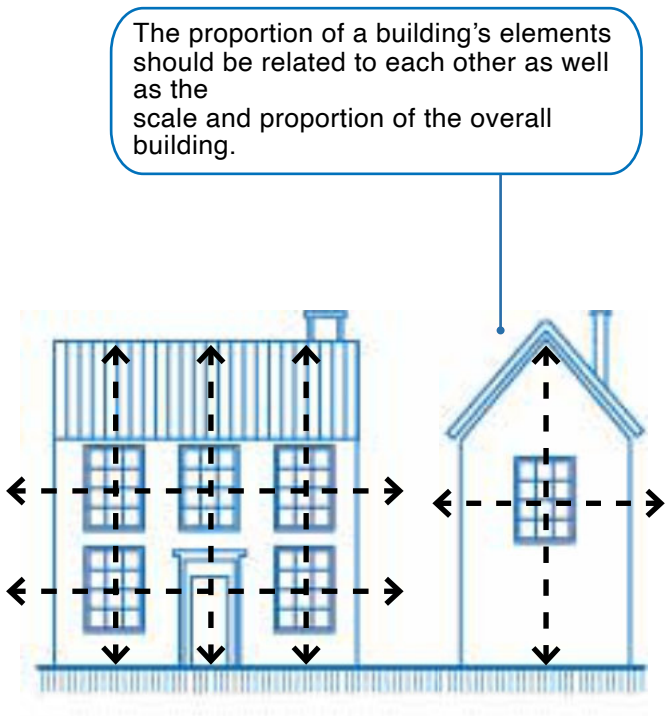


Fig.60 Elevation showing typical building proportion in a detached house.

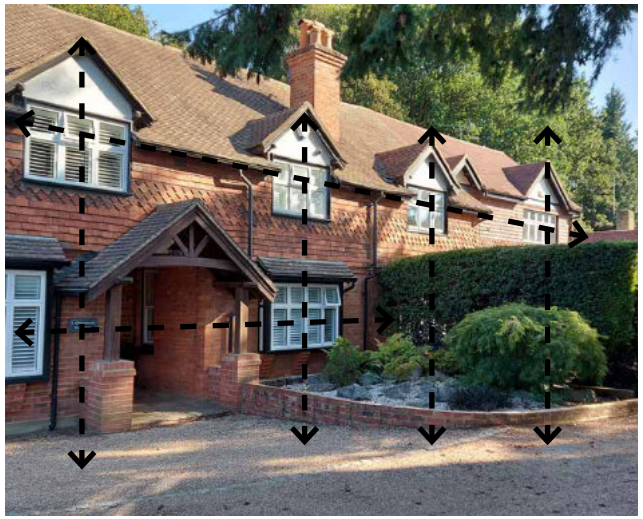


Fig.59 Horizontal and vertical window alignment

Fig.61 Windows spaced evenly along the building elevations in a low density area in the village

HO 09 - BUILDING HEIGHT AND ROOF PROFILE

The height, mass and roof form of buildings are major factors in how new development is perceived in the street scene, how it affects neighbours, and how well it fits within the low-rise, leafy character of Ottershaw. Careful consideration of height and roof design is essential to minimise overshadowing, overlooking and bulk, particularly for backland development, and to reinforce the distinct identity of the village.

Design Principles:

Height and Massing

- Most buildings in Ottershaw are two storeys or less. New development should generally not exceed 2–2.5 storeys,
- New buildings must be designed to avoid overshadowing and overlooking of neighbouring dwellings and their private outdoor spaces.
- Subtle variation in building heights is encouraged to add visual interest, particularly by adjusting eaves and ridge heights.
- Overscaled or bulky massing that dominates the street or tree canopy must be avoided.

Roof Profiles

- Roofs should remain sympathetic to Ottershaw's tree canopy, vernacular traditions and low-lying character.
- The scale of roofs must always be in proportion to the building's dimensions.
- Subtle changes in roofline should be introduced to avoid monotonous elevations and create variety.
- Pitched roofs (hipped or gabled) are the most appropriate for Ottershaw, reflecting the predominant local character.
- Local traditional roof detailing should be referenced where possible (e.g. chimneys, dormers, bargeboards, decorative tiling).
- Varying frontage widths and plan forms can be used to create additional interest in rooflines.

Sustainability and Energy

- Roofs should be designed with photovoltaic panels in mind, either integrated at the outset or designed for easy retrofit.
- Orientation and available roof space must be considered to maximise opportunities for renewable energy without compromising character.

Fig.62 Property built with gable roof with retrofitted photovoltaic on roof

Fig.63 Subtle change on roofline in a row of houses with a mix of pitched and hipped roof styles

HO 10 - ARCHITECTURAL DETAILS

Ottershaw's character is enriched by a wide variety of architectural styles, from 18th-century cottages through Arts and Crafts houses to pre-war and mid-20th century dwellings. This variety should be embraced, not erased, by new development. Heritage assets are an important part of the village identity, and while their influence should be acknowledged, this does not preclude modern architectural interpretations rooted in rural or heritage forms.

Developers must demonstrate how their proposals are distinctive to Ottershaw and avoid relying on generic pattern-book designs repeated nationally. Every scheme should show how it responds to the village's unique character, history and setting.

Design Principles:

Architectural Detailing

- New buildings should avoid flat, uniform elevations. Facades must include three-dimensional articulation to create depth, shadow and visual interest.
- Appropriate features may include:
- Projecting or recessed windows and doors.
- Porches, bays, balconies, or oriel windows.
- Variations in building line, including setbacks and step-forwards.
- Materials and detailing that generate texture, pattern and articulation.
- Long, unbroken frontages or bland elevations will not be supported.

Landmark and Larger Buildings

- Buildings in prominent locations — such as apartment blocks, corner plots, or focal points within neighbourhoods — must be designed as distinctive features, not just enlarged standard house types. Their design must include:
  - Strong architectural detailing across all visible elevations.
  - Distinctive forms or features (e.g. varied rooflines, corner treatments, projecting bays, balconies, or entrances).
  - High-quality materials and detailing proportionate to their prominence.
  - Massing broken down with recesses, projections, and both vertical and horizontal elements, to avoid monolithic bulk.
- Landmark buildings should serve as focal points, strengthening identity and sense of place within new developments.

Fig.65 Example showing 3D detailing on the facades of apartment buildings to provide interest and character. Horstead, Kent

Fig.64 Apartment block using high quality materials and massing broken down with projections and recesses to avoid monolithic bulk

Fenestration

Windows are the “eyes” of a building and are critical to its character, rhythm and relationship with the street. In Ottershaw, windows vary widely: historic dwellings often use vertically proportioned windows in formal compositions, while later housing tends to use simpler, more informal or asymmetric arrangements, typically in timber or white uPVC. Future development should use fenestration to enrich streetscapes, support natural surveillance, and reinforce the leafy suburban character of the village.

Design Principles:

General Arrangement

- Street-facing façades must include well-proportioned openings that create a sense of rhythm and activity along the street.
- Long, blank (windowless) elevations are not acceptable.
- Windows must be of sufficient size and number to ensure abundant natural light.

Corners and Interest

- Corner buildings should include windows on both primary and secondary elevations.
- Corner windows are encouraged as they add interest, support natural surveillance, and improve the street scene.
- Bay windows, dormers, and oriel windows may be used to articulate façades but must be appropriately scaled and well integrated through materiality and placement.

Character and Style

- Consistent window proportions and styles should be used on a single façade to avoid clutter, though variety across a wider development is encouraged to avoid monotony.
- Traditional window patterns (e.g. vertically proportioned sashes or casements) provide appropriate models where a period effect is sought.
- In general, painted white windows are the most characteristic, though alternative colours are supported where they add interest and complement the wider colour palette of the street.
- Where buildings use darker weatherboarding (e.g. grey or black), windows may be painted to blend in with rendered or boarded surfaces.

Detailing

- Cills and lintels are important framing elements and should be designed with care.
- Ground floor windows may be larger and deeper than upper floor windows to animate the street, while upper floor windows should remain smaller and more proportionate.

Daylight and Views

- Site layout and building massing must support daylight access and avoid overshadowing neighbouring dwellings.
- New developments should maximise

Fenestration

Box window

Casement window

Sash window and inlet on the top as decoration

Bay window

Gabled porch decorated with well-kept vegetation

Gabled porch and details

opportunities for long-distance views through careful placement of windows.

Materials

Wall materials

Render: Render occurs in the village and should be used in a limited range of naturally occurring, subtle tones (the local vernacular rendering tone is white).

Brick: Locally, the clays are predominantly rich hues of reds and orange, burnt headers and some buff colours are also characteristic. New development using bricks should use hues that are specific to the streets.

Stone: Stone is not commonplace in the village but does occur.

Weatherboarding: Timber frames are not commonplace but do occur in the village as a cladding material, usually in dark grey and black tones.

Tile hanging: There is a fair amount of tile hanging, most of which is in red hues.

Floor materials: Ground materials include concrete, concrete pavers, permeable gravel and unpaved roads. The materials used depends on the street typology with concrete pavers used for main streets and general streets.

Quieter streets and edge lanes may use concrete pavers and permeable options depending on the context and requirements or the road.

Roads are generally a dark grey colour owing to the concrete material used though concrete pavers and gravel roads can be lighter in colour, either brown, honey or buff coloured.

Wall

Mix red brick and brick in buff colour

Hung tile

Render

Warm red brick

Dark grey weatherboarding

Mix of herringbone red brick and timber

Roofline
Creating variety in the roof line is a significant aspect of designing attractive places. Rooflines in Ottershaw are largely gabled or hipped. Gabled roofs generally feature a large/prominent gable, with some more intricate or multiple smaller feature gables, particularly on the Arts and Crafts dwellings in the village. Overhang gable tiling / boxed eaves and decorative chimneys are less commonplaces but again, do occur on the more traditional dwellings.

New developments should strive to create coherent and vibrant roof lines, such as those displayed in the pictures on this page.

Design Principles

- The scale of the roof should always be in proportion with the dimensions of the building itself.
- Monotonous building elevations should be avoided, with subtle changes in roof line being promoted during the design process.
- The most predominant material used for the roof is natural slate however many buildings use clay tiles, therefore both materials are acceptable.
- Dormers can be used as a design element to add variety and interest to roofs.
- Roofline colour palette is brown, dark grey, light grey.
- Eaves should be of a sufficient depth to protect buildings from rain and weathering.
- The use of flat roofs on buildings will not be supported unless they are not visible from the street scene.

Services and Waste

- Detailed attention to the placement of storage, waste bins and utilities should be made including recycling facilities.
- Access for waste pick up should be easy with short pull distances.
- Bins should be well-integrated into the design of spaces and buildings, to minimise visual impact, unsightliness and avoid clutter.
- Where refuse bins are required to be on a street frontage, they are should be sited within well-designed refuse stores.
- Exterior details such as drainpipes, gutters and meter boxes should be integrated into the wider design to avoid a cluttered appearance

Roofline


Gabled dormer


Slate

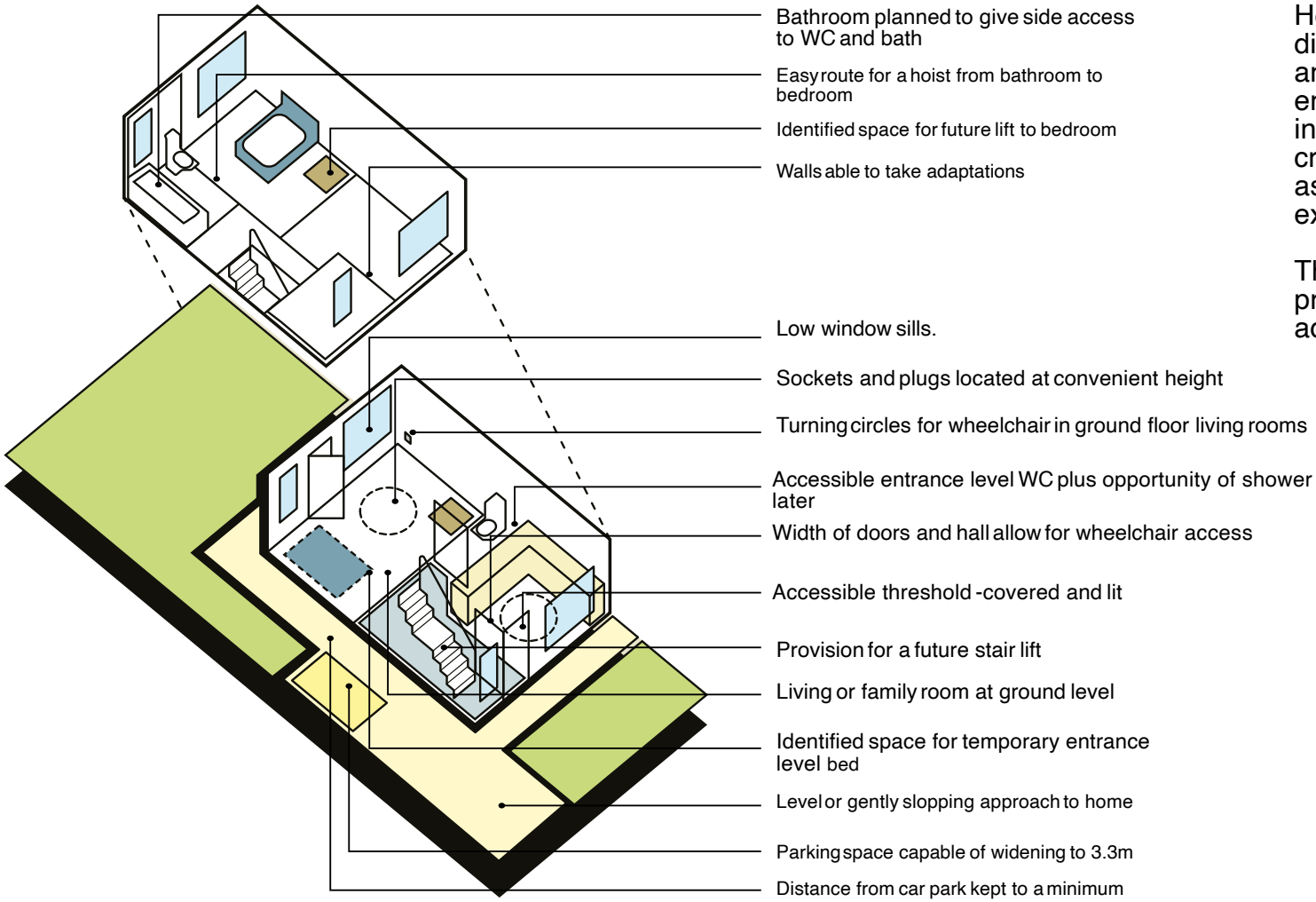

Gabled roof


Bargeboard


Dark grey tile


Hipped roof with clay tile

HO. 11 INCLUSIVE DESIGN FOR EXTRA NEEDS



Flexible housing

Houses should be designed to meet the differing and changing needs of households and people's physical abilities over their entire lifetime. One way to achieve this is to incorporate Building Regulations Part M criteria in the design of new homes and to assess whether they can be retrofitted in existing properties.

The diagram to the left illustrates the main principles of inclusivity, accessibility, adaptability and sustainability.

SC 01 – COMMUNITY FACILITIES, PARKING AND SERVICING

Visitor parking and servicing provision is limited in the village. The only public car park, off Murray Road, provides around 51 spaces and 4 disabled spaces, but currently lacks CCTV and electric vehicle (EV) charging points. On street parking availability is minimal. Heavy goods vehicles servicing businesses on Brox Road also affect safety, air quality and residential amenity due to the absence of designated loading areas. At the same time, existing community hubs — including the Village Hall, Social Club and Castle Inn Pub — are highly valued and should be supported by new development.

Design Principles

Community spaces:
- New development must include spaces for social interaction, such as greens, squares, play areas and trim trails. These should be integrated within schemes rather than pushed to site edges or left to undevelopable land.

Active frontages:
- Play areas, open spaces and community facilities must be overlooked by active rooms to ensure natural surveillance and safety.

Community hubs:
- Existing hubs such as the Village Hall, Social Club and Castle Pub should be supported, while new development should provide opportunities for casual meeting — for example, by enabling a pavement café culture through safe, attractive pedestrian routes to local amenities.

Visitor car parking:
- New development must provide adequate visitor parking to prevent overspill into residential streets. Public/visitor parking areas must be overlooked, well-lit, and include CCTV and EV charging points.

Servicing and goods vehicles:
- Development must minimise conflict between servicing vehicles and pedestrians/cyclists.
- Large commercial enterprises that generate significant HGV traffic should, where possible, be located outside the village centre.
- Any new commercial units must provide dedicated loading/unloading areas without encroaching on residential amenity or impacting road infrasructure.

Fig.66 Floor mounted EV charging point

SC 02 PEOPLE-FRIENDLY AND SOCIABLE PLACES

Ottershaw must remain a safe, convenient and friendly village. This principle underpins the vision and objectives of the Plan and aligns with Runnymede SPD Design Standard 2: Making People-Friendly Places. A strong sense of community is central to the village's identity and must be embedded in the design of all new development.

Design Principles

Early integration of social space:
- Large developments must demonstrate how social spaces and areas for interaction have been considered from the outset. Playgrounds and open spaces must not be treated as afterthoughts or confined to residual land at site edges.

Green and play spaces:
- Social and play spaces should be integral to the layout, well-overlooked by active rooms to provide natural surveillance.

Placemaking:
New development must:
- Function well and contribute positively to the quality of the area throughout its lifetime.
- Be visually attractive through good architecture, layout and landscaping.
- Establish or reinforce a strong sense of place with welcoming, distinctive streets, spaces and buildings.
- Create safe, inclusive and accessible environments which promote health and well-being.
- Deliver a high standard of amenity for existing and future users.
- Avoid crime, disorder and the fear of crime, which undermine community cohesion.

Supporting social hubs:
- Existing community facilities such as the Village Hall, Social Club and Castle Pub should be supported, and complemented by new opportunities for interaction. Development should incorporate squares, greens and play areas as focal points for community life.

Encouraging informal socialising:
- Non-vehicular routes to local amenities can support a pavement café culture, strengthening community ties and promoting casual interaction.

Fig.67 Development designed around a village square invites social interaction and community cohesiveness.

Fig.68 Example of cycling and pedestrian routes only - Walthamstow 20 min neighbourhood

SC 03- SOCIAL INTERACTION AND PLAY FORMAL AND INFORMAL)

Designing for play and green space is now widely recognised as fundamental to wellbeing and community cohesion. Play addresses human needs for interaction, movement and exercise, and creates focal points for village life. In Ottershaw, the absence of a central village green or event space is a notable gap, as is allotment provision. New development should therefore seek to provide a variety of multifunctional open spaces, play areas and green routes that connect to the wider movement network and foster community health and resilience.

Design Principles

Spaces for people and nature:
- Provide multifunctional, semi-natural green open space that benefits both residents and wildlife.

Growing spaces:
- Incorporate opportunities for allotments, orchards or pop-up growing spaces within the public realm. Food production areas can serve an educational role, for example through schools, and can link to community events such as farmers' markets and plant sales.

Active health:
- Integrate trim-trails, outdoor fitness equipment and mini-gym spaces, enabling residents to exercise in the open air.

Play provision:
- Deliver a mix of formal and informal play areas, interspersed throughout the village so that play opportunities are accessible to all. Natural play approaches should be prioritised where possible, blending equipment into green spaces.

Connected green networks:
- Footpaths, cycleways, open spaces and trim-trails should function as the spokes of a movement network, converging on the village centre as the hub of village life.

Retail siting:
- Where new retail is provided, it should be located close to the village centre and linked by safe, attractive and pedestrian-friendly routes, rather than being isolated at the village edge.

Fig.69 Diagram showing access to high-quality spaces for social interaction and interaction with nature

Fig.70 An example of well- kept allotment

SC 04 SAFE SECURE AND FRIENDLY

Safety is fundamental to community well-being and cohesion. All new development must demonstrate how it has considered crime prevention and community safety from the outset. The following principles should be applied:

Design principles

Natural Surveillance
- Streets, public spaces, play areas (LAPs, LEAPs, NEAPs) and parking areas must be overlooked by active rooms (e.g. kitchens, living rooms) to maximise visibility.
- Entrances and communal areas should be visible from neighbouring properties to discourage anti-social behaviour.
- Avoid hidden or isolated spaces that lack passive surveillance.

Clear Definition of Public and Private Space
- Boundaries between public, semi-private and private areas must be clearly defined using appropriate design features (e.g. low walls, railings, planting).
- Rear gardens should back onto other gardens, not public spaces, to reduce opportunities for intrusion.
- Gated or defensible space should be used for rear access paths, with lockable gates and adequate lighting.

Safe and Inclusive Movement
- Footpaths, cycleways and routes to schools, shops and community facilities should be direct, well-lit and wide enough for shared use.
- Avoid long, narrow, or poorly overlooked alleyways. Where rear access paths are essential, they should be short, straight, and secure.
- Entrances should be clearly visible, well-lit, and accessible to all users.

Lighting and Visibility
- Provide consistent, well-designed lighting for streets, footpaths, cycleways and parking areas, without creating glare or light pollution.
- Lighting design should prioritise visibility of people and routes rather than over-illuminating spaces.

Parking and Vehicle Security
- Car parking should be integrated into the street layout or overlooked courtyards rather than in isolated rear parking courts.
- Minimise hidden or poorly lit parking areas that encourage crime or anti-social behaviour.
- Provide secure cycle storage within buildings or overlooked, accessible communal areas.

Community Hubs and Social Spaces
- Locate community facilities, play spaces and public squares where they are visible and well-used, encouraging natural activity and informal supervision.
- Support active ground floor uses and flexible community spaces that create lively, safe, and welcoming places throughout the day and evening.

Boundary Treatments and Landscaping
- Use boundary treatments that are robust and durable, supporting security without creating barriers or hostile environments.
- Avoid dense planting or high walls/fences that reduce visibility and create hiding places.
- Incorporate defensible planting (e.g. thorny species) where appropriate to discourage unauthorised access.

Long-Term Management
- Proposals must demonstrate how shared spaces, lighting and landscaping will be managed and maintained to prevent neglect, which can contribute to crime and anti-social behaviour prevention.

Key References
Secured by Design: Homes 2019 – Official police security guidance for new residential development.
National Design Guide (MHCLG, 2019) – "Creating well-designed places that are safe, inclusive and accessible."
Runnymede Design SPD – Design Standard 2: Making People-Friendly Places.
NPPF para 135
Runnymede Local Plan Policy EE1 and EE2

The design codes in the following section contain important policies that will help to reduce our collective impact on the planet while allowing the natural environment to flourish.
These codes are in line with adopted national planning policy.
They include general guidance that apply to both new and existing development as some of the codes can be used to modify existing dwellings to become more environmentally sustainable.

SU 01- ASPECT AND ORIENTATION

The orientation of buildings in Ottershaw plays a vital role in energy efficiency, comfort, and environmental performance. Good orientation reduces energy demand for heating and cooling, enhances daylight, and supports the health and wellbeing of occupants. Passive solar design should therefore be integrated from the outset of any development, using site layout and building form to maximise solar gain in winter, provide shading in summer, and make full use of natural light and ventilation.

Design Principles

Passive Solar Design
- Buildings should be orientated to maximise passive solar gain, with at least one of the main glazed elevations positioned within 30° of due south.
- North-facing facades should minimise heat loss by limiting the proportion of window to wall area.
- Where dwellings are not aligned east–west, design layouts should still ensure some rear or side elevations benefit from solar gain.

Overheating and Shading
- Homes must be designed to avoid overheating, particularly given modern high insulation standards and extensive glazing.
- South and west-facing elevations are most prone to overheating, but east-facing rooms can also experience morning heat build-up where glazing is extensive or unshaded.
- Large glazed areas on these elevations must incorporate natural ventilation and shading solutions, such as:
- Longer roof overhangs or deep window reveals;
- External louvres or shutters;
- Deciduous tree planting and vegetation to provide natural shading in summer while allowing solar gain in winter.

Daylight and Aspect
- Building layouts should maximise natural light for principal rooms.
- North-facing single-aspect units should be avoided. Where unavoidable, use rooflights, clerestory windows, or reflective internal surfaces to improve daylighting.
- Orientation and aspect should also support the creation of pleasant outdoor spaces, ensuring gardens and sitting areas receive adequate sunlight throughout the year.

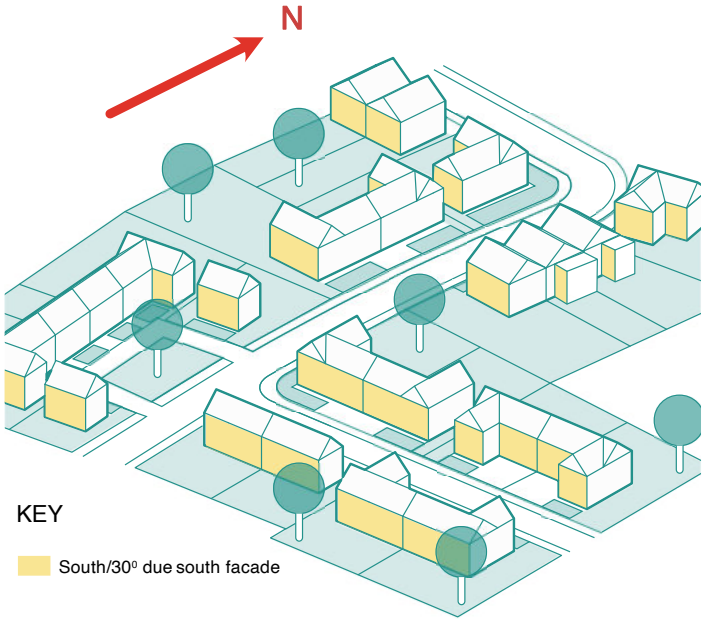


Fig.71 Building orientation to maximise solar gain

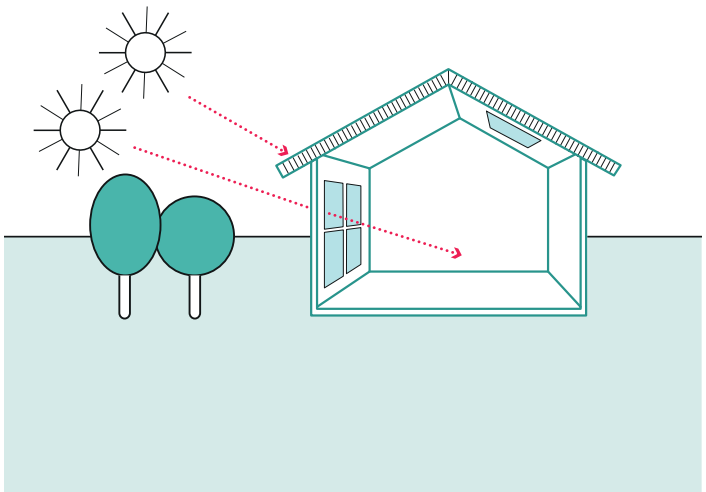


Fig.72 Showing solar gain through fenestration at different times of the year

SU. 02 - FEATURES IN DWELLINGS

There are a number of efficient technologies that could be incorporated in buildings and at broader
NA design
Use of such principles and design tools should be encouraged in order to contribute towards a more sustainable environment.
Energy efficient or eco design combines all around energy efficient appliances and lighting with commercially available renewable energy systems, such as solar electricity and/or solar/ water heating and electric charging points.

Figure 73 shows a portfolio of possible measures for both existing and new homes. Please note that some of them, such as double/triple glazing, draught proofing and solar panels, can sometimes be problematic in older or listed buildings

Fig.73 Design principles in low-carbon homes

Fig.74 Solar panels on existing home

Existing homes

1. Insulation in lofts and walls (cavity and solid)
2. Double or triple glazing with shading (e.g.tinted window film, blinds,curtains and trees outside)
3. Low- carbon heating with heat pumps
4. Draught proofing of floors,windows and doors
5. Highly energy-efficient appliances (e.g.A++ and A+++ rating)
6. Highly waste-efficient devices with low-flow showers and taps,insulated tanks and hot water thermostats
7. Green space (e.g. gardens and trees) to help reduce the risks and impacts of flooding and overheating
8. Flood resilience and resistance with removable air brick covers,relocated appliances (e.g. installing washing machines upstairs), treated wooden floors

Existing and new build homes

A. High levels of airtightness
B. Triple glazed windows and external shading especially on south and west faces
C. Low-carbon heating
D. More fresh air with mechanical ventilation and heat recovery,and passive cooling
E. Water management and cooling more ambitious water efficiency standards, green roofs and reflective walls
F. Flood resilience and resistance e.g.raised electrical, concrete floors and greening your garden
G. Construction and site planning timber frames, sustainable transport options (such as cycling)
H. Solar panels
I. EV vehicle/cycle charging points

SU. 03 - FABRIC FIRST

A “fabric-first” approach ensures that the building envelope itself delivers long-term energy efficiency, comfort, and durability before mechanical or renewable systems are introduced. By optimising thermal mass, insulation, and airtightness at the design stage, dwellings can achieve a high level of performance with reduced operational energy.

This approach aligns with the Passivhaus standard, which demonstrates how careful detailing, high-performance materials, and passive design can reduce heating and cooling demand by up to 90 per cent compared with conventional buildings.

Design Principles

Thermal Mass

- Incorporate materials with high thermal mass (e.g. concrete slabs, internal brick/blockwork, or Trombe walls) to absorb, store, and release heat, evening out temperature swings through day and night.
- Combine thermal mass with effective ventilation strategies to dissipate heat in summer and retain it in winter.
- Orient and locate thermal-mass elements to benefit from direct solar gain on south-facing sides.

Insulation

- Provide continuous thermal insulation to walls, roofs, and floors to minimise heat loss.
- Pay particular attention to thermal bridges around corners, junctions, and openings; detail junctions carefully at the design stage.
- Include acoustic insulation between active (living) and passive (bedroom) areas to maintain privacy and comfort.
- Incorporate fire and electrical insulation to prevent fire spread and to separate conductors safely.

Airtightness

Design buildings to minimise uncontrolled air infiltration by forming a continuous airtight layer through floors, walls, and roofs.
Seal junctions around windows, doors, and service penetrations.
Plan service routes carefully so that water, electricity, and data penetrations can be sealed effectively.
Keep detailing simple: fewer junctions and penetrations result in better airtightness and easier construction.

Passivhaus Principles

Where feasible, new dwellings should draw on the internationally recognised Passivhaus approach.
The five key principles are:

1. Super-insulated building envelope.
2. Airtight construction.
3. High-performance glazing.
4. Thermal-bridge-free detailing.
5. Mechanical ventilation with heat recovery (MVHR)

Fig.75 Contemporary Passive Haus home in Ottershaw drawing inspiration from the surrounding woodland and mid-century architecture of neighbouring properties.

The diagram illustrates some of these key principles of fabric first design.

Summer shading with deciduous trees and external shutters

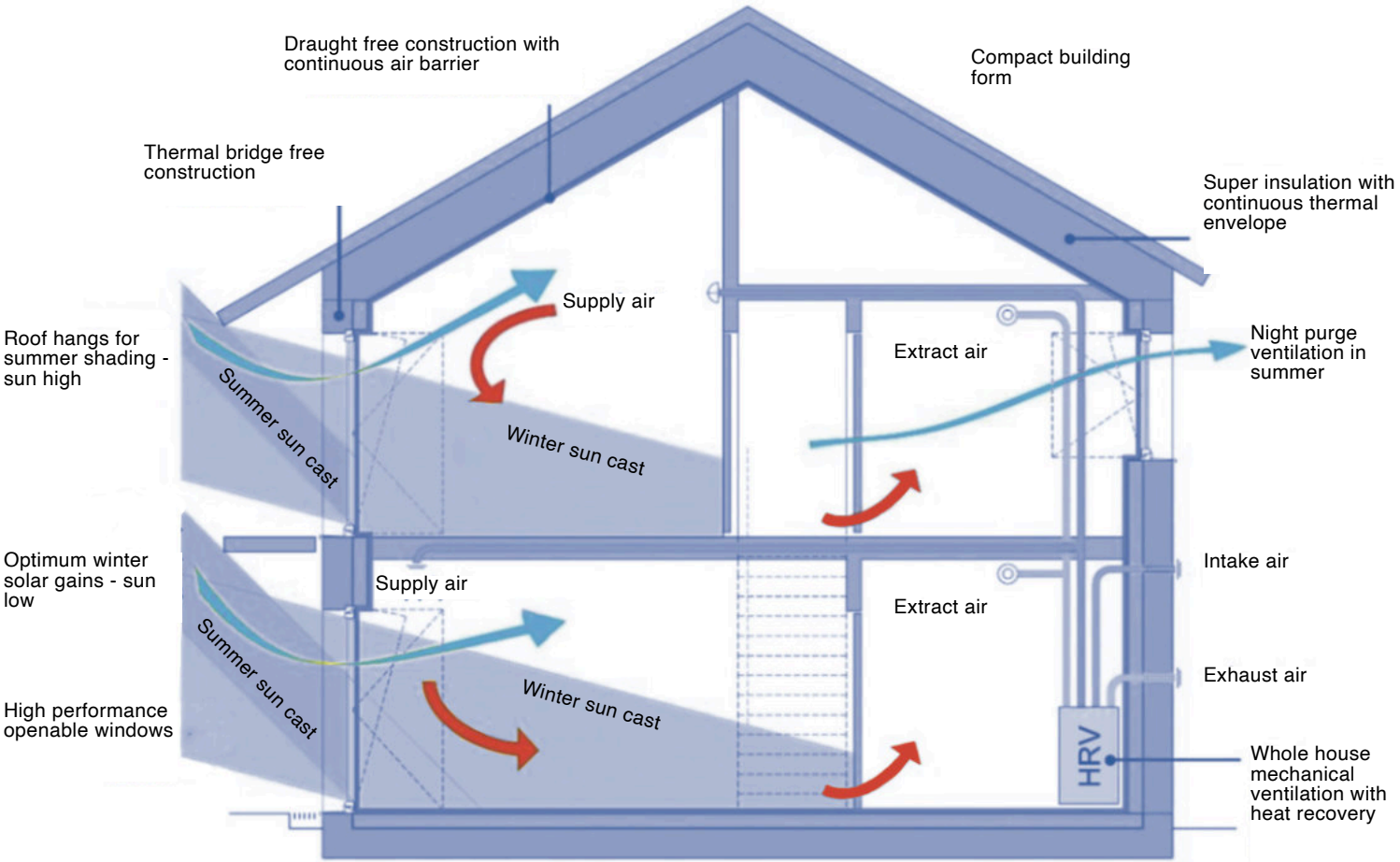


Fig.76 Diagram illustrating aspects of the building fabric to be considered

SU. 04 - WATER MANAGEMENT

Flooding and surface water drainage are recognised local concerns within Ottershaw. Future development must manage water responsibly, reducing runoff, supporting infiltration, and enhancing biodiversity. Sustainable Drainage Systems (SuDS) provide an integrated approach that not only reduces flood risk and improves water quality but also contributes to amenity, landscape character, and ecological resilience.

SuDS should be considered at the earliest design stage, not retrofitted, and form part of the wider green and blue infrastructure network. Their design must respond to site-specific conditions such as ground permeability, slope, and groundwater level, while creating attractive and accessible features that enhance the public realm.

Design Principles

Integrated and Site-Specific Design

- Surface water must be managed as close as possible to its source.
- Select SuDS approaches appropriate to site conditions (e.g., infiltration, attenuation, or reuse).
- Integrate drainage features into the overall landscape design from the outset — they should form part of the layout, not residual space.
- Where infiltration is not feasible, attenuation and controlled release systems must slow run-off to pre-development rates.

Amenity and Biodiversity Value

- SuDS must serve as multifunctional features, combining flood management with habitat creation, biodiversity enhancement, and visual amenity.
- Vegetated SuDS such as swales, rain gardens, and reed beds should be prioritised to filter and clean water naturally.
- Attenuation ponds, basins, or wetlands near development must be designed as attractive, publicly accessible landscape features, not fenced-off engineering structures.
- Use native planting to increase biodiversity and integrate SuDS within green corridors that support wildlife and pedestrian connectivity.

Water Efficiency and Reuse

- Incorporate rainwater harvesting, water butts, or other reuse systems to reduce mains water demand and pressure on sewers.
- Link the design of SuDS to the overall water cycle, maximising opportunities for water recycling within the site.
- Encourage the use of permeable paving, green roofs, and rain gardens to reduce runoff and support infiltration.

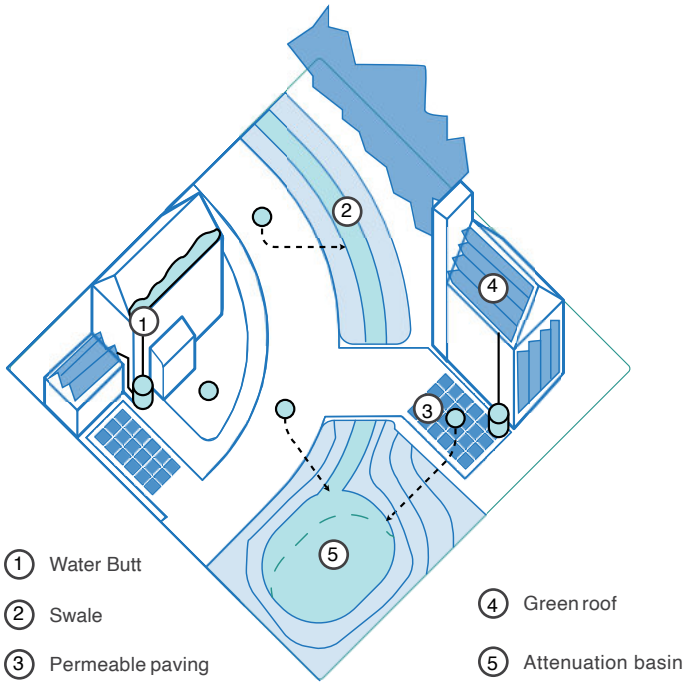


Fig.77 Diagram showing the best use of harvesting water systems rain garden, swales,permeable paving, green roofs

Design Quality and Best Practice

- All SuDS proposals should demonstrate compliance with CIRIA's SuDS Manual (C753) and use the Appendix B checklist to ensure best practice.
- Ensure long-term maintenance responsibilities are identified at planning stage to secure ongoing functionality and appearance.
- SuDS should be designed as positive visual and social features within the public realm, contributing to the overall character and distinctiveness of the development.

Summary

Sustainable water management must be considered a core design driver for all new development in Ottershaw. Well-designed SuDS contribute not only to flood resilience but also to the village's green character, amenity, and biodiversity — delivering technical performance and creating places people value.

Fig.78 Examples of SuDS designed as a public amenity and fully integrated into the design of the public realm

Fig.79 Example of swale integrated within a development contributing to Green and Blue infrastructure on the site.

SU. 05 - PERMEABLE PAVING

Hard surfacing — such as roads, driveways, and parking courts — significantly increases impermeable area, reducing the ground's ability to absorb rainfall and raising the risk of surface water flooding.
Permeable paving allows water to infiltrate into the ground while performing the same structural and aesthetic functions as conventional surfacing. Its careful selection and integration within new development can greatly reduce runoff, support groundwater recharge, and contribute to a high-quality, sustainable landscape.
Permeable surfaces are particularly important within Ottershaw, where drainage capacity and localised flooding are ongoing community concerns. They should form part of an integrated SuDS strategy alongside soft landscaping and water management measures.

Design Principles

Integration and Application

- Permeable paving should be incorporated into all development types, including footpaths, public squares, access roads, driveways, and private parking courts.
- Where feasible, unbuilt areas (gardens, verges, green buffers) should remain permeable through planting, grass or gravel surfacing.
- Permeable paving should visually complement surrounding materials and reflect the village's established character (e.g. gravel, clay pavers, or stone setts in rural or heritage contexts).

Performance and Functionality

- Paving must be designed to allow water infiltration, filtration, and storage within the sub-base before gradual discharge or infiltration to the ground.
- Where infiltration is not possible, permeable systems must provide sufficient attenuation volume and controlled outflow.
- Maintenance and long-term performance must be considered at design stage to ensure continued permeability.

Design Quality and Aesthetics

- Avoid extensive tarmac or impermeable surfacing within residential curtilages; use permeable alternatives that enhance visual quality and biodiversity.
- Permeable paving should be integrated with planting strips, rain gardens, or swales to create a more attractive and sustainable streetscape.
- Where permeable paving is used in public areas, ensure consistent detailing, clear demarcation between pedestrian and vehicle areas, and a coordinated palette of colours and materials.

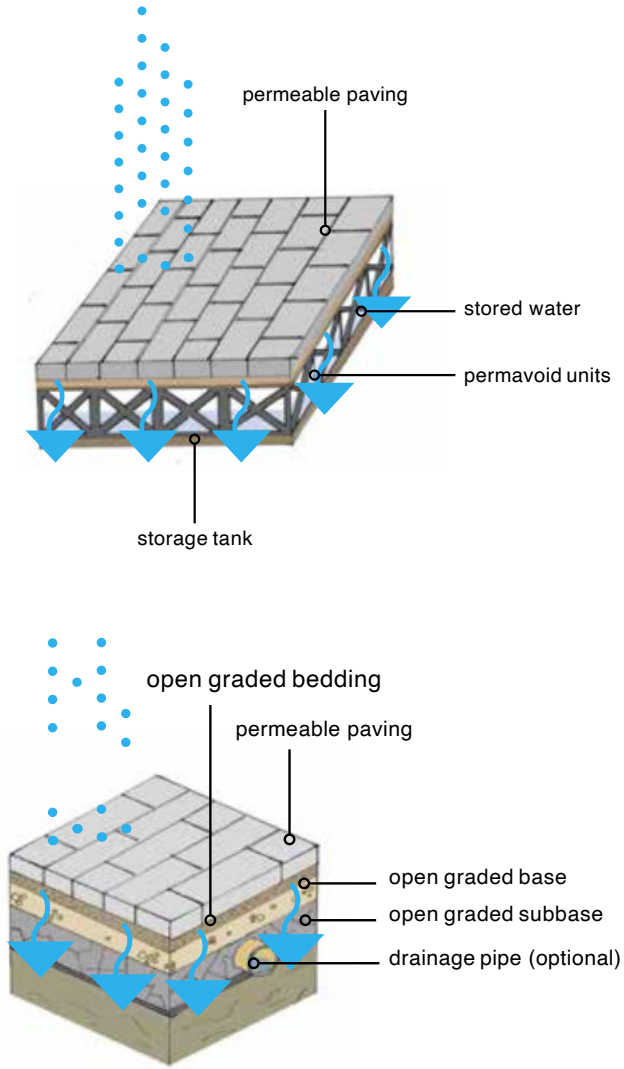


Fig.80 Diagrams illustrating the functioning of a permeable surface

Standards and Compliance
All permeable paving systems must comply with the latest version of the following regulations and guidance:

- Flood and Water Management Act 2010 (Schedule 3)
- Building Regulations Part H – Drainage and Waste Disposal
- Town and Country Planning (General Permitted Development) (England)

Non-Statutory Technical Standards for SuDS

- CIRIA SuDS Manual (C753)
- BS 8582 – Code of Practice for Surface Water Management for Development Sites
- BS 7533-13 – Pavements Constructed with Clay, Natural Stone or Concrete Pavers
- Guidance on the Permeable Surfacing of Front Gardens

Summary

Permeable paving is an essential part of flood resilience and landscape design in Ottershaw. By reducing run-off, improving visual quality, and complementing SuDS and planting, it supports both the leafy character and the sustainable performance of new development.

Fig.81 An example of permeable pavers (source:www.marshalls.co.uk)

Fig.82 An example of resinbound surfacing (Source:www.sureset.co.uk)

SU. 06 - WILDLIFE FRIENDLY

Ottershaw's leafy, semi-rural character is deeply connected to its biodiversity — the mature trees, hedgerows, woodlands and green corridors that weave through and around the village. Protecting and enhancing these ecological assets is central to both the village's identity and its environmental resilience.

New development must go beyond mitigation — it should actively design for nature, creating spaces and buildings that strengthen existing habitats, restore ecological links, and contribute to a connected green infrastructure network. Biodiversity must be integrated at every design stage, from site layout and planting design to the detailing of buildings and boundaries.

This approach aligns with the principles of the Biodiversity Net Gain (BNG) framework, promoting developments that not only protect what exists but measurably enhance it.

Design Principles

Protect and Enhance Existing Habitats

- Retain all native trees, species-rich hedgerows, and woodland wherever possible.
- Avoid abrupt or harsh edges to development; instead, create planted landscape buffers using native species to provide habitat and soften visual transitions.
- Protect roadside verges, hedgerows, and trees as natural ecological corridors, incorporating them as features within new layouts.

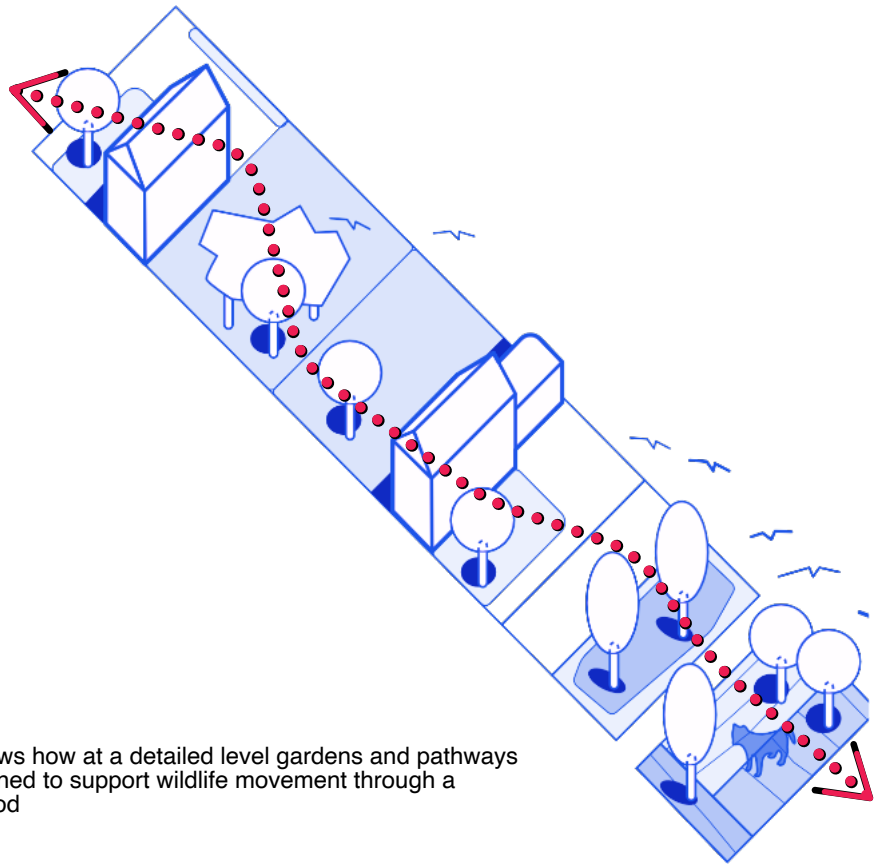


Fig.83 Diagram shows how at a detailed level gardens and pathways can be designed to support wildlife movement through a neighbourhood

- Ensure adequate buffer zones between new development and sensitive habitats, proportionate to their ecological function and species present.

Strengthen Green and Blue Connectivity
- Design developments to link existing green and blue infrastructure, connecting woodland, meadows, and watercourses to form continuous wildlife corridors.
- Align new green corridors alongside public footpaths or cycleways, combining access with habitat creation.
- Integrate SuDS features such as ponds, swales and wetlands designed for multiple functions — biodiversity, visual amenity, and flood management.
- Use planting to connect fragmented habitats and guide movement of pollinators and small mammals through development sites.

Design Buildings and Boundaries for Wildlife
- Incorporate wildlife-friendly features into building design, including:
- Integrated bat and bird boxes, insect hotels.
- Hedgehog highways in boundary fencing.
- Green roofs and walls on appropriate buildings.
- Climbing plants or trellises on façades to provide cover and shade.
- Avoid barriers to wildlife movement such as solid fencing; use native hedges or post-and-rail fencing with planted infill where possible.
- Lighting must be designed to minimise disturbance to nocturnal species — use downward-facing, low-level, low-lux fittings with timers or motion sensors.

Deliver Measurable Ecological Gains
- All development must achieve a minimum 10% Biodiversity Net Gain (BNG), in line with national policy.
- Off-site compensation or habitat creation may be secured via S106 or CIL funding where direct on-site provision is not feasible.
- Landscape and ecology management plans must outline long-term maintenance and monitoring to secure ongoing habitat value.

Summary

Designing for biodiversity is fundamental to Ottershaw's sustainable growth. Every development, regardless of scale, should make space for nature — through layout, planting, and architectural detailing — ensuring that wildlife, landscape and community wellbeing remain at the heart of the village's future.

Fig.84 Insect hotel

SU. 06 - GREEN CORRIDORS

Green corridors are routes of natural, semi-natural, or planted open space that connect habitats and provide environmental and social benefits. They can be ecological corridors that help wildlife move between separated areas, or they can be urban corridors that offer recreational paths for people and improve quality of life.

Ecological and urban green corridors connect fragmented habitats for wildlife and provide green infrastructure for people. They can include parks, forests, gardens, allotments, roadside verges, and greenways that run along waterways or boundaries. Many of the hedgerows that crisscross Ottershaw's landscape today are living remnants of the village's agricultural heritage. Once part of a thriving market gardening industry, these hedgerows originally served as boundaries between small fields used to grow fruit, vegetables, and flowers. Beyond their practical role in dividing land and protecting crops from wind, hedgerows provide vital habitats for birds, insects, and small mammals. Today, they remain an important feature of the local environment, offering both ecological benefits and a visual connection to the village's rural past.

Benefits:

- Enables wildlife movement, helps maintain biodiversity, and creates larger, better-connected habitats.
- Provides space for recreation like walking, running, and cycling, which improves physical and mental well-being.
- Helps mitigate the effects of climate change by storing carbon, producing oxygen, and providing shade.

Design Principles

Width and Buffering: Corridors should be wide enough to support species movement and provide a buffer against "edge effects" (negative influences from adjacent urban areas like pollution, light, or noise

Habitat Quality: Design should focus on increasing the quality of the habitat within the corridor, including providing food, water, and shelter specific to the targeted species.

Native Species Prioritisation: The use of native plants is best practice, as they are best suited to the local ecosystem and support local wildlife populations. Designs should also avoid the spread of non-native and invasive species.

Structural and Functional Connectivity: Designs must ensure there are uninterrupted links between habitat patches. This means considering how different species (from insects to small mammals) will physically move through the space, potentially using stepping stones (smaller green patches) where a continuous corridor isn't possible.

SU. 06 - GREEN CORRIDORS

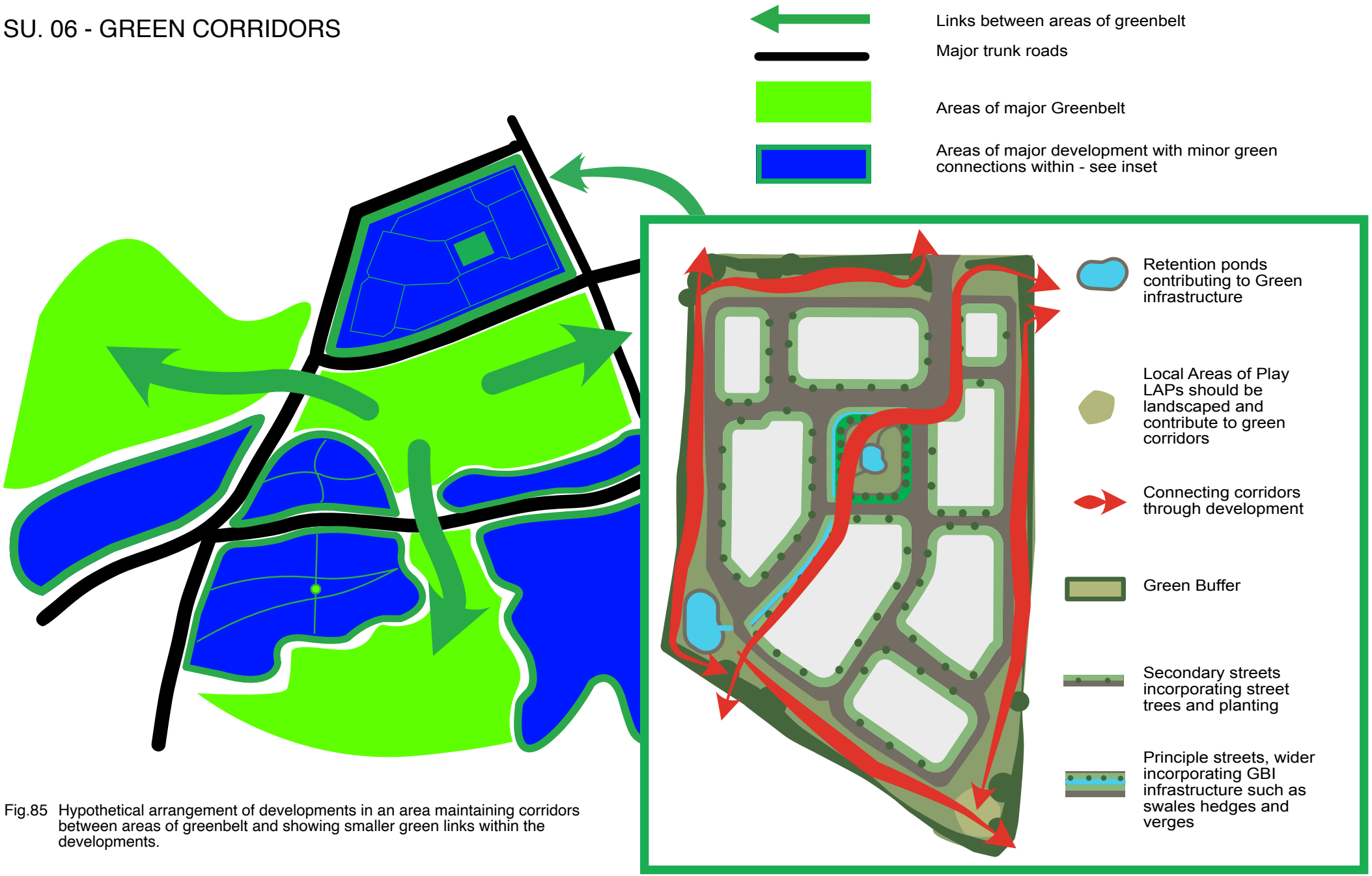


Fig.85 Hypothetical arrangement of developments in an area maintaining corridors between areas of greenbelt and showing smaller green links within the developments.

07 CHECK LIST

Checklist

General questions to ask when presented with a development proposal

Because the design guidance in this document cannot cover all design eventualities, this chapter provides a number of questions based on established good practice against which the design proposal should be evaluated. The aim is to assess all proposals by objectively answering the questions below. Not all the questions will apply to every development. The relevant ones, however, should provide an assessment as to whether the design proposal has considered the context and provided an adequate design solution.
As a first step there are a number of ideas or principles that should be present in all proposals. These are listed under ‘General design guidance for new development’. Following these ideas and principles, several questions are listed for more specific topics on the following pages.

1

General design guidelines for new development:

- Integrate with existing paths, streets, circulation networks and patterns of activity;
- Reinforce or enhance the established settlement character of streets, greens, and other spaces;
- Harmonise and enhance existing settlement in terms of physical form, architecture and land use;
- Relate well to local topography and andscape features, including prominent ridge lines and long-distance views;
- Reflect, respect, and reinforce local architecture and historic distinctiveness;
- Retain and incorporate important existing features into the development;
- Respect surrounding buildings in terms of scale, height, form and massing;
- Adopt contextually appropriate materials and details;
- Provide adequate open space for the development in terms of both quantity and quality;
- Incorporate necessary services and drainage infrastructure without causing unacceptable harm to retained features;
- Ensure all components e.g. buildings, landscapes, access routes, parking and open space are well related to each other;
- Positively integrate energy efficient technologies;
- Make sufficient provision for sustainable waste management (including facilities for kerbside collection, waste separation, and minimisation where appropriate) without adverse impact on the street scene, the local landscape or the amenities of neighbours;
- Ensure that places are designed with management, maintenance and the upkeep of utilities in mind; and
- Seek to implement passive environmental design principles by, firstly, considering how the site layout can optimise beneficial solar gain and reduce energy demands (e.g. insulation), before specification of energy efficient building services and finally incorporate renewable energy sources.

2

Street grid and layout:

- Does it favour accessibility and connectivity? If not, why?
- Do the new points of access and street layout have regard for all users of the development; in particular pedestrians, cyclists and those with disabilities?
- What are the essential characteristics of the existing street pattern; are these reflected in the proposal?
- How will the new design or extension integrate with the existing street arrangement?
- Are the new points of access appropriate in terms of patterns of movement?
- Do the points of access conform to the statutory technical requirements?

3 (continues)

Local green spaces, views & character

- What are the particular characteristics of this area which have been taken into account in the design; i.e. what are the landscape qualities of the area?
- Does the proposal maintain or enhance any identified views or views in general?
- How does the proposal affect the trees on or adjacent to the site? Can trees be used to provide natural shading from unwanted solar gain? i.e. deciduous trees can limit solar gains in summer, while maximising them in winter.
- Has the proposal been considered within its wider physical context? Has the impact on the landscape quality of the area been taken into account?
- In rural locations, has the impact of the development on the tranquillity of the area been fully considered?
- How does the proposal impact on existing views which are important to the area and how are these views incorporated in the design?
- Can any new views be created?
- Is there adequate amenity space for the development?
- Does the new development respect and enhance existing amenity space?

3

Local green spaces, views & character:

- Have opportunities for enhancing existing amenity spaces been explored?
- Will any communal amenity space be created? If so, how this will be used by the new owners and how will it be managed?
- Is there opportunity to increase the local area biodiversity?
- Can green space be used for natural flood prevention e.g. permeable landscaping, swales etc.?
- Can water bodies be used to provide evaporative cooling?
- Is there space to consider a ground source heat pump array, either horizontal ground loop or borehole (if excavation is required)?

4

Gateway and access features:

- What is the arrival point, how is it designed?
- Does the proposal maintain or enhance the existing gaps between settlements?
- Does the proposal affect or change the setting of a listed building or listed landscape?
- Is the landscaping to be hard or soft?

5 (continues)

Buildings layout and grouping:

- What are the typical groupings of buildings?
- How have the existing groupings been reflected in the proposal?
- Are proposed groups of buildings offering variety and texture to the townscape?
- What effect would the proposal have on the streetscape?
- Does the proposal maintain the character of dwelling clusters stemming from the main road?
- Does the proposal overlook any adjacent properties or gardens? How is this mitigated?
- Subject to topography and the clustering of existing buildings, are new buildings oriented to incorporate passive solar design principles?

5

Buildings layout and grouping:

- If any of the buildings were to be heated by an individual air source heat pump (ASHP), is there space to site it within the property boundary without infringing on noise and visual requirements?
- Can buildings with complementary energy profiles be clustered together such that a communal low carbon energy source could be used to supply multiple buildings that might require energy at different times of day or night to reduce peak loads? And/or can waste heat from one building be extracted to provide cooling to that building as well as heat to another building?
- Has the orientation and spatial arrangements of new buildings been designed so as to protect the privacy outlook and amenity of existing residents privacy and amenity?

6

Building line and boundary treatment:

- What are the characteristics of the building line?
- How has the building line been respected in the proposals?
- Has the appropriateness of the boundary treatments been considered in the context of the site?

7

Building scale and height:

- What are the characteristics of the roofline?
- Have the proposals paid careful attention to height, form, massing and scale? If a higher than average building(s) is proposed, what would be the reason for making the development higher?
- Will the roof structure be capable of supporting a photovoltaic or solar thermal array either now, or in the future?
- Will the inclusion of roof mounted renewable technologies be an issue from a visual or planning perspective? If so, can they be screened from view, being careful not to cause over shading?

8

Household extensions:

- Does the proposed design respect the character of the area and the immediate neighbourhood, and does it have an adverse impact on neighbouring properties in relation to privacy, overbearing or overshadowing impact?
- Is the roof form of the extension appropriate to the original dwelling (considering angle of pitch)?
- Do the proposed materials match those of the existing dwelling?
- In case of side extensions, does it retain important gaps within the street scene and avoid a 'terracing effect'?
- Are there any proposed dormer roof extensions set within the roof slope?
- Does the proposed extension respond to the existing pattern of window and door openings?
- Is the side extension set back from the front of the house?
- Does the extension offer the opportunity to retrofit energy efficiency measures to the existing building?
- Can any materials be re-used in situ to reduce waste and embodied carbon?

9

Building materials and surface treatment:

- Are recycled materials, or those with high recycled content proposed?
- Has the embodied carbon of the materials been considered and are there options which can reduce the embodied carbon of the design? For example, wood structures and concrete alternatives.
- Can the proposed materials be locally and/or responsibly sourced? E.g. FSC timber, or certified under BES 6001, ISO 14001 Environmental Management Systems?

10

Car parking:

- What parking solutions have been considered?
- Are the car spaces located and arranged in a way that is not dominant or detrimental to the sense of place?
- Has planting been considered to soften the presence of cars?
- Does the proposed car parking compromise the amenity of adjoining properties?
- Have the needs of wheelchair users been considered?
- Can electric vehicle charging points be provided?
- Can secure cycle storage be provided at an individual building level or through a central/ communal facility where appropriate?
- If covered car ports or cycle storage is included, can it incorporate roof mounted photovoltaic panels or a biodiverse roof in its design?
- Has sufficient visitor car parking been integrated to allow trades vehicles to park

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Architectural details and design:

- Does the proposal harmonise with the adjacent properties? This means that it follows the height massing and general proportions of adjacent buildings and how it takes cues from materials and other physical characteristics.
- Does the proposal maintain or enhance the existing landscape features?
- Has the local architectural character and precedent been demonstrated in the proposals?
- If the proposal is a contemporary design, are the details and materials of a sufficiently high enough quality and does it relate specifically to the architectural characteristics and scale of the site?
- Have larger apartment blocks avoided flat uniform elevations by incorporating 3D design features such as:
  - Recesses and projections (to break up massing)
  - Articulated façades (changes in depth across the elevation)
  - Bay windows or oriel windows
  - Balconies (recessed or projecting)
  - Set-backs on upper floors
  - Varied rooflines (pitched, stepped, or mansard elements)
  - Changes in materials or textures that correspond to physical changes in depth
  - Vertical or horizontal modulation (e.g., pilasters, fins, vertical breaks)
  - Porches, entrance canopies, and covered walkways
- Have passive environmental design features been incorporated such as larger roof overhangs, deeper window reveals and/or external louvres/ shutters to provide shading in hotter months?
- Can the building designs utilise thermal mass to minimise heat transfer and provide free cooling?
- Can any external structures such as balconies be fixed to the outside of the building, as opposed to cantilevering through the building fabric to reduce thermal bridge?