

Swindon Borough Council

Planning Committee

Tuesday, 11 February 2020

Council Chamber, Civic Offices

At 6.00 p.m.

Conservative Councillors

Timothy Swinyard (Chair)
Alan Bishop
Nick Burns-Howell
Malcolm Davies
Robert Jandy
Jenny Jefferies
Nick Martin
Vera Tomlinson

Labour Councillors

John Ballman
Paul Dixon
Steph Exell
James Robbins
Carol Shelley
Peter Watts

Liberal Democrat Councillors

Stan Pajak

Committee Officer: Shaun Banks (Telephone 07980 752047)
email:sbanks@swindon.gov.uk

Swindon Borough Council can be contacted at the Civic Offices, Euclid Street, Swindon, SN1 2JH (Telephone 01793 445500)

Access Arrangements - The venue is wheelchair accessible and an infrared receiver hearing system is provided. If you have any special requirements to enable you to attend the meeting or would like to receive any of the pages contained in this agenda in a larger print size, please contact the Committee Officer as soon as possible prior to the date of the meeting.

AGENDA

1. Apologies for Absence

2. Declarations of Interest

Members are reminded that at the start of the meeting they should declare any known interests in any matter to be considered, and also during the meeting if it becomes apparent that they have an interest in the matters being discussed.

3. Minutes (Pages 5 - 10)

To receive the minutes of the meeting held on 14th January 2020.

4. Public Question Time

See explanatory note below. Please phone the Committee Officer whose name and number appears at the top of this agenda if you need further guidance.

5. Determination of Planning and Related Applications (Pages 11 - 14)

6. **S/19/0742/SASM - Erection of 1no. dwelling and associated works, Land Adjoining, 22 Dunley Close, Swindon (Ward: St Andrews) (HPRS&H)**
(Pages 15 - 28)
7. **S/HOU/19/1799/CLWO - Conversion and extension of garage into habitable space, Rivermead, The Street, Castle Eaton, Swindon (Ward: Blunsdon And Highworth) (HPRS&H)** (Pages 29 - 40)
8. **S/19/1100/CHHO - Erection of 12no. dwellings and associated works, The Quadrant, Stonehill Green, Swindon (Ward: Mannington And Western) (HPRS&H)** (Pages 41 - 64)
9. **S/19/1505 - Erection of a first floor rear extension to an existing 6 person House in Multiple Occupation (use class C4) to create an 8 person HMO (sui generis), 27 Prospect Hill, Old Town, Swindon (Ward: Eastcott) (HPRS&H)** (Pages 65 - 82)
10. **Travel Plans Supplementary Planning Document (SM -TPD&WM)**
(Pages 83 - 112)

Key: (HPRS&H) – Head of Planning, Regulatory Services and Heritage
(SM-TPD&WM) - Service Manager – Transport Planning, Development & Street Works Management

Date of Despatch: 03 February 2020

Public Question Time - Swindon Borough Council remains committed to increasing its accountability to the public and to promoting active citizenship. 15 minutes will be allowed at the start of all Council meetings for questions to the Chair from the public about the work of the Committee (except for confidential matters, and matters relating to planning and licensing applications). We will give priority to those who submit questions in writing at least two days before the meeting. Questions must be relevant, clear, and concise. You may not use Public Question Time as an opportunity to make speeches or statements.

Questions in writing should be sent to the Committee Officer whose contact details appear on the agenda above or to the Director of Law and Democratic Services, we will publish it, along with the answer, alongside the Minutes. The process associated with asking a public question is set out in the "Public Question Time at Council Meetings Protocol and Guidance" available on the Council's Website.

(<http://www5.swindon.gov.uk/moderngov/ecCatDisplay.aspx?sched=doc&cat=13338&path=0>) or from the Committee Officer named above.

WELCOME TO THE PLANNING COMMITTEE OF SWINDON BOROUGH COUNCIL

NEW GUIDELINES - PLEASE READ

IF YOU HAVE COME TO SPEAK ABOUT AN APPLICATION THAT INTERESTS YOU PLEASE READ THE FOLLOWING GUIDELINES. THEY EXPLAIN HOW THE COMMITTEE DEALS WITH EACH ITEM. THESE GUIDELINES ONLY APPLY TO APPLICATIONS LISTED ON THE MAIN SCHEDULE IN THE AGENDA

- 1. THE COMMITTEE CHAIR CALLS THE ITEM**
- 2. PLANNING OFFICER PRESENTS THE APPLICATION**
- 3. WARD COUNCILLORS MAY SPEAK**
- 4. APPLICANTS AND/OR AGENT (5 MINUTES MAXIMUM IN TOTAL) WHO HAVE NOTIFIED THEIR INTENTION TO SPEAK ON THE ITEM TO THE COMMITTEE CLERK BY 12 NOON THE DAY BEFORE THE MEETING.**
- 5. PUBLIC SPEAKERS (INCLUDING PARISH COUNCIL) - WHO HAVE NOTIFIED THEIR INTENTION TO SPEAK ON THE ITEM TO THE COMMITTEE CLERK BY 12 NOON THE DAY BEFORE THE MEETING.**

(MAXIMUM 5 MINUTES EACH UP TO 2 SPEAKERS, IF MORE THAN 2 THEN MAXIMUM 10 MINUTES TOTAL SPEAKING TIME FOR ALL SPEAKERS)
- 6. PARISH COUNCIL REPRESENTATIVES (5 MINUTES MAXIMUM IN TOTAL) WHO HAVE NOTIFIED THEIR INTENTION TO SPEAK ON THE ITEM TO THE COMMITTEE CLERK BY 12 NOON THE DAY BEFORE THE MEETING.**
- 7. COUNCILLORS WHO HAVE DECLARED PERSONAL OR PREJUDICIAL INTERESTS MAY SPEAK**
- 8. MEMBER ONLY DISCUSSION, INCLUDING ANY FURTHER QUESTIONS TO OFFICERS OR ANYONE ELSE WHO HAS SPOKEN**
- 9. A PLANNING OFFICER WILL CLOSE THE ITEM BY COMMENTING ON ISSUES RAISED BY MEMBERS**
- 10. VOTE**
- 11. CHAIR BRIEFLY EXPLAINS DECISION IF NECESSARY**
- 12. NEXT BUSINESS**

THE 10 MINUTE MAXIMUM PUBLIC SPEAKING PERIOD WILL BE YOUR ONLY OPPORTUNITY TO SPEAK, UNLESS MEMBERS OF THE COMMITTEE WISH TO ASK YOU QUESTIONS UNDER GUIDELINE 7.

SPEAKERS WHO MERELY REPEAT POINTS ALREADY MADE BY OTHERS MAY BE ASKED TO STAND DOWN.

IF THERE IS MORE THAN ONE PERSON WISHING TO ADDRESS THE COMMITTEE EITHER AS AN OBJECTOR OR SUPPORTER, THEY ARE EXPECTED TO NOMINATE A REPRESENTATIVE FROM THE SPEAKERS LISTED TO REPRESENT THEIR COLLECTIVE VIEWS.

THE CHAIR AND THE COMMITTEE HAVE THE DISCRETION TO DEPART FROM THESE GUIDELINES, BUT WILL IN MOST CASES EXPECT ALL PARTIES TO ABIDE BY THEM.

PLANNING COMMITTEE

TUESDAY, 14 JANUARY 2020

PRESENT: - Councillors Timothy Swinyard (Chair), Alan Bishop, Malcolm Davies, Paul Dixon, Robert Jandy, Jenny Jefferies, Nick Martin, Stan Pajak, Carol Shelley, Vera Tomlinson and Peter Watts.

Apologies for absence were received from Councillors John Ballman, Nick Burns-Howell, Steph Exell and James Robbins.

54. Declarations of Interest

The Chair reminded Councillors to declare any known interests in any of the matters to be considered by the Committee. No such declarations were made.

55. Minutes

Resolved – That the minutes of the meetings held on 12th November and 2nd December 2019, be confirmed and signed.

56. Public Question Time

There were no public questions

57. S/RES/18/0027/JABU Reserved matters application (following outline planning permission S/07/1365) for the demolition of existing stadium and construction of a new stadium, racing building, training kennels, new stands, acoustic barrier, car parking and associated development including minor access works to western access and laying out of open space/linear park. (Amended Proposals) (Modification to reserved matters approval reference S/RES/16/0036) (Ward St. Andrews) (HPRS&H)

In respect of application numbered S/RES/18/0027/JABU – (Reserved matters application (following outline planning permission S/07/1365) for the demolition of existing stadium and construction of a new stadium, racing building, training kennels, new stands, acoustic barrier, car parking and associated development including minor access works to western access and laying out of open space/linear park. (Amended Proposals) (Modification to reserved matters approval reference S/RES/16/0036)) the Committee considered: -

- (a) An application for permission to construct a new road;
- (b) Recommendations of the Head of Planning, Regulatory Services and Heritage;
- (c) The views of interested persons set out in the report circulated with the Committee Agenda;
- (d) The comments at the meeting of the following interested persons:-

<u>Name</u>	<u>Address/Organisation</u>
Clarke Osbourne	Gaming International
Stephanie Poyntz	Resident

Rhiannon Ford	Resident
Adele Walker	Resident
Maggie Walton	Resident
Helen Gamblin	Resident
Councillor Vera Tomlinson	Ward Councillor

Councillors Stan Pajak, Vera Tomlinson and Peter Watts spoke in respect of this application.

The application can be broadly summarised as:

- The reserved matters application related to the redevelopment of Abbey Stadium and provide new facilities for speedway and greyhound racing to construct the layout of the open space.
- The reserved matters were the access, appearance, the landscaping and the scale of the development.
- The application was an alternative proposal to develop the existing site and was previously considered by the Committee in November 2018 where the Head of Planning, Heritage and Regulatory Services was authorised to approve the reserve matters subject to conditions and the completion of a Section 106 Agreement.
- A revised layout was submitted in 2019 which involved the construction of a replacement stadium building on the opposite side of the race track and to re-construct the speedway and greyhound racing tracks within the current stadium, changes to car parking and the acoustic barriers.
- The application had been brought back to Committee due to the proposed changes, set out within the report, and due to changes to the proposed Section 106 Agreement to ensure the facilities and infrastructure that should have been provided are delivered prior to further housing development at set milestones of housing development.
- If the Section 106 Agreement was not concluded the report recommended that the Head of Planning, Heritage and Regulatory Services be authorised to refuse the application.
- Officers had been working with the applicant to agree a new timetable for the delivery of the new application and to safeguard and retain existing facilities and travel plan.
- A further application for reserved matters submitted in 2018 for 127 homes to the east is currently out for consultation and is pending consideration.
- The Council's Landscaping Officer had raised concerns including the design of the acoustic barrier changes to the location of open space and landscaping; these were set out within paragraph 26 of the report.
- Studies had shown that it was not possible to maintain existing racing noise levels when moving the development to the east with the current sound retention proposals or with the models set out in paragraphs 71 and 72 of the report. There were currently no noise mitigation measures in place.
- In balance with the acoustic barriers and improvements to the stadium officers recommended that the Head of Planning, Heritage and Regulatory Services be authorised to approve the application subject to the conditions set out within the report and the successful conclusion of a Section 106 Agreement.

Submissions in support of the application can be broadly summarised as:

- The stadium had operated continually for over 60 years promoting speedway and greyhound racing.
- The application included the creation of improved facilities and provision of housing.
- In 2016 outline planning permission was granted for the demolition of the existing stadium and building of a new stadium to the east of the existing site in a manner permitting the continuation of existing activities and this had been the subject of a modified application.
- As the result of construction issues the application was revised to develop the new stadium on the existing site with a proposal to build 127 houses on the land to the east of the stadium originally designated for the new stadium.
- There were many advantages to this proposal including access, landscaping and car parking and use of the local amenity and after discussions with planning officers a revised application was submitted to the Planning Authority on 13th November 2018.
- Work had been undertaken with officers to timetable construction of the development whilst allowing access to current facilities whilst improvements were being made.
- The application was to build the stadium on the opposite side of the race track to the existing stadium facilities to allow uninterrupted access to existing facilities and to allow the development to be completed faster.
- The development included the construction of an acoustic barrier enclosing the racetrack and speedway pits (this would be constructed in two stages).
- The start and finish lines of the race track will be reversed and speedway pits would be moved to the northern side of the track closest to the A419 and move noise in this general direction where the general noise levels are higher.
- The public announcement sound system would be updated and would minimise overspill of sound.
- There would be a dedicated phone line for use during construction, communication would be maintained with local residents and liaison events with local residents would be held during the construction phase.
- There was a noise management plan which was a live document and as speedway events finished before 11:00pm there should be no issue in meeting the sound levels set out in paragraphs 45 and 46.
- The design implementation plan reduced the delivery period for the stadium work and set out milestones for construction of residential properties and with approval of the Committee remodelling work would commence immediately and the scheme would be completely by the end of 2020.
- The stadium had a good record of greyhound care.
- The history of the application before was both lengthy and complex and the developer had already made money from houses and other development which was envisaged as supporting the development of the stadium.
- Assurances from the developer that work could start immediately following the receipt of the necessary approvals.
- That the development of the stadium was necessary to support speedway racing in the town.
- That consideration of greyhound racing was not a material concern for the Committee.

Submissions opposing the application can be broadly summarised as:

- The Swindon Borough Local Plan stated that successful growth in the town were supported by a long term vision and plan, whereas greyhound racing was in a long term decline as a spectator sport across the country.
- A number of tracks across the United Kingdom and Ireland had closed over the previous year with at least one stadium being redeveloped as housing.
- It would be more sensible to replace the greyhound facilities with other more sustainable uses.
- Greyhound racing was banned in several countries and it was hoped by objectors that it would also be banned nationally in the near future making the facility redundant.
- Opponents had been to the track on 75 occasions that there was greyhound racing over the previous two years and the stadium was only at approximately 15% of capacity and attendances had been decreasing over the last year.
- An average of greyhounds are killed daily and distressing scenes at greyhound meetings had been shown on television.
- Cruelty to greyhounds involved in racing are regularly reported by social media and the public were moving away from the sport.
- The Council should request that the stadium is redeveloped in a way that would increase public participation and not for greyhound racing which would leave the stadium as a white elephant.
- The application should be refused because of the poor record of looking after dogs participating in the sport.
- Dog racing was financially dependent on betting and this could have an adverse effect on the mental health of those people participating, including on young children who had been taken to the track.
- Twitter feeds had shown young children with betting slips and children could be encouraged to bet with a minimum stake of 25 pence and research had shown the number of 11-16 year old children with betting problems had risen sharply over the last few years.
- Exposing children to gambling ran contrary to the Council's own policies and undermined health and wellbeing in the Borough as well as objective 6 of the Local Plan.
- Participants in speedway had made their own choice to take part and was a more family friendly sport.
- The proposal did not support jobs or the local economy.
- Dogs at the track were often mistreated and there was poor veterinary support available onsite.
- The development of a greyhound track would not enhance the town's reputation.

Resolved – (1) That the Head of Planning, Regulatory Services and Heritage be authorised to approve the Reserved Matters, subject to (i) the planning conditions set out in the report, together with any amended, omitted or additional conditions, and (ii) upon the completion of a Section 106 agreement to mitigate the impact of the development, including for acoustic mitigation and to ensure the satisfactory completion of the stadium development and the other strategic development including the open space and play areas and the construction of the necessary drainage infrastructure and securing a sum for the making of a Traffic Regulation Order in the vicinity of the site if visitor parking for events at the stadium results in an unacceptable impact on the nearby residential roads.

(2) That in the event that the applicant fails to enter into an agreement or fails to

agree to an extension of time for the determination of the application to enable the Council as Local Planning Authority to deal with these matters, then the Head of Planning, Regulatory Services and Heritage be authorised to refuse the approval of reserved matters.

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Determination of Planning and related Applications

Planning Committee

Date: 11th February 2020

Author: Head of Planning, Regulatory Services and Heritage

Wards: All Wards

Parishes Affected: All Parish Area

1. Purpose and Reasons

- 1.1 To determine the planning and related applications in the Committee reports that follow this report in the Committee Agenda, as may be amended by an additional information sheet circulated before the meeting

2. Recommendations

The Committee is recommended to:

- 2.1.1 determine the applications set out in the Committee agenda in accordance with the recommendations set out in the reports, including, where relevant, the additional information.

3. Alternative Options

- 3.1 The Committee could choose not to determine the Planning applications

4. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 4.1 There would be financial implications if, following a refusal to grant planning permission or the grant of conditional permission, costs are awarded against the Council on appeal. However, this would only happen if the Council was adjudged to have acted unreasonably

Legal and Human Rights Implications

- 4.2 There are no staffing implications. No comments have been received from relevant trade unions, unless specified in the attached schedule.
- 4.3 Human Rights considerations have been taken into account in compiling the reports. It is considered that the recommendations of the reports are compatible with Convention rights and that in accordance with the principle of proportionality any interference with the Convention rights of individuals is justified by the overall benefit to the community.

5. Appendices

- 5.1 Appendix 1 - Documents which may be relied on in the preparation of the application reports

Further information on the subject of this report can be obtained from Shaun Banks, (07980752047) sbanks@swindon.gov.uk.

Determination of Planning and related Applications

Planning Committee

Date: 11th February 2020

5.2 Planning and related applications reported to this Committee for the first time.

APPENDIX 1

DOCUMENTS WHICH MAY BE RELIED ON IN THE PREPARATION OF THE APPLICATION REPORTS

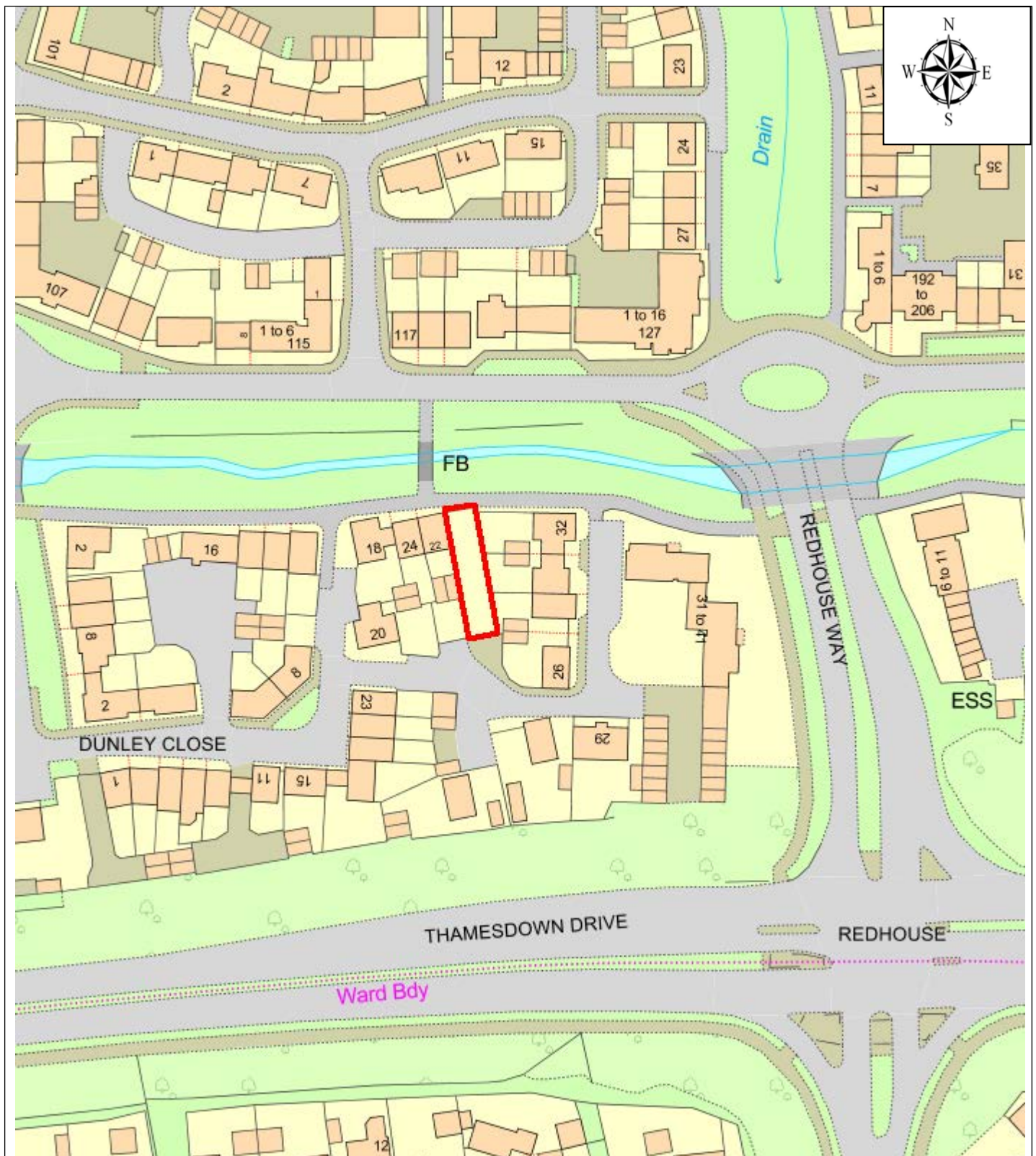
1. The approved Development Plan, consisting of
 - Swindon Borough Local Plan 2026, (2015), and the Swindon Borough Local Plan 2026 Policies Map (2015)
 - Wiltshire and Swindon Minerals Core Strategy, (2009)
 - Wiltshire and Swindon Minerals Development Control Policies DPD (2009)
 - Wiltshire and Swindon Aggregate Minerals Site Allocations Local Plan, (2013)
 - Wiltshire and Swindon Waste Core Strategy, (2009)
 - Wiltshire and Swindon Waste Development Control Policies DPD, (2009)
 - Wiltshire and Swindon Waste Site Allocations Local Plan, (2013)
 - Swindon Central Area Action Plan, (2009)
 - Wroughton Neighbourhood Plan (2016): for applications in Wroughton Parish
 - Highworth Neighbourhood Plan (2017): for applications in Highworth Parish
 - South Marston Neighbourhood Plan (2017) for applications in South Marston Parish
 - Hannington Neighbourhood Plan (2018) for applications in Hannington
2. Adopted Supplementary Planning Guidance Notes, Supplementary Planning Documents and Development Control Guidance Notes
3. The National Planning Policy Framework, (2018); and policy statements, guidance and DCLG circulars that support the National Planning Policy Framework
4. Ministerial Statements and other guidance material to the consideration of applications
5. Relevant appeal decisions and case law
6. Relevant planning history, case files and related correspondence including the views of statutory consultees
7. Any emerging relevant Development Plan Documents

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Application Number S/19/0742

Proposal Erection of 1no. dwelling and associated works.

Location: Land Adjoining 22 Dunley Close Swindon SN25 2BL



This Plan is for illustrative purposes only and is not intended to provide accurate representation of the development.

In all cases reference should be made to the submitted plans.

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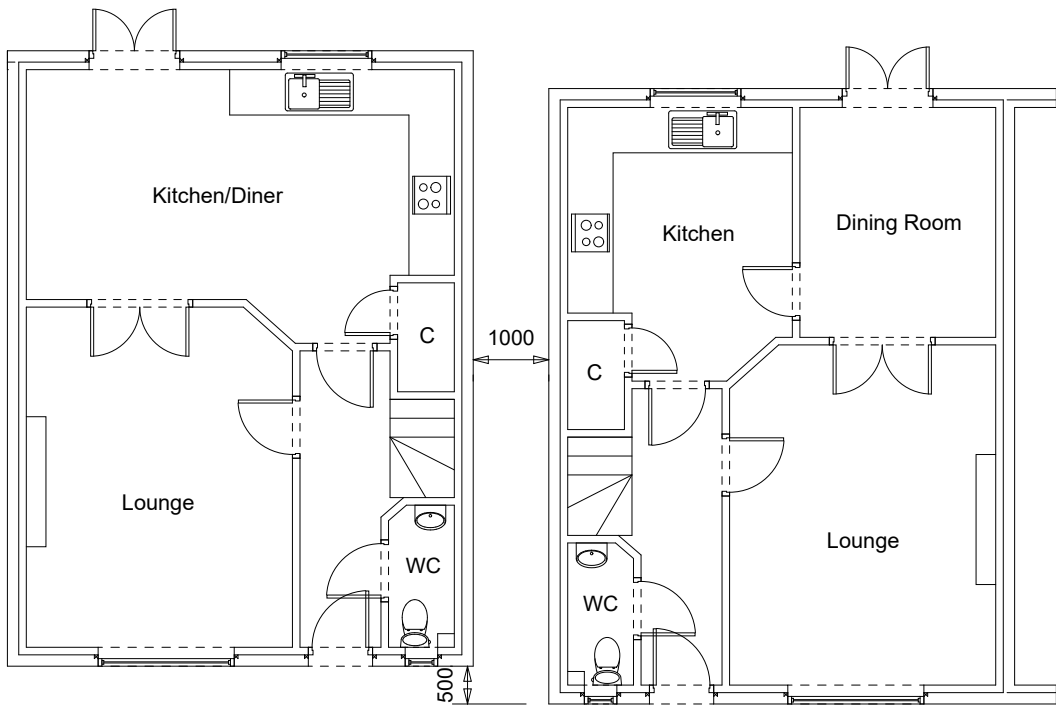
Application Number S/19/0742
Proposal Erection of 1no. dwelling and associated works.
Location: Land Adjoining 22 Dunley Close Swindon SN25 2BL



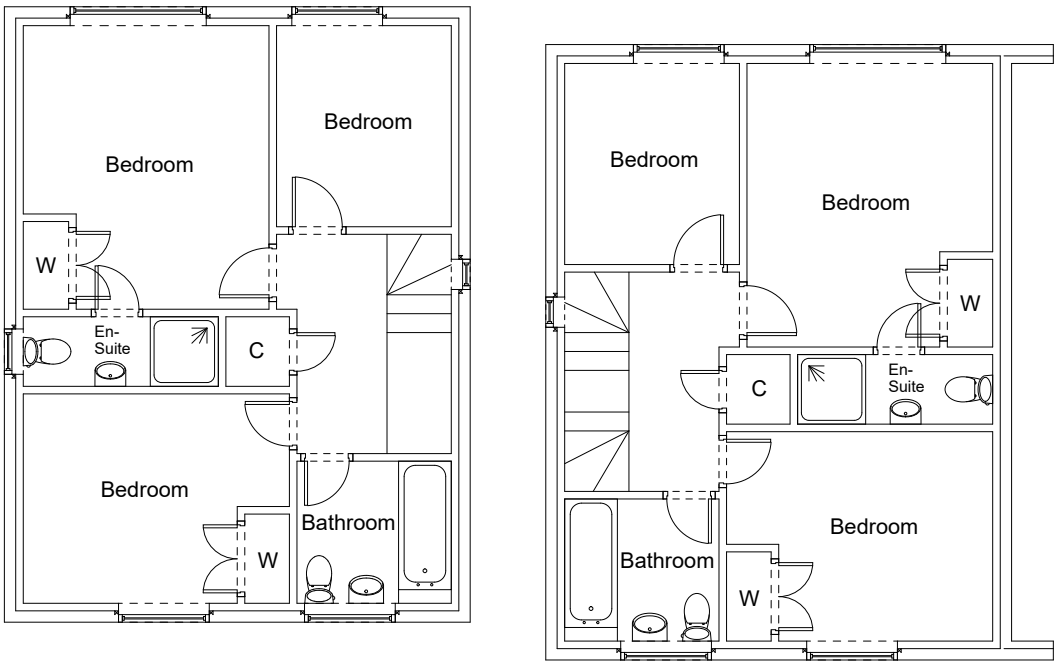
This Plan is for illustrative purposes only and is not intended to provide accurate representation of the development.

In all cases reference should be made to the submitted plans.

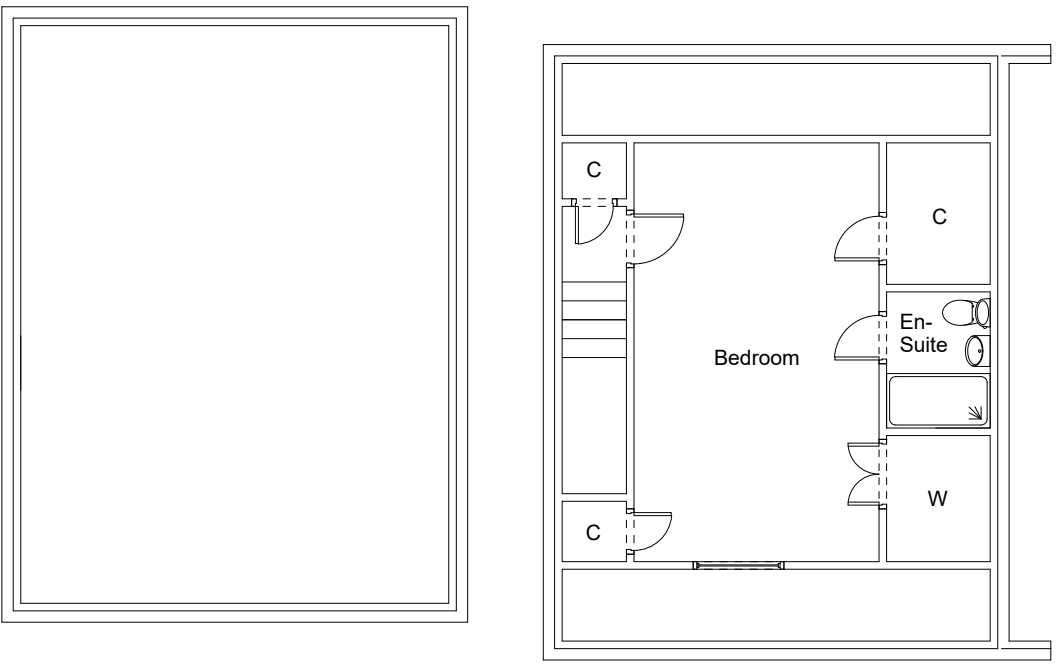
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Proposed Ground Floor



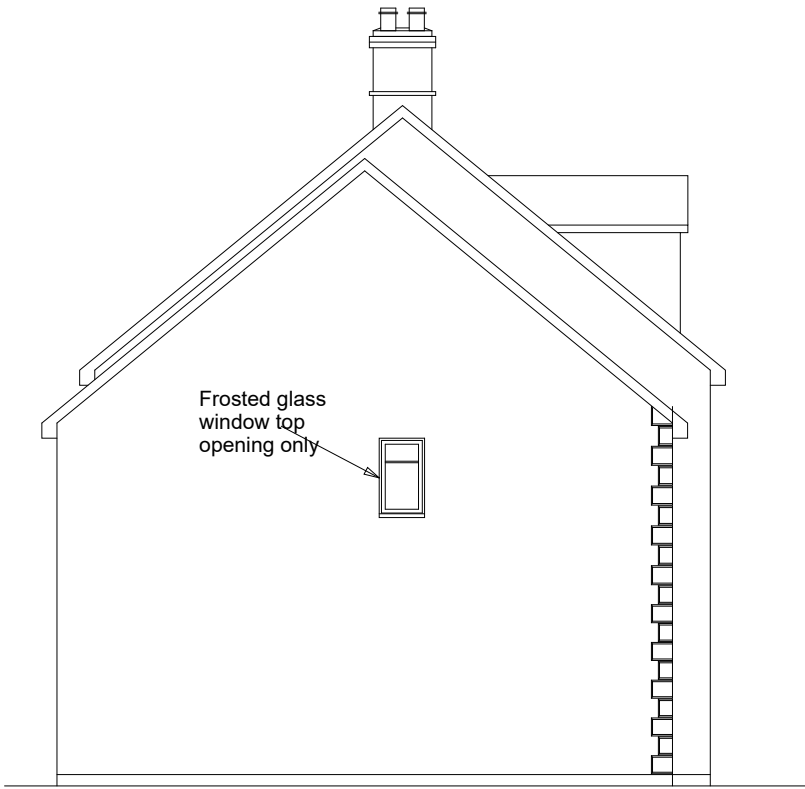
Proposed First Floor



Proposed Loft



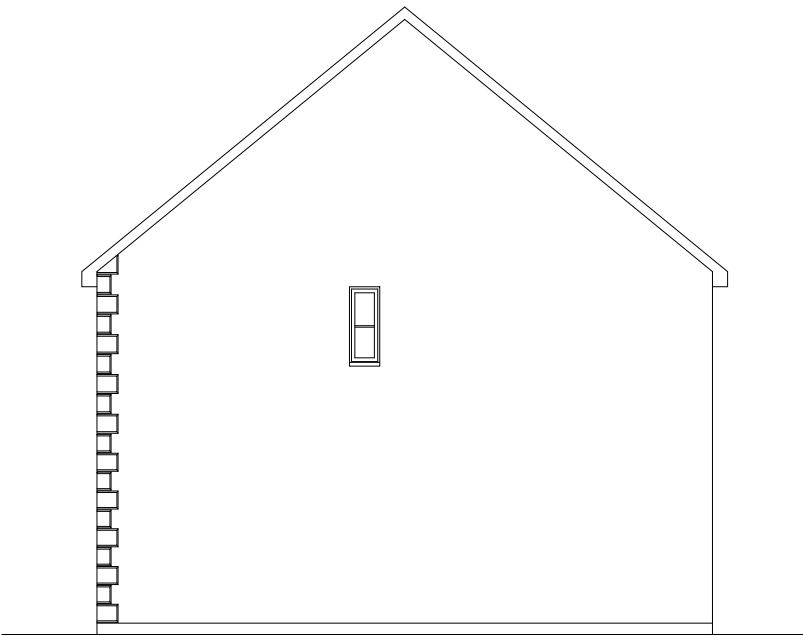
Proposed Front



Proposed Side



Proposed Rear



Proposed Side



Client
Mr S Melville

Project
22 Dunley Close
Redhill
Swindon
SN25 2BL

Drawing Title
Proposed

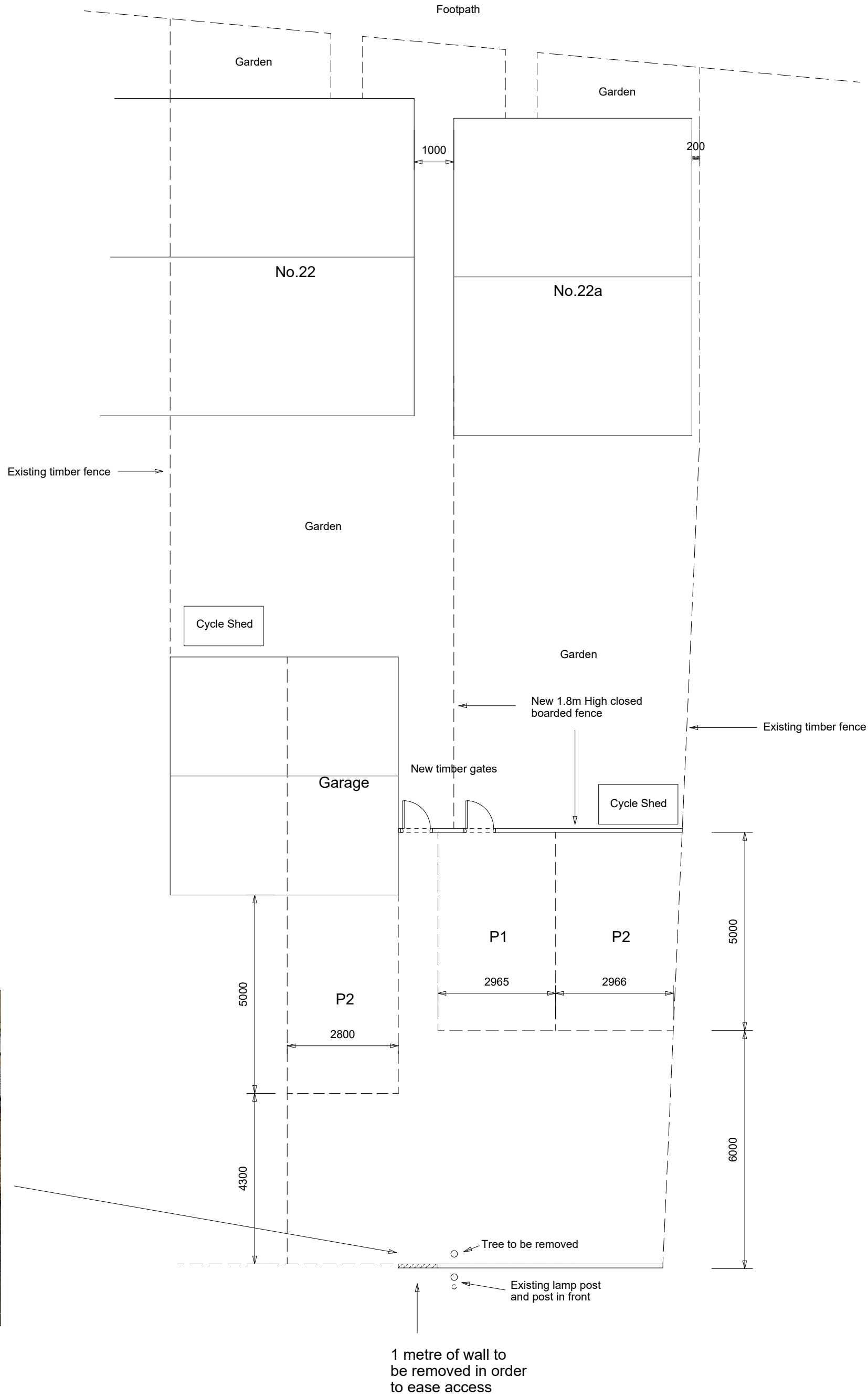
Drawing No.
19/1291/03 rev A

Date
July 2019
Drawn by
MM

Scale
1:100 @ A2
Checked by
RGN

27b High Street
Highworth
Swindon
SN6 7AG

01793 762368
07798 864291



Client
Mr S Melville

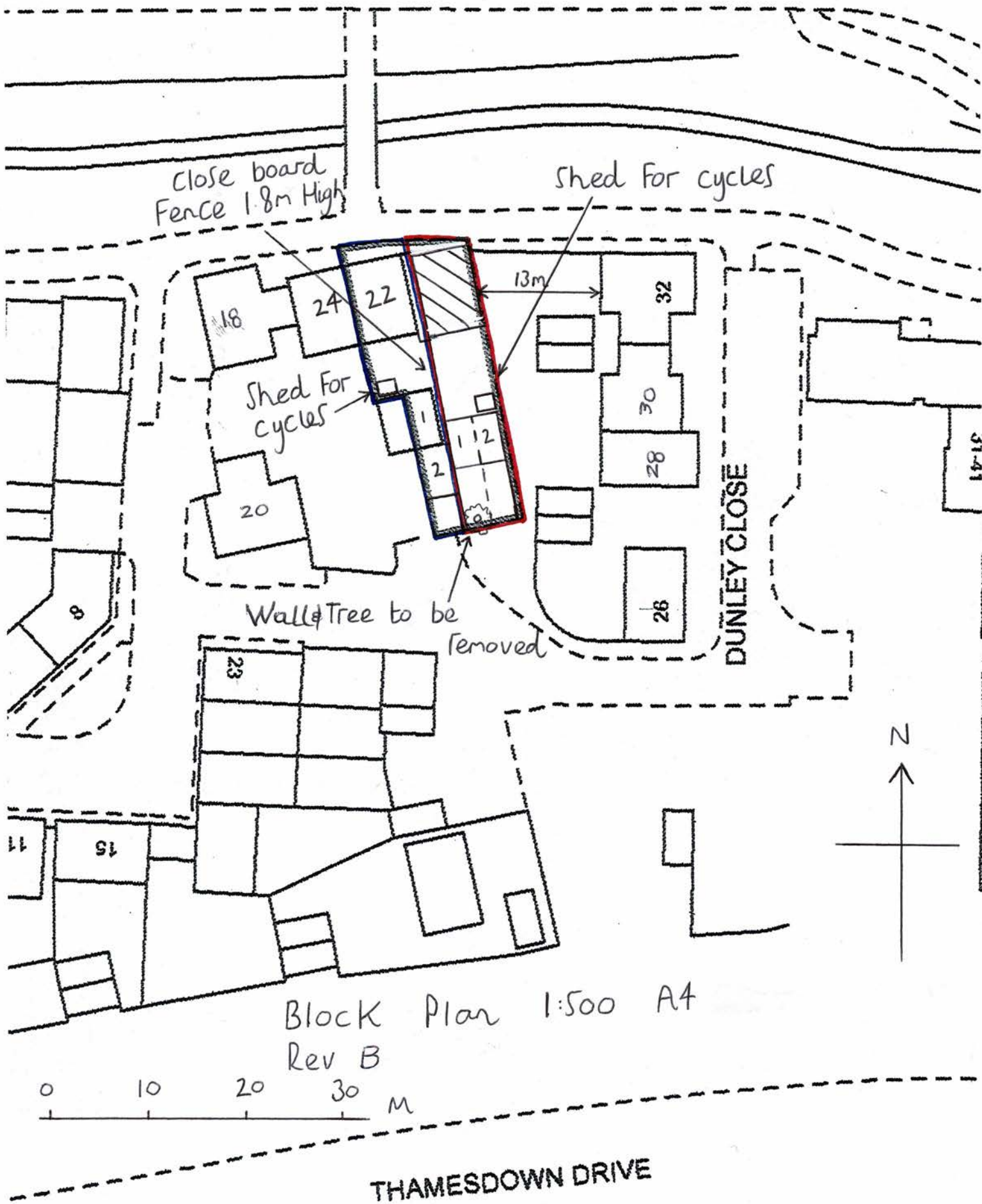
Project
**22 Dunley Close
Redhill
Swindon
SN25 2BL**

Drawing Title
Site Plan

Drawing No.
19/1291/02 rev B

Date	Scale
January 2020	1:100 @ A2
Drawn by	Checked by
MM	RGN

27b High Street Highworth Swindon SN6 7AG	01793 762368 07798 864291
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COMMITTEE REPORT

Item Number:
Application Number: S/19/0742/SASM

Ward: St Andrews
Parish:
 St Andrews

Proposal: Erection of 1no. dwelling and associated works.

Site Location: Land Adjoining, 22 Dunley Close, Swindon

Case Officer: Sarah Smith

Agent:
 Mr Rod Navarrete
 Home Plan Design Services
 27B High Street
 Highworth
 Swindon
 SN6 7AG

Applicant
 Mr S Melville
 22 Dunley Close
 Swindon
 SN25 2BL

Officers Report

Background:-

1.1 This application was considered at Planning Committee in November 2019 where it was deferred so that officers could liaise with the applicant in respect of the accuracy of the information contained within the application. Officers have visited the site and the neighbouring garden at no.32 and taken measurements. This has meant that an amended Site Plan has been submitted by the applicant to address a slight discrepancy along the boundary of the proposed parking area. The particular distance of concern (doubt) to the committee was verified with the neighbour as being shown correctly

1.2 A planning application for a similar proposal was refused under delegated powers in May last year (S/19/0149) for the following reason:-

The proposed development, by virtue of its scale, siting and position of windows would result in an intensive, and dominant development form, causing harm to the amenity of the neighbouring property (No. 32 Dunley Close) in terms of its visual dominance, inadequate separation distance and loss of privacy contrary to Policy DE1 of the adopted Swindon Borough Local Plan 2026, the adopted Swindon Residential Design Guide (2016) and the NPPF (2019).

1.3 The scheme was modified and the current application submitted to try to overcome this reason for refusal.

1.4 The application is brought to Planning Committee at the request of Councillor Tomlinson on the grounds of the impact on the amenity of neighbouring residents and impact on the street scene.

Summary of Recommendation:

2. That planning permission be GRANTED with Conditions

The Proposal

3. This application relates to the erection of a two storey detached dwelling in land to the side of 22 Dunley Close, Swindon.

4. The two storey dwelling will be set down from the ridge height of the three storey dwelling at no.22 (the applicant's dwelling) by some 0.8 metres. The boundary of the existing house will be subdivided by means of a 1.8-metre close boarded fence as outlined on the Site Plan (S/19/1291/02 rev B). Two separate rear gardens will be provided along with two parking spaces per dwelling (one within the existing garage of no.22). Adequate manoeuvring space is provided.

5. The house will be 6 metres wide and have an overall depth at ground floor level, of 8 metres. It will be orientated so that its front façade is set back by 0.5 metre from that of No. 22.

The Site and Surroundings

6. Dunley Close comprises of a mixture of house styles built at a relatively high density. The proposal site forms part of the curtilage of 22 Dunley Close, a semi-detached house. The site is accessed from Dunley Close to the rear by an existing vehicle access and bordered by a wall. The front of the property faces a path and landscaped area

Representations

7. St Andrews Parish Council: Original plans: Plot size too small for proposed development, lack of garden space and existing parking issues will be exacerbated by the development of additional housing. Revised plans: no representations received.

Neighbours

8. Original Plans: Representations have been received from the occupants of 20, 24, 26, 28, 30 and 32 Dunley Close. Their concerns relate to the following points:

- o Adequacy of parking and impact on access
- o Disruption during construction
- o Overlooking/ loss of privacy
- o Overshadowing of garden
- o Impact on tree
- o Inadequate separation distance
- o Noise and disturbance
- o Overdevelopment and impact on local amenity
- o Impact on property prices

Revised plans: - Representations received from 20,24,28,30 and 30 Dunley Close on the following grounds:- original comments still stand, not acceptable to build a house 20 cm away from neighbour's fence.

Planning Considerations

9. Enshrined in planning law, Section 38(6) of the Planning and Compulsory Purchase Act 2004 states that in the determination of planning applications, regard must be had to the Development Plan unless material considerations indicate otherwise.

National Planning Policy Framework

10. In considering this application, regard has been had to the National Planning Policy Framework (NPPF) which was published in February 2019. This sets out the Government's planning policies for England and how these are expected to be applied. Paragraph 2 states that the Framework must be taken into account in the preparation of local and neighbourhood plans and is a material consideration in planning decisions. Paragraph 12 confirms the primacy of an up to date Local Plan as the starting point for decision-making.

Swindon Borough Local Plan 2026

11. The Swindon Borough Local Plan 2026 (SBLP) forms a statutory part of the Development Plan for the Borough of Swindon. It was adopted in March 2015 and the majority of policies therein are considered to be up-to-date and continue to carry significant weight in decision making.

12. The relevant Local Plan policies that have been taken into consideration in reaching the above recommendation are as follows:

- * SD1 - Sustainable Development Principles
- * SD2 - The Sustainable Development Strategy
- * DE1 - High Quality Design
- * HA1 - Mix, Types and Density
- * TR2 - Transport and Development

Supplementary Guidance

13 As a material planning consideration, regard is also had to the Council's Technical Guidance on Parking Standards Development Control Guidance Note which was adopted in 2009. In addition, regard is also had to the Swindon Residential Design Guide, which was adopted as a full Supplementary Planning Document in June 2016.

14. Paragraph 58 of the NPPF states that planning policies and decisions should aim to ensure that development will respond to the local character, are visually attractive as a result of good architecture, function well and establish a strong sense of place.

15. Policy DE1 (High Quality Design) of the SBLP provides a number of design principles that proposals will be assessed against, including context and character, layout, form and

function.

16. The Swindon Residential Design Guide states context and character are key considerations and that development in existing areas must respond to and respect inherent scale, density and massing, height, landscape, layout, materials and access.

Principle

17. Policy SD1 states that to enable the delivery of sustainable development and support sustainable communities within the Borough, all development proposals will inter alia be of a high quality of design.

18. The proposal site is located within the Swindon Urban Area, satisfying Policy SD2, in respect of concentrating development within Swindon's urban area. The proposal site is located in an existing residential area within walking distance of shops and services and has access to public transport. It is therefore considered that the site is sustainable in terms of its location.

19. Although the principle of development is supported based on the above policies, paragraph 53 of the National Planning Policy Framework does seek to resist inappropriate development in residential gardens where these could cause harm to the local area. The development would be located to the side of the host dwelling and within a densely built up area. The main issue to consider therefore is whether the proposal will conflict with paragraph 53, the more detailed adopted Local Plan Policy DE1 and the Swindon Residential Design Guide SPD (2016).

Design

20. Policy DE1 requires a high quality of design in all development. In ensuring this proposals must be assessed inter alia in terms of the context and character of the proposal in respect of existing built characteristics, the appropriateness of the layout, form and function of the development in respect of, amongst other criteria; the siting, orientation, scale, massing, materials and detail, together with regard to the impact of the development on amenity in terms of light, privacy, outlook, noise, disturbance, smell, pollution and space.

21. The Swindon Residential Design Guide SPD sets out the design and land assembly criteria in determining if such development would be appropriate. Infill development is defined as development in a small gap in an otherwise built up frontage. Although the proposed dwelling will be added to the end of an existing frontage, it is considered that the guidelines set out in the document are pertinent to this proposal in that the development will still be an infill proposal within the context of an established high density residential area.

22. Infill developments are required to be in harmony with their surroundings and not harm the living conditions of neighbours. Infill proposals should also appear to look generally in character with the existing built environment and appear to naturally belong to the surrounding area and seek to make a positive contribution in terms of design and materials. Relevant to this proposal, paragraph 2.17 of the SPD states that 'infill development should enhance its surroundings by positively responding to the scale,

density, massing, landscape and access of its neighbouring properties.' This is important to reinforce local context and ensure that the character of the street is not adversely affected. A most satisfactory form of development will look as though it has been planned as part of the original design of the area.

23. The proposed building has been designed to be similar in form and appearance to the neighbouring property (No. 22) but at a smaller scale. The proposed height of the dwelling has been lowered with this revised application and set back from the frontage. The applicant was advised to join the dwelling to the existing dwelling to fit better into the street scene but has decided not to do this. Therefore although finely balanced in this respect it is considered that the proposed dwelling is acceptable in design terms.

Amenity

24. The Swindon Residential Design Guide considers gardens as an essential part of the amenities of residents, also recognising garden size is important to the character of an area. It notes that new dwellings suitable for families should provide a sunlit area of private garden, of a size and shape capable to support household recreational use. It stipulates that main private gardens should be larger than the footprint of the host dwelling. The Residential Alterations and Extensions SPD states that for 4+ bed dwellings the external space of a private garden should be greater than 50m². The present scheme, not including the parking spaces, manoeuvring areas or the garage space shows the dwellings have gardens of some 54 and 57 sq m respectively which meet the minimum space requirement.

25. Paragraph 2.20 of the Residential Alterations and Extensions SPD and 6.12 of the Swindon Residential Design Guide (2016) both outline a separation distance of a minimum of 12 metres from the rear to side of a dwelling. Due to the angled side boundary the proposed distance is between 12 and 13 metres from the main two storey façade of no. 32 Dunley Close which is considered satisfactory. Since November Planning Committee this has also been measured on site and shows that at its longest the separation distance is 13.45 metres and at the shortest distance 12.33 metres. Measurements of the whole site were made and a disparity concerning the width of the site in the parking area has been identified so that an amended (corrected) plan has been received

26. The closer proximity of the built form to No. 32 will have some limited effect to the rear garden of no. 32 from the westerly direction although this garden does receive sunlight from the south for the greater part of the day. No.22 already blocks sunlight in the late evening and the proposed dwelling being smaller and to the west of No.22 will not result in a material loss of sunlight. It is not considered that a small and obscurely glazed window to light an ensuite shower room on the side elevation will cause an adverse impact on privacy levels for surrounding properties. This can be controlled by condition.

27. The diagonal rear to rear separation distances are reduced through this proposal to a minimum of 15 metres but these distances are similar to those in the vicinity. It is not considered that there would be an adverse impact to refuse planning permission on these grounds.

Parking

28. The applicant has demonstrated that the two off street parking spaces and secure cycle storage, both required to satisfy the Council's Parking Standards at a rate of two per dwelling can be accommodated within the site.

29. Many of the neighbours' representations relate to the impact a further dwelling would have to on street parking, partly due to the removal of part of a boundary wall to widen the access. There is no guaranteed on street parking spaces for residents so it cannot be a material consideration especially as both dwellings are able to display the sufficient amount of off road parking provision which complies with Policy TR2.

Other matters

30. The character of the area in which the property is situated is of high density plots tightly packed together which are outward facing with rear parking courtyards and access. This scheme retains that character and whilst it is acknowledged that the scheme itself is 'tight', it nevertheless reflects and retains the character of the built form and represents an acceptable design. It makes adequate provision for parking and garden space and does not obstruct sunlight or daylight to an unacceptable degree and does not result in loss of privacy or outlook.

31. The scale of the new dwelling has been reduced from that previously proposed such that officers are of the opinion that the previous reasons for refusal have now been overcome and the scheme can be supported.

Third party comments

32. A number of representations have been submitted and are partly considered within the above text. The Local planning Authority cannot consider the impact on property prices or the impact of a proposal during construction (although Conditions can be attached with respect to this issue to manage impact). The parking standards are complied with through the proposal despite the fact that it has been pointed out that the applicant's needs in this respect appear to be above this level. This is an issue which can change at any time in a residential area and adopted parking standards guidance cannot be so flexible as to account for this.

Community Infrastructure Levy

33. This development constitutes Community Infrastructure Levy (CIL) liable development. CIL is a mandatory financial charge on development.

Concluding Comments

34. It is considered that the proposal complies with the relevant Policies of the Swindon Borough Local Plan 2026 (2015) and the NPPF.

Recommendation

35. That planning permission be **GRANTED** with Conditions

Conditions

1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: To comply with the requirements of Section 91 (1) of the Town & Country Planning Act 1990.

2. This approval shall be in respect of Location Plan at scale 1:1250 and Drawing Number 19/1291/01 (Existing) at scale 1:100 received by the Local Planning Authority 14th May 2019, Drawing Number 19/1291/03 rev A (Proposed) at scale 1:100 received by the Local Planning Authority 24th July 2019 and Block Plan Rev B at scale 1:500 and Drawing Number 19/1291/02 Rev B (Site Plan) at scale 1:100 received by the Local Planning Authority 24th January 2020.

Reason: To define the scope of the development hereby permitted, in accordance with section 72 of the Town and Country Planning Act 1990.

3. The building hereby permitted shall not be occupied until the vehicular parking and turning facilities including garages where provided, have been provided in accordance with the submitted Site Plan 19/1291/02 Rev B and those facilities shall be maintained available for those purposes thereafter.

Reason: To reduce potential highway impact by ensuring that adequate parking and manoeuvring facilities are available within the site.

4. No development shall take place, including any works of demolition, until a Construction Management Plan has been submitted to, and approved in writing by, the Local Planning Authority. The approved Plan shall be adhered to throughout the construction period. The Plan shall:

- i. specify the type and number of vehicles;
- ii. specify the point of construction access and access route to the site;
- iii. set out details of the parking of vehicles of site operatives and visitors;
- iv. set out arrangements for the loading and unloading of plant and materials;
- v. set out arrangements for the storage of plant and materials used in constructing the development;
- vi. set out arrangements for wheel washing facilities;
- vii. specify the intended hours of construction operations;

Reason: To reduce the potential impact on the public highway during the site preparation and construction phase(s) of development.

5. The development hereby permitted shall be constructed using external facing materials that match and correspond with those of the existing dwelling unless otherwise agreed in writing by the Local Planning Authority. Such facing materials shall be retained thereafter in their approved form.

Reason: To ensure that the appearance of the development is satisfactory.

6. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 or any Order revoking and re-enacting that Order, no windows other than those hereby approved shall be formed in the east facing elevation wall of the new dwelling.

Reason: In the interests of residential amenity.

Informatives

1. CIL Liable Development: This development constitutes Community Infrastructure Levy (CIL) liable development. CIL is a mandatory financial charge on development. For more information on CIL visit www.swindon.gov.uk/cil or telephone the SBC CIL Team on 01793 466289 or 466397 or email cil@swindon.gov.uk. To avoid additional financial penalties the requirements of the impact of CIL must be managed before development is commenced and subsequently payment made in accordance with the requirements of the CIL Demand Notice issued. Information on possible exemptions that may be capable of being applied for can be found at:

https://www.planningportal.co.uk/info/200126/applications/70/community_infrastructure_levy and <https://www.gov.uk/guidance/community-infrastructure-levy>. CIL remains relevant in the event that planning permission is allowed by Planning Appeal.

2. The weather will have an impact on construction sites which in turn will require roads to be swept in addition to using wheel wash facilities. Swindon Borough Council are on winter service alert for gritting roads around the Borough from mid-October to mid-April each year, the treated roads are shown on the attached plan. The de-icing material used for road treatment by this council is Thorox, this material is rock salt treated with an agricultural by-product similar to molasses and has the advantage of being active on the carriageway for up to three days providing there is no substantial precipitation or sweeping. It is imperative that any salt removed from the treated network by sweepers clearing mud and debris is replaced straight away at a spread rate of 15g/m². Where a sweeper is used on the roads around your site, you have a responsibility to retreat roads after washing or sweeping to ensure safety of road users is maintained during the winter period. In order to assist with this retreatment, Swindon Borough's Highway Operations Team can provide a filled grit bin at a cost available on request for use by developers, it should be noted that once delivered the bin and its contents will be in the property of the developer. In the first instance, please contact, Duty Winter Service Engineer, 01793 466354 to discuss and confirm site specific requirements.

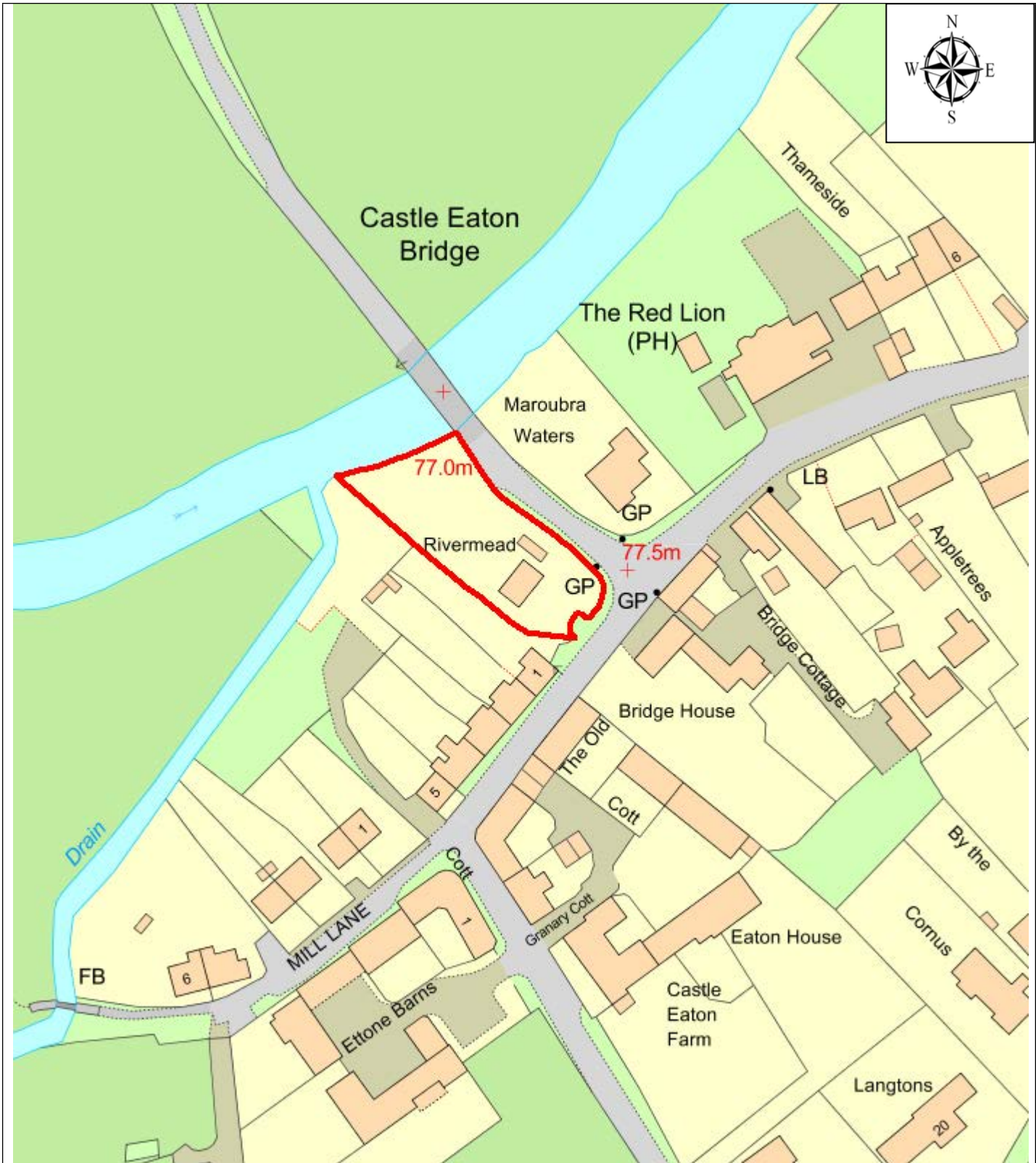
https://www.swindon.gov.uk/info/20040/road_safety_maintenance_and_repairs/737/find_out_about_road_gritting

3. In addition to this consent, under the Town Improvement Clauses Act 1847 the applicant is required to contact SBC's Street Naming & Numbering Officer as soon as possible with regard to registering new or changes to the official address of any properties within this development.

http://www.swindon.gov.uk/info/20031/roads_parking_and_transport/321/apply_for_street_name_or_number

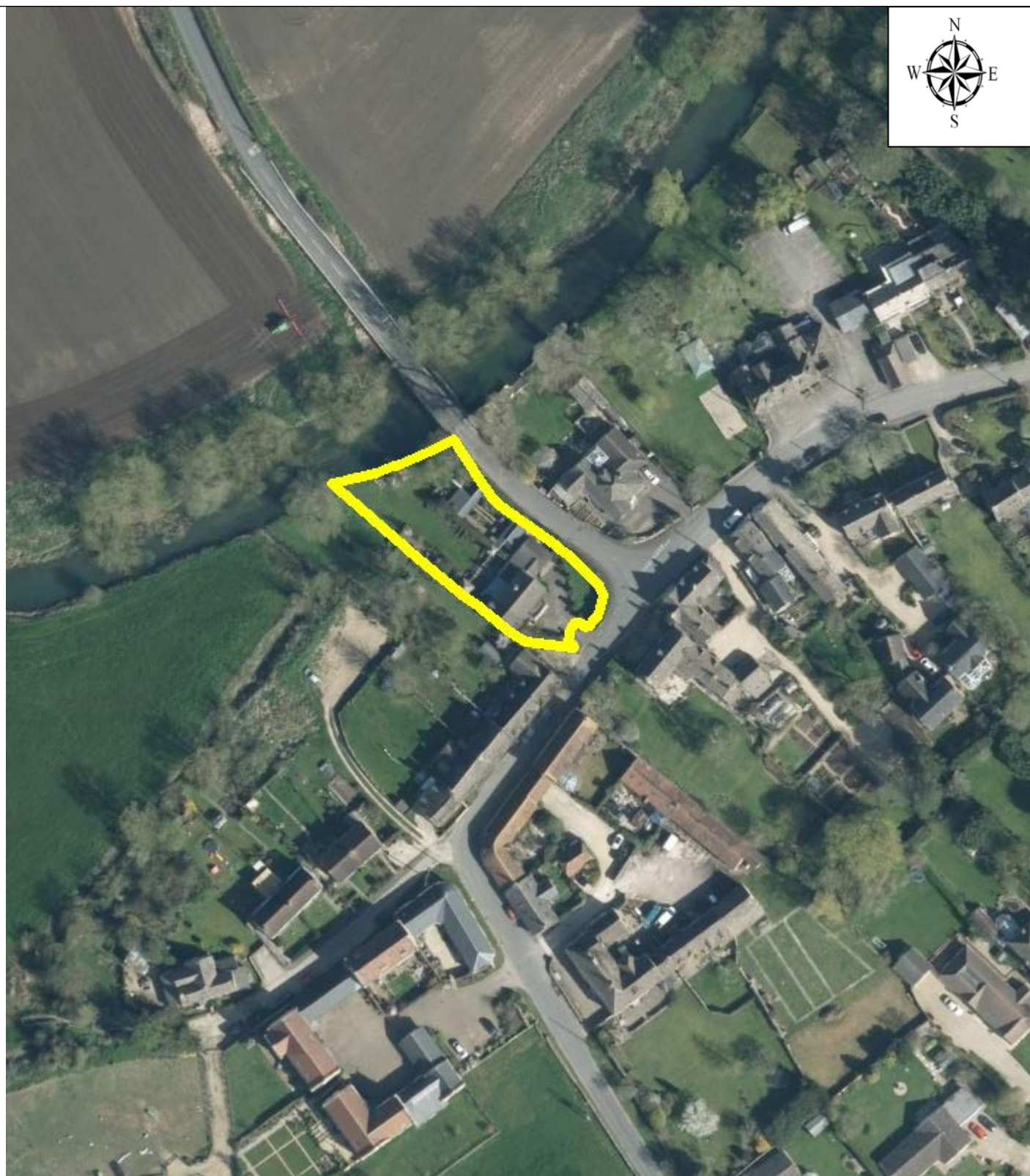
End of Report

Application Number S/HOU/19/1799
Proposal Conversion and extension of garage into habitable space
Location: Rivermead The Street Castle Eaton Swindon SN6 6JZ



This Plan is for illustrative purposes only and is not intended to provide accurate representation of the development.
In all cases reference should be made to the submitted plans.
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Application Number S/HOU/19/1799
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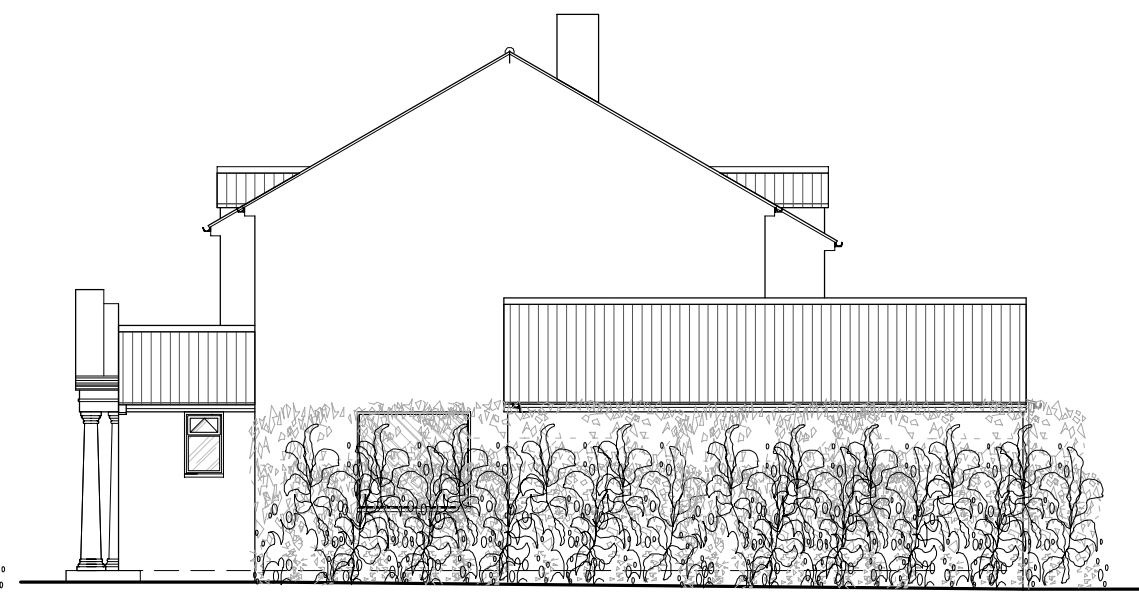
In all cases reference should be made to the submitted plans.

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Existing Front Elevation

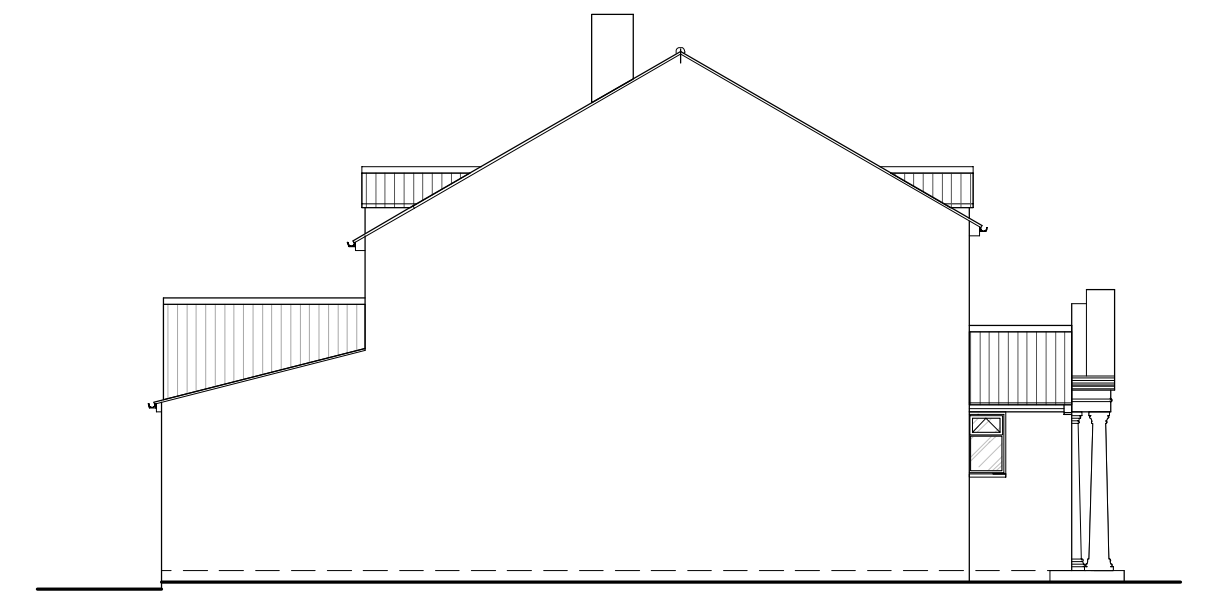
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SCALE 1:100



Existing Side Elevation



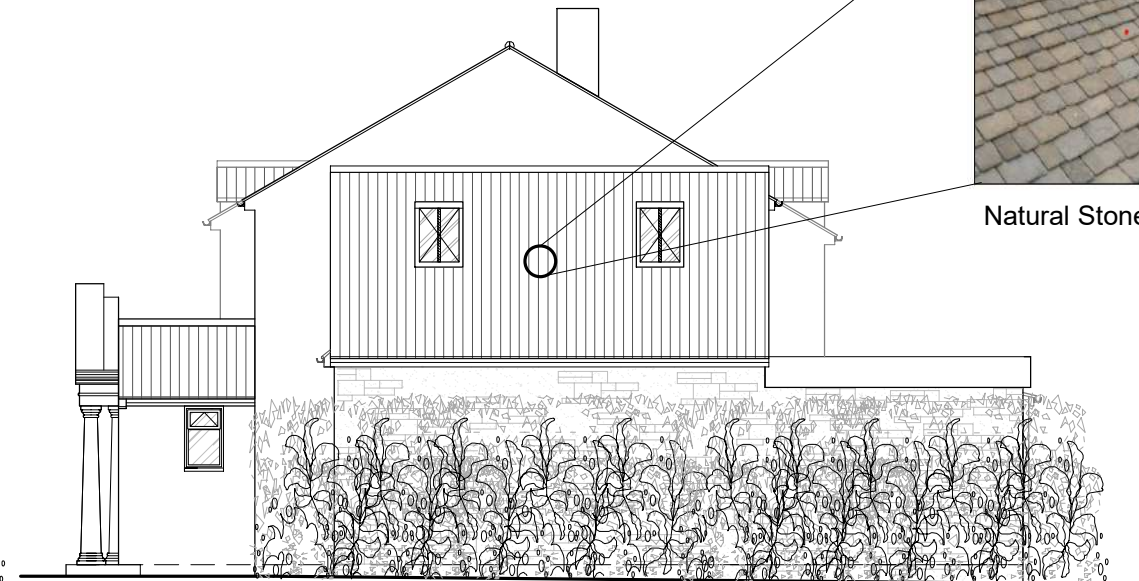
Existing Rear Elevation



Existing Side Elevation



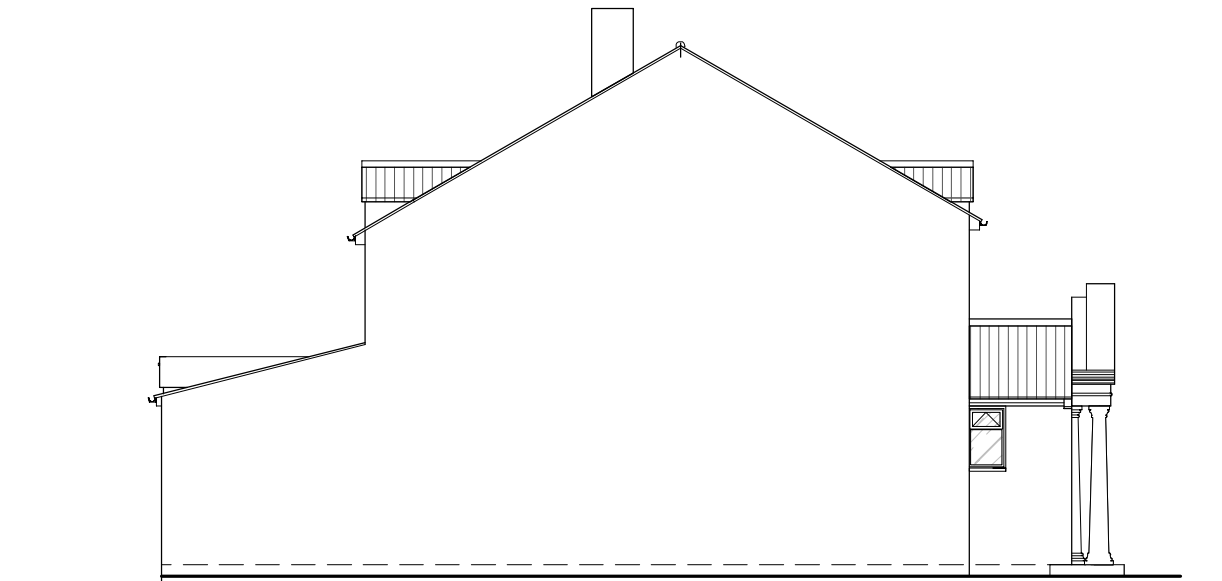
Proposed Front Elevation



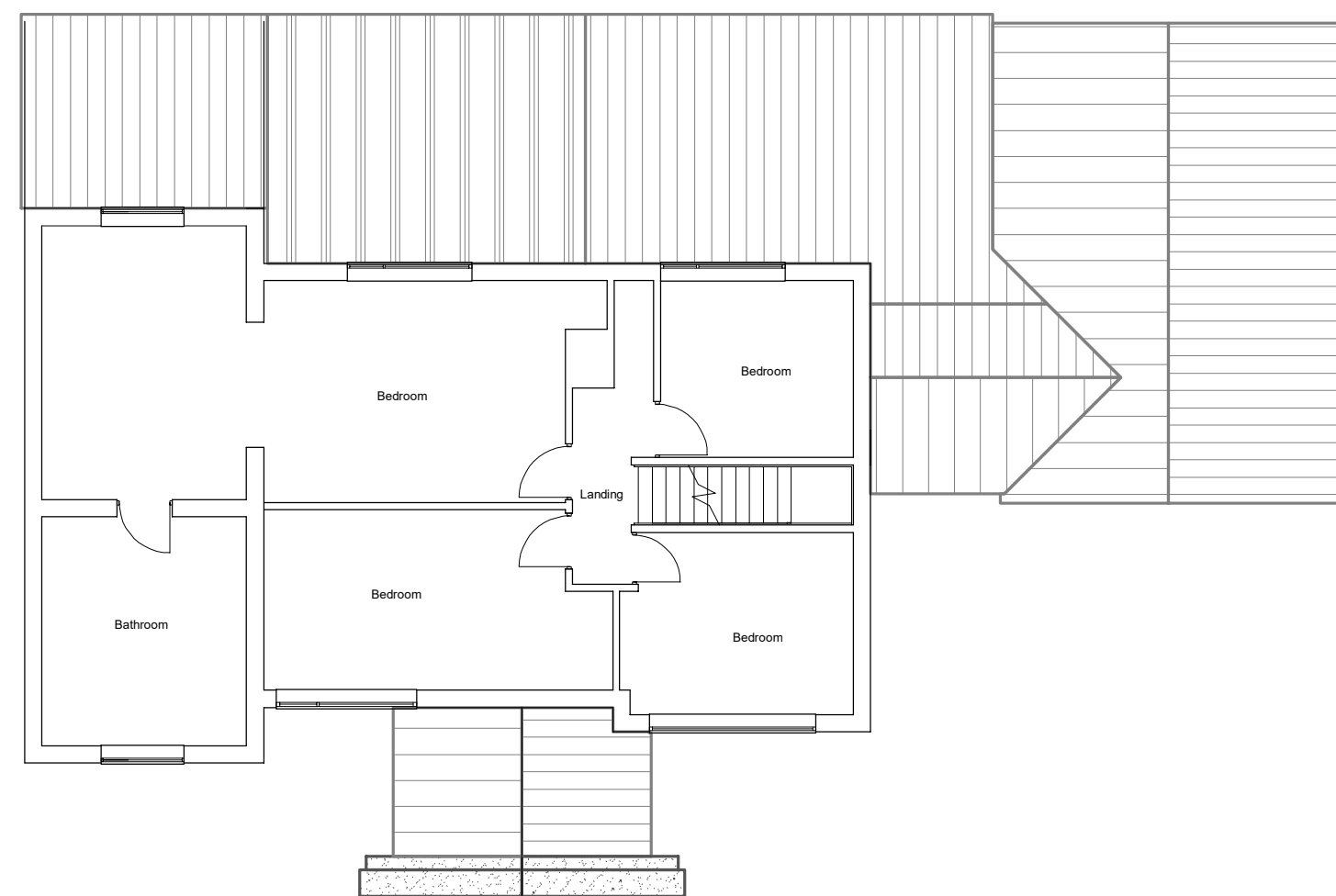
Proposed Side Elevation



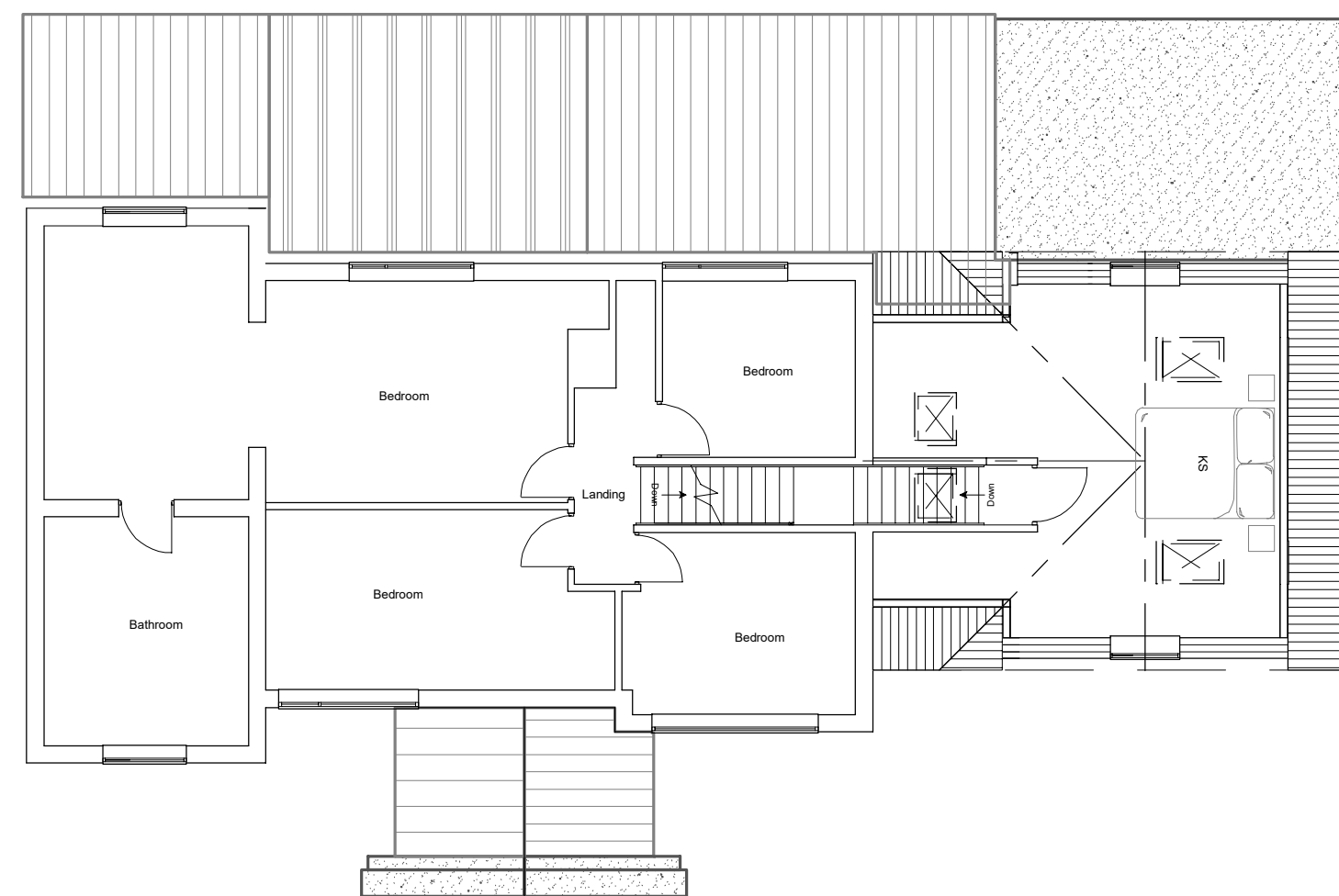
Proposed Rear Elevation



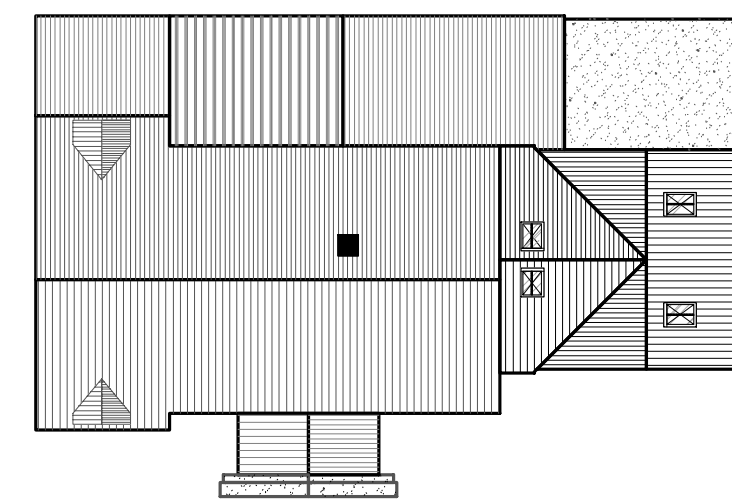
Proposed Side Elevation



Existing 1st Floor Plan

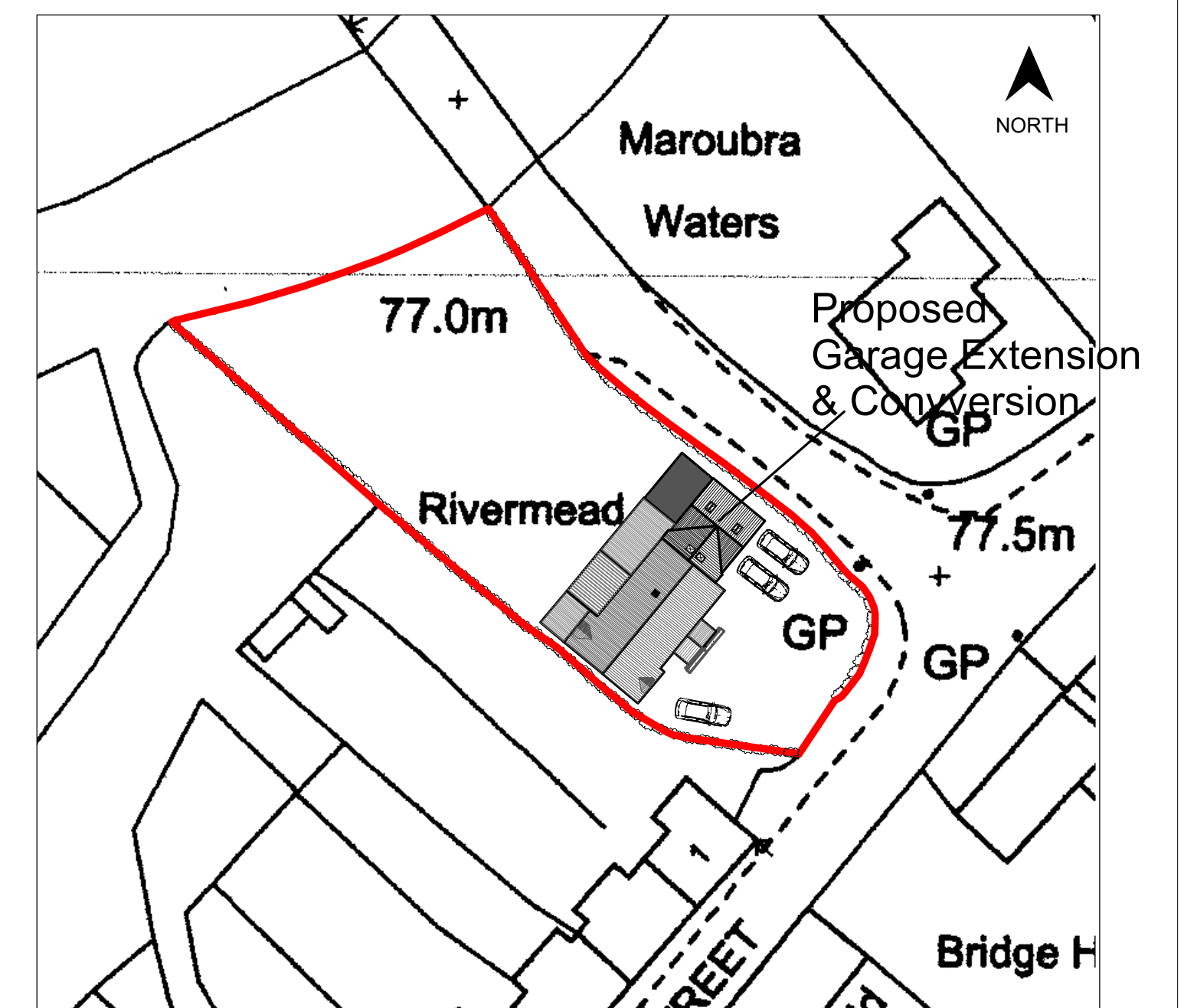


Proposed 1st Floor Plan

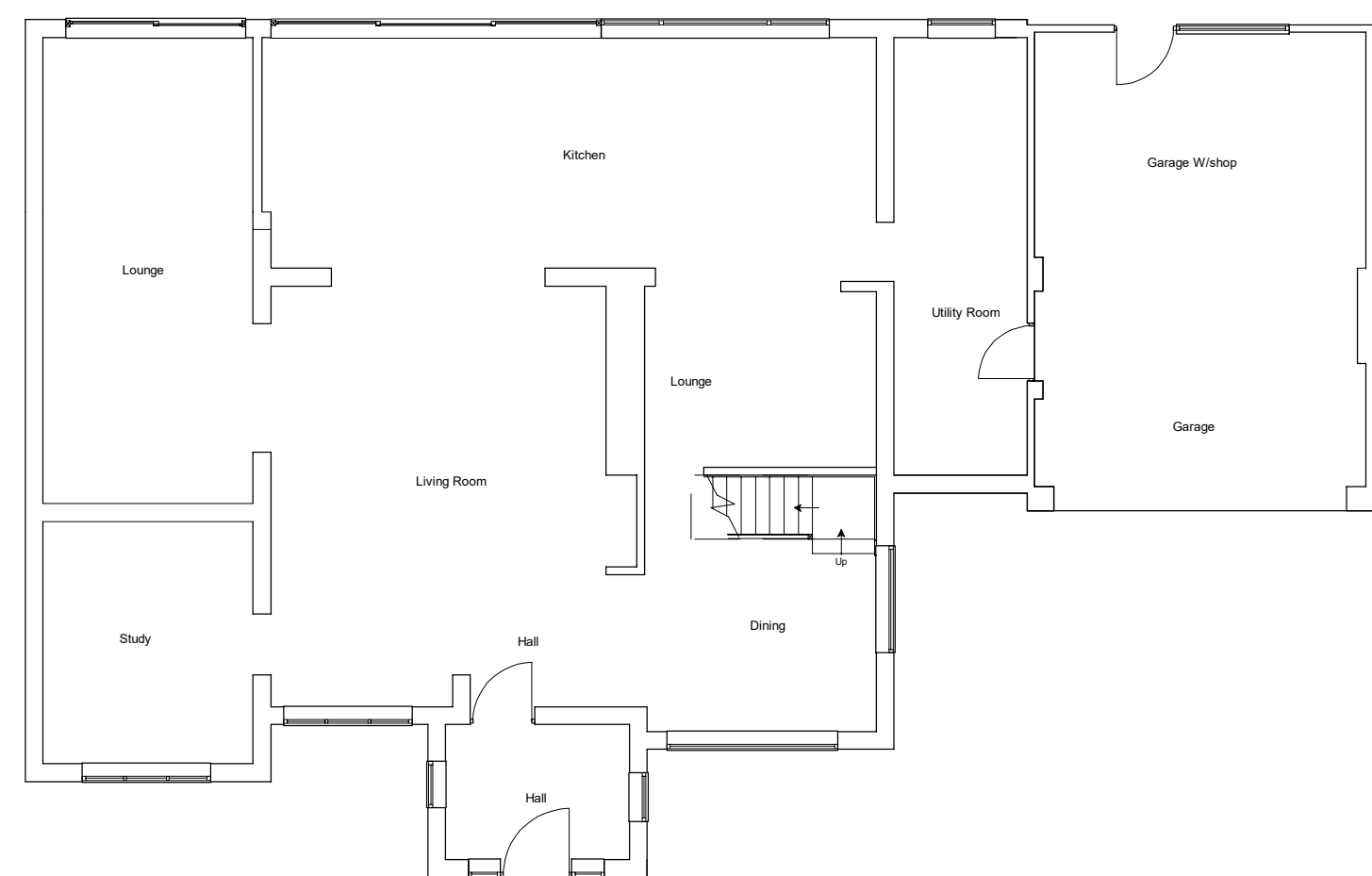
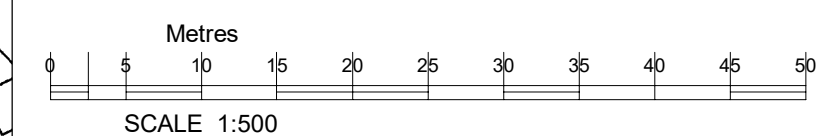


Proposed Roof Plan

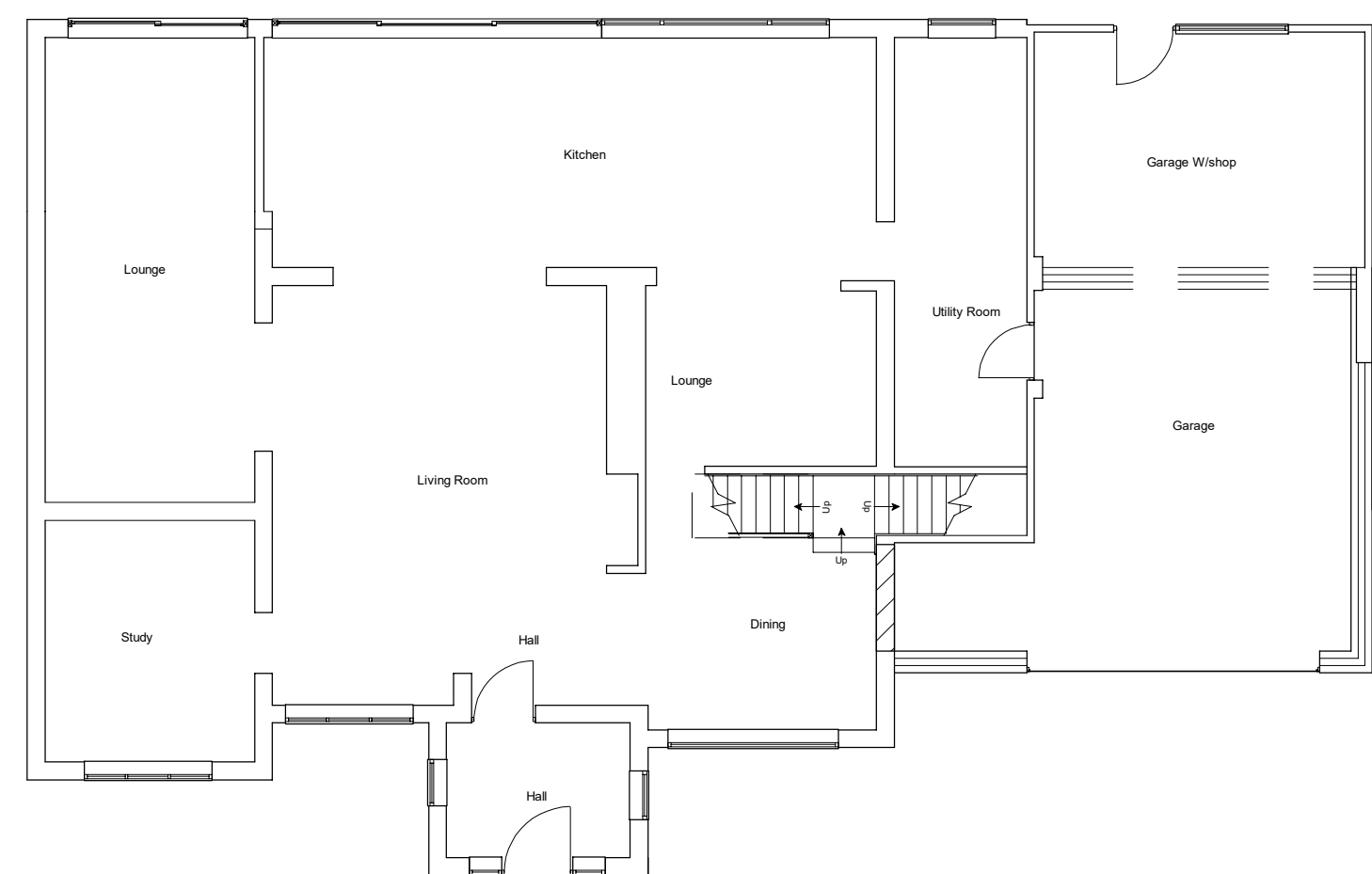
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SCALE 1:200



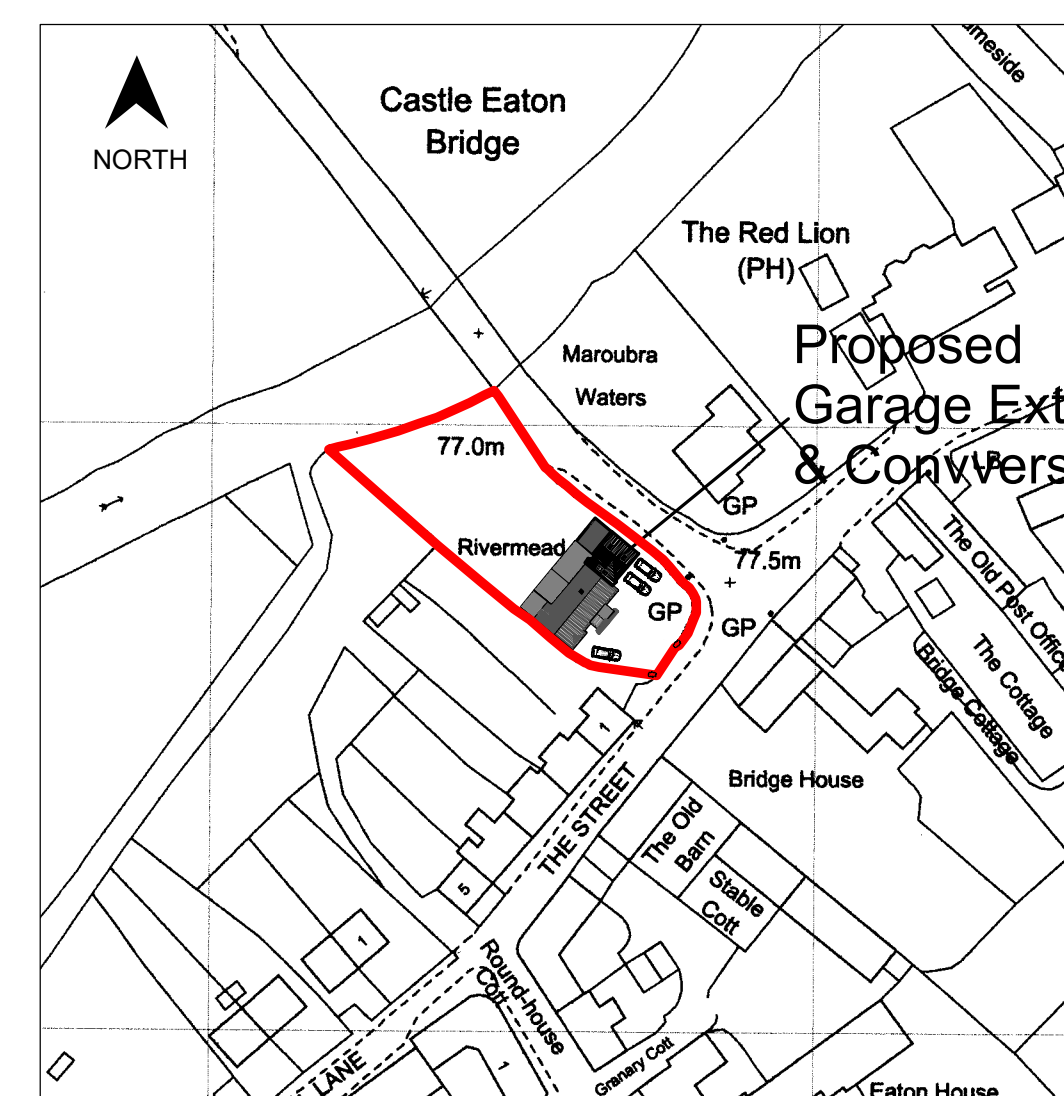
BLOCK PLAN SCALE 1:500



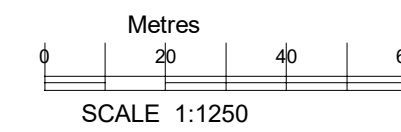
Existing Grd Floor Plan



Proposed Grd Floor Plan



SITE PLAN SCALE 1:1250



C Copyright SUN DESIGN & CONSULTANCY LTD SOUTHVIEW 22 HAM ROAD WANBOROUGH SWINDON WILTSHIRE SN4 0DF Tel: (01793) 790381		CLIENT Mr & Mrs Read
TITLE Proposed Garage Extension & Conversion Rivermead The Street, Castle Eaton Wiltshire SN6 6JZ		
SIZE A1	CAGE CODE	DWG NO 001 02/11/2019
SCALE 1:1250/1:500/1:100/1:50		REVISION 1:1

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COMMITTEE REPORT

Item Number:
Application Number:
 S/HOU/19/1799/CLWO

Ward: Blunsdon And Highworth
Parish: Castle Eaton

Proposal: Conversion and extension of garage into habitable space.

Site Location: Rivermead, The Street, Castle Eaton, Swindon.

Case Officer: Mrs Clare Wood

Agent:
 Mr Rob Spurr
 Sun Design & Consultancy Ltd
 Southview
 22 Ham Road
 Wanborough
 SN4 0DF

Applicant
 Mr & Mrs Read

 c/o agent

Officers Report

Background:

This application has been brought before the Planning Committee at the request of Castle Eaton Parish Council, (PC) due to concerns that the proposal does not enhance or preserve the character, appearance or setting of the Castle Eaton Conservation Area. The PC consider that previous alterations to the property have been incongruous and detrimental to the appearance of the property and the area, and this proposal would exacerbate this harm. The PC also considers that the proposal would have a negative impact on the neighbouring listed buildings.

Summary of Recommendation:

1. Planning permission be **GRANTED** with conditions.

The Proposal:

2. The proposed development would involve an extension to the existing garage in order to facilitate a workshop/hobby area on ground floor, alongside the conversion of the resulting roof space into a further bedroom. The proposal would extend the front elevation of the existing garage forward by 2.2 metres, and would increase the height of the garage by 1.6 metres. The resulting garage would be set down 1.6 metres from the ridgeline of the main

dwelling, and would be set back 1 metre from the front elevation of the main dwelling.

3. The proposal includes the installation of four roof lights, one to the front, one to the rear, and two to the side of the garage roof. An additional window will also be installed to the front gable, and one to the rear gable of the garage. Materials would consist of timber windows and a stone slate roof with matching imitation stone to the walls.

Site and Surroundings:

4. Rivermead is located within the Castle Eaton Conservation Area on a corner plot set back from The Street. The existing dwelling is a two-storey detached property dating from the 1970's and is of a design typical of its period. The building is located within a sensitive area of the historic core of the village, and is positioned on a corner site at the intersection of The Street and the main access to the village from the north which leads to a bridge that crosses the Thames. The building is located opposite Bridge Cottage (Grade II), Bridge House (Grade II), and lies adjacent to 1 & 2 The Street (Grade II), and is within an Area of Distinct Identity.

Site History:

5. There have been various applications to alter the dwelling Planning permission was granted for the two-storey side extension in 2002 (S/02/1140). The front façade of the porch was altered in 2014, but retains the original footprint.

Representations:

6. Neighbours: Five letters of objection, and one letter of support received.

Two objections received from Bridge House raising concerns regarding the following matters:

- The existing dwelling already has a significant detrimental impact to the character of the Castle Eaton Conservation Area recently made worse by the erection of the prominent portico to the front of the building. The proposal would exacerbate this detrimental impact.
- The proposal would obstruct views of the Thames and countryside to the North of the property. Such views are an important part of the character of the area.
- The proposed extension will significantly increase the height of the existing roofline above and bring forward the face of the existing garage.
- The token use of natural stone roofing materials will not ameliorate the impact of the extension. The 2002 extension remains a different colour to the original and the proposed extension would present an imposing and lurid 3-colour frontage and 2-colour roof to the street.
- Castle Eaton's Conservation Area still retains some of its historic character despite the imposition of more recent inappropriate modern development.
- The house is surrounded by listed buildings and key buildings of interest. The proposals have a significant negative impact upon the setting of these buildings and the views from them.

One objection received from Greenaways Cottage raising concern regarding the following

matters:

- The property has already been over developed from an external perspective and has an incongruous façade. Further height to the development will be visible on what is a scenic approach to the village, detracting from the Grade II listed buildings in the immediate vicinity.

One objection received from The Old Post Office raising concern regarding the following matters:

- The house is in a conservation area where most of the other dwellings are either listed or of historical importance and it already stands out as not fitting in.
- Not long ago a large portico entrance was built which is not in keeping with the rest of the neighbourhood.
- The proposed extension only compounds the lack of sympathy to the surroundings and the façade which is being proposed is neither fitting in with the current dwelling nor will help mellow the building in with the other houses nearby.

One objection received from Bridge Cottage raising concerns regarding the following matters:

- Rivermead House is already extremely out of character with the surrounding historic houses of The Street, Castle Eaton. The front roadside aspect of the house is already a mishmash of different styles, none of which are attractive nor in keeping with the surrounding buildings, nor in keeping with that which would be expected acceptable within this key conservation area location on the River Thames.
- If this application were to be approved in its current state then this would further add to the un-attractive multiple un-matching styles appearance of the front roadside aspect of Rivermead House.
- Bridge Cottage believe that this planning application is an opportunity for the whole frontage of Rivermead to be improved in terms of its uniformity and style. However, at this stage there seems to be no effort demonstrated within the planning application to rectify this current flaw and the new extension will only significantly add to the un-attractiveness of Rivermead's front aspect in this way.

One letter of support from Maroubra Waters:

- This type of conversion will make little difference to the village outline, but will enhance the overall view of the building and should be encouraged.

7. Castle Eaton Parish Council: Objection.

- The PC advises that the site has been extensively developed to the point of being over-developed, and even more out of character than noted in the Conservation Area Appraisal 2002. It is already regarded as detrimental to the amenities of the neighbouring properties and immediate neighbours.
- The PC advises that the proposed development does not enhance or preserve the conservation area and is contrary to Policy EN10 of the Local Plan 2026.

- The current planning application will further exacerbate the statement that the property is 'out of character' with the Conservation Area and will severely damage the appearance of the Conservation Area, situated as it is to one of only three gateways to it.
- Although the property subject to this planning application is not a listed building, its neighbours are, and the current proposal will have a negative impact on these neighbouring properties, contrary to Policy EN10 of the Swindon Local Plan 2026.

8. Conservation Officer: No objection.

- On balance, the scheme is appropriate from a historic environment perspective subject to a roof light condition, ensuring that the roof lights are of a 'conservation type' which finishes flush with the plane of the roof in order to preserve the character of the conservation area.

Relevant Policy:

9. Adopted Swindon Borough Local Plan 2026 (2015)

- Policy DE1 (High Quality Design)
- Policy EN10 (Historic Environment & Heritage Assets)
- Policy TR2 (Transport and Development)

Material Planning Considerations

- Adopted SPD Residential Extensions and Alterations (2011)
- National Design Guide 2019
- Conservation Principles Policies and Guidance for the Sustainable Management of the Historic Environment: English Heritage (2008)
- Historic environment Good Practice Advice Notes 2, and 3
- Castle Eaton Conservation Area Appraisal
- Adopted DCGN Technical Guidance on Parking Standards (2007)

National Planning Policy Framework (2018)

Planning Considerations:

10. The main issues to be considered are the design and appearance of the proposal in relation to the host dwelling, surrounding conservation area, nearby Listed Buildings, and the impact upon the neighbour's amenity.

Design:

11. Policy DE1 (High Quality Design) of the SBLP seeks to ensure that there is a high standard of design of any development which is also sympathetic to the local context and character. Development should also be acceptable in terms of scale, mass, and siting and have an acceptable appearance. The proposed alterations at Rivermead are considered appropriate in size and style in order to retain the character of the property. Whilst the proposal will result in a larger and higher garage, the retention of a suitably sized set back from the front elevation of the dwelling, and set down from the main ridgeline of the dwelling will ensure that the garage remains a subordinate element of the dwelling. This accords with

guidance set out within the Residential Extensions and Alterations SPD in order to ensure that proposed extensions and alterations do not harm the integrity of the original dwelling. Overall, the proposal is deemed to be acceptable in design terms and is not considered to cause harm to the character or appearance of the host property in accordance with Policy DE1 and the SPD.

Residential Amenity:

12. Policy DE1 also seeks to protect the amenity of neighbouring properties in respect of light, outlook, privacy, noise, disturbance, privacy and smell. The Adopted Residential Extensions and Alterations SPD states that the effect of an extension will be assessed with regard to the impact upon residential amenity to ensure there would not be unacceptable harm by reason of light, visual intrusion, privacy or nuisance (paragraph 2.7). The positioning of the proposed garage extension is at a suitable distance from neighbouring dwellings in order to ensure that there would not be any harmful impact upon the amenity of neighbouring residents. The garage is positioned on the north-east elevation of the dwelling which sides onto a road.

Conservation/ Heritage Assets:

13. In determining any planning application, the local planning authority has a duty to pay special attention to the desirability of preserving the setting of listed buildings and preserving or enhancing the character or appearance of conservation areas as set out in section 66 and 72 of the Planning (Listed Buildings and Conservation Areas) Act 1990. Regard should also be given to the relevant parts of the National Planning Policy Framework, in particular paragraphs 127 and 184-202, alongside Policy EN10 (Historic Environment & Heritage Assets) of the Swindon Borough Local Plan 2026. Castle Eaton Conservation Area Appraisal is also relevant to this application.

14. As required by the relevant requirements policy and guidance, when assessing proposals to extend and alter a property, the LPA must also consider whether any harm is caused to the setting of a listed building or the character and appearance of the conservation area.

15. Whilst the proposed extension does increase the height of the existing garage, and also the forward projection, the scale and massing of the development is considered to appear appropriate in its context. The building is set back from the frontage and this helps to reduce the visual impact of the extension from the street scene. The roof lights would be conditioned as 'conservation type' which would finish flush with the plane of the existing roof and avoid unnecessary clutter. The Conservation Officer advises that the scheme is generally appropriate from a historic environment perspective. Natural stone slates are proposed.

16. In relation to the Conservation Area, the relevant elements of its significance include the historic layout and predominantly linear street pattern of the village; the setting of the village in a flat riverside pastoral landscape with significant views to surrounding countryside; the architectural and historic interest of the village's buildings and other structures including 17 listed buildings; the presence of the River Thames and the village's location on the Thames Path; prevalent use of local building materials, notably local stone which gives the area a distinctively Cotswold appearance; and trees, hedges and other vegetation especially were

these bound a road or footpath.

17. The Conservation Officer notes that whilst the development will increase the amount of built form to the dwelling, particularly when viewed from the key vantage point into the village from the bridge crossing the Thames, the effect is relatively minor with the scale, massing and setback of the existing building contributing to a subservient appearance. Taking this into account, it is considered that the scheme would cause neutral harm to the character and appearance of the conservation area and the associated area of distinct identity. The appearance and character of the conservation area will be preserved.

18. The Conservation Officer highlights that the surrounding listed buildings are experienced together along The Street and have a distinct identity which has contributions from their materials, design, construction and placement and group association with the foundations of the settlement. There is a positive contribution that the buildings have to the setting of the area, particularly views into the conservation area with the listed Bridge House and Bridge Cottage at the terminus of the road when travelling from the bridge that crosses the Thames. It is noted that there are improvements made to the materials proposed and that the site is relatively detached from The Street due to its setback.

19. Consideration and special attention has been paid to the preservation and enhancement of the character and appearance of the conservation area, and the special regard given to the historic and architectural interest of the listed buildings which includes their setting. On balance, the scheme is considered appropriate from a historic environment perspective and would not harm the Castle Eaton Conservation Area or the setting of the nearby listed buildings, which is preserved..

Highways:

20. Policy TR2 requires parking is provided in accordance with the Parking Standards (2007). The proposal demonstrates 3 no. off road parking spaces which complies with the Parking Standards (2007) requirement of 3 no. parking spaces per single family dwelling with 5+ bedrooms. As such, the proposal accords with Policy TR2.

CIL:

21. The proposed development would be minor for the purposes of CIL legislation due to the proposed extensions floorspace falling below 100 sqm GIA. Therefore, no contribution towards CIL would be required.

Concluding Comments:

22. The proposed extension is acceptable in design terms and is not considered to cause unacceptable harm to neighbouring amenity in accordance with Policy DE1 and the Residential Extensions and Alterations SPD. The proposal is also acceptable in terms of the impact it will have upon the Castle Eaton Conservation Area and surrounding heritage assets. The proposal would cause neutral harm to the significance of the heritage assets and is appropriate from a historic environment perspective, and is therefore in accordance with Policy EN10 and the Castle Eaton Conservation Area Appraisal.

Recommendation:

23. That planning permission be **GRANTED** with conditions

Conditions

1. This approval shall be in respect of drawing no. 001 02/11/2019, site location plan (1:1250), Block Plan (1:500) and Planning/Design & Access Statement received by the Local Planning Authority on the 5th December 2019.

Reason: To define the scope of the development hereby permitted, in accordance with section 72 of the Town and Country Planning Act 1990.

2. The development hereby permitted shall be constructed using external facing materials that match and correspond with those of the existing building. Such facing materials shall be retained thereafter in their approved form.

Reason: To ensure that the appearance of the development is satisfactory.

3. The proposed rooflights shall be of 'conservation type' which finishes flush and does not protrude from the plane of the roof.

Reason: To preserve the character and appearance of the conservation area and avoid an unsatisfactory appearance of clutter to the roof.

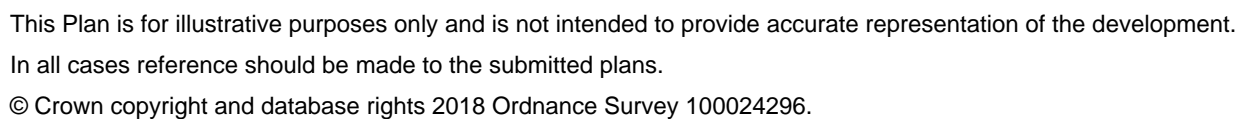
Informatives

1. CIL - Reg. 42 Exemption for Minor development: Whilst the development generates a net gain in floor space and is Community Infrastructure Levy (CIL) liable, it is exempt from CIL liability under CIL Regulation 42, as it constitutes minor development for the purposes of calculating CIL liability because the proposed extensions floorspace is below 100 sqm GIA.

2. The granting of planning permission does not authorise you to carry out any works on, over or under your neighbour's land or property without first obtaining their consent.

End of Report

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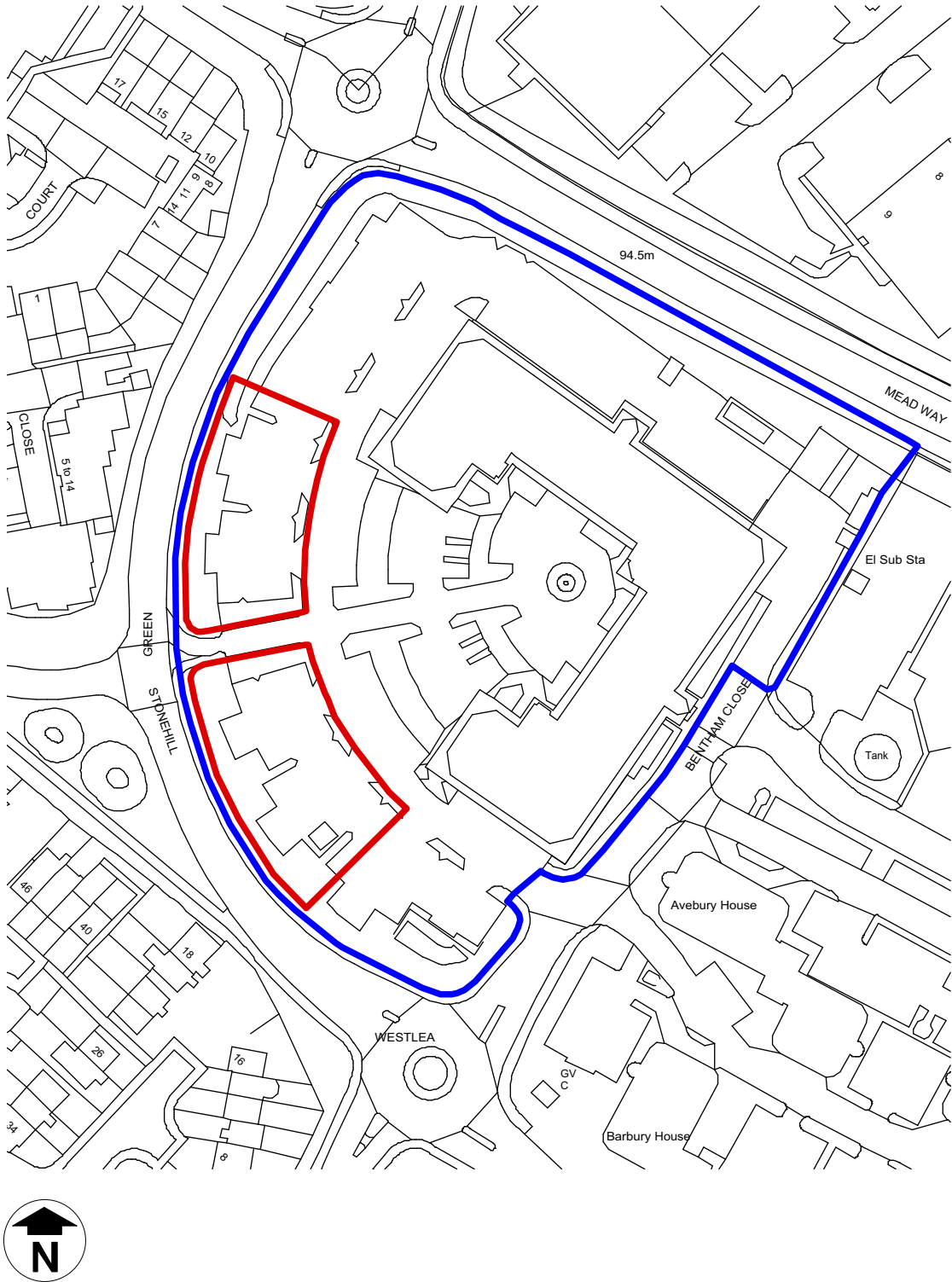
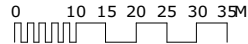


Application Number S/19/1100
Proposal Erection of 12no. dwellings and associated works.
Location: The Quadrant Stonehill Green Swindon SN5 7HB



This Plan is for illustrative purposes only and is not intended to provide accurate representation of the development.
In all cases reference should be made to the submitted plans.

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P3 26/11/2019RR Boundary amended
revisions:

All dimensions and areas are approximate and are to be verified on site.
Do not scale.

Purpose of issue:

For Planning



Norton
Mayfield
Architects

Harland Works, Unit 7
70 John Street
Sheffield
S2 4DU
Tel: 0114 270 0014
Sheffield & London
www.nortonmayfield.co.uk

Client:
Rotstone Developments Ltd

Project Title:
**The Quadrant, Stonehill Green
Swindon, SN5 7DJ**

Drawing No:
1849-NMA-XX-ZZ-DR-B-00001

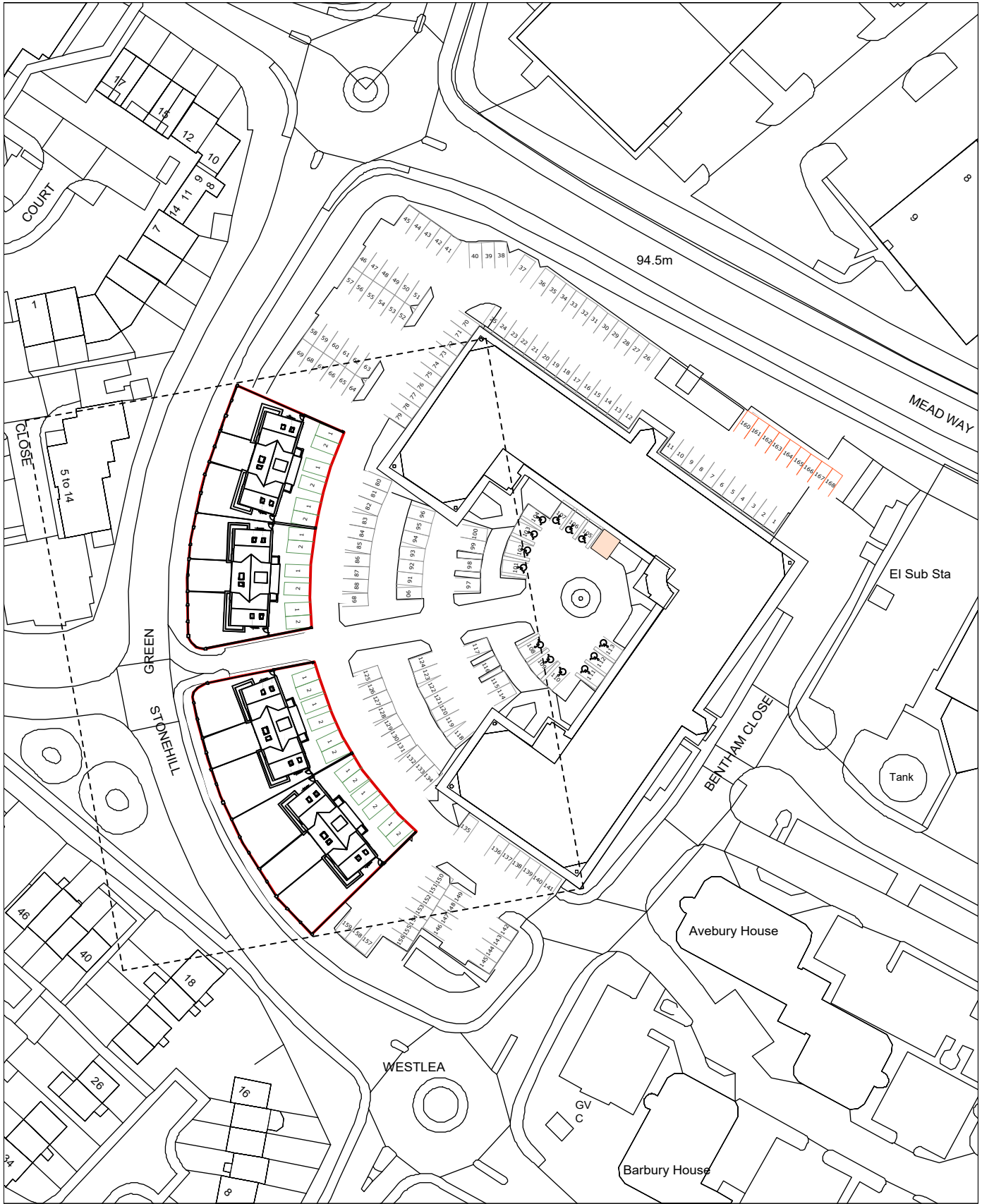
Drawing title:
Location Plan

Project No:	Status:	Rev:	Scale:
1849	S2	P3	1:1250@ A3

1849-NMA-XX-ZZ-M3-A-00101.vwx



- New suitably sized trees within vegetation boundary beyond individual plot curtilages
- Min. 3m hedgerow beyond individual plot curtilages
- Quality existing trees retained; details TBC
- Grass to rear garden areas
- Rear deck to all properties
- Block pavers to all pathways and driveways
- New separating hedgerows between properties
- New suitably sized trees to front gardens; locations & species TBC
- Flower bed
- Vegetation beyond plot boundary



KP Key Plan

P6 10/01/2020RR Notes amended revisions:

All dimensions and areas are approximate and are to be verified on site. Do not scale.

Purpose of issue:
For Planning

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Client:
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Project Title:
**The Quadrant, Stonehill Green
Swindon, SN5 7DJ**

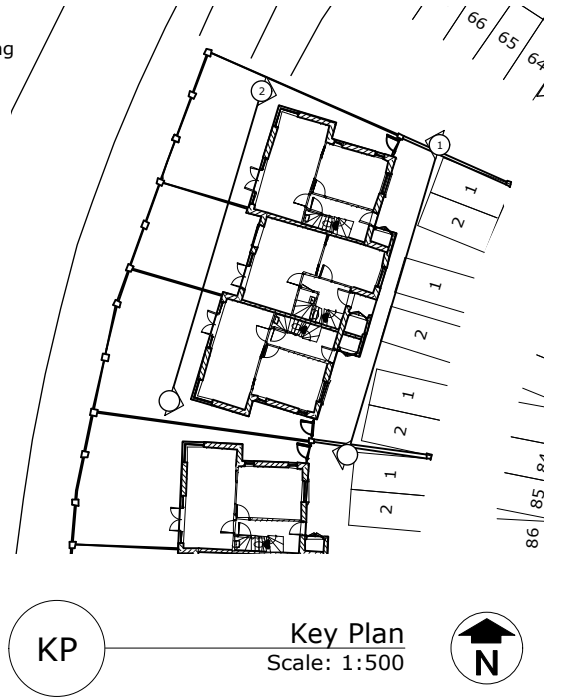
Drawing No:
1849-NMA-00-ZZ-DR-A-00003

Client's ref:
Proposed Site Plan

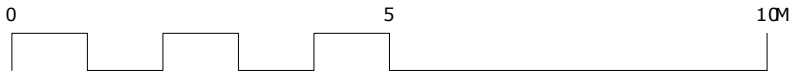
Project No: 1849 Status: S2 Rev: P6 Scale: 1:200@A1



1 Front Elevation (East)
Scale: 1:100



2 Rear Elevation (West)
Scale: 1:100



P2 26/11/2019RR Design development revisions:
All dimensions and areas are approximate and are to be verified on site. Do not scale.
Purpose of issue:
For Planning

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Client:
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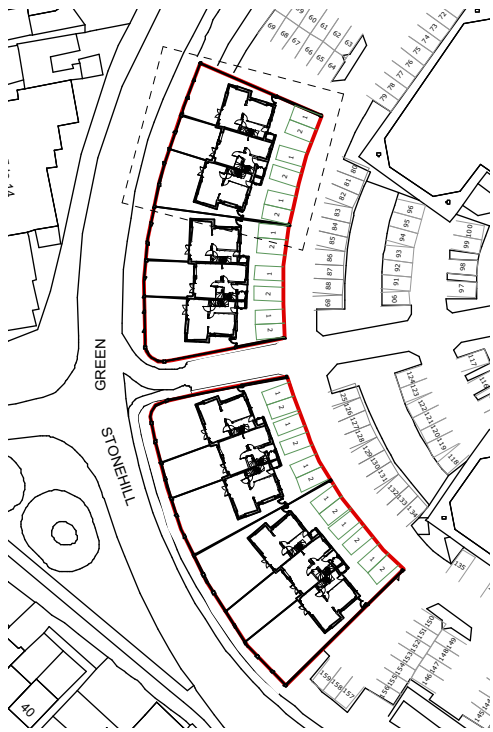
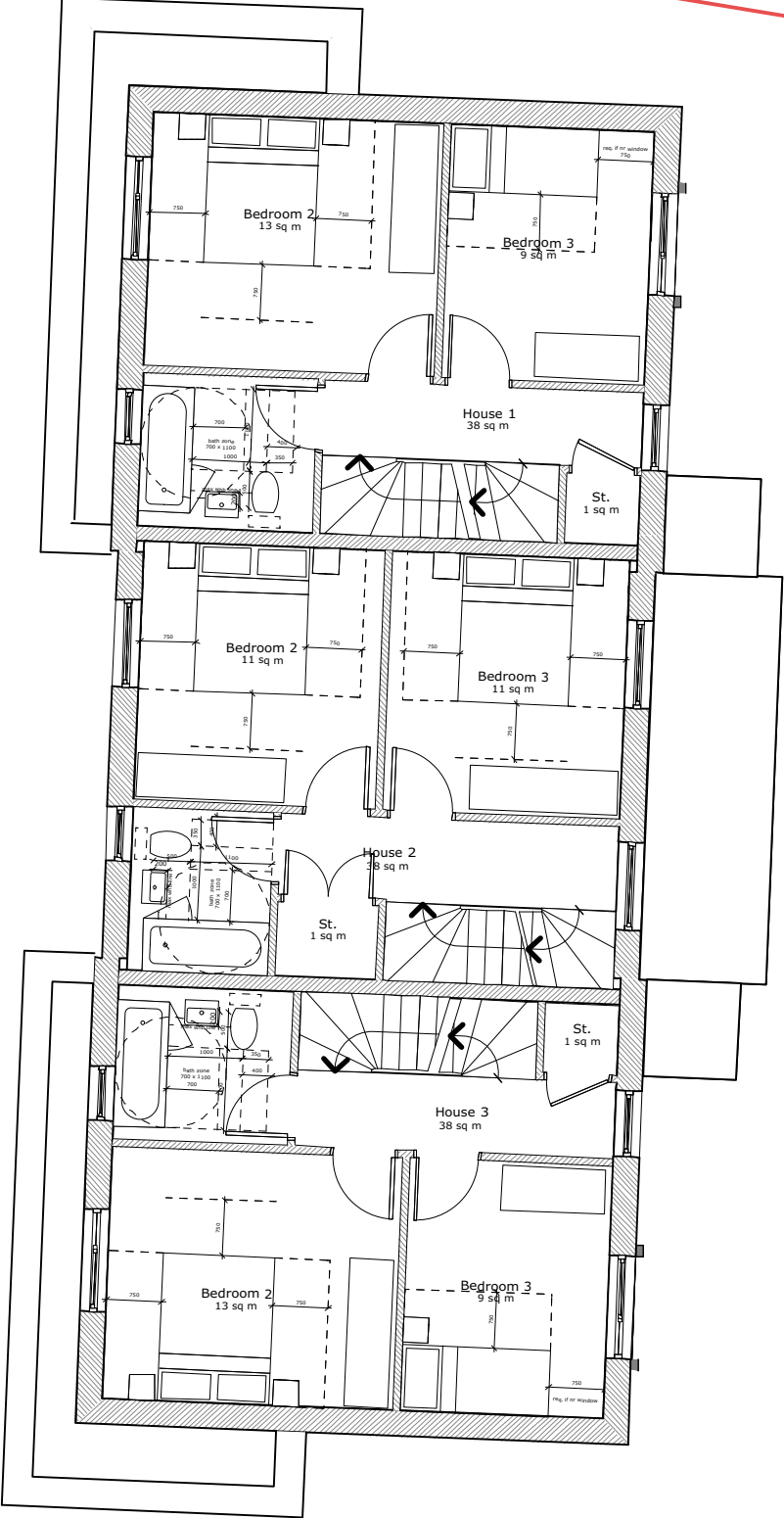
Project Title:
The Quadrant, Stonehill Green
Swindon, SN5 7DJ

Drawing No:
1849-NMA-00-ZZ-DR-A-00201

Drawing title:
Proposed Elevations

Project No:	Status:	Rev:	Scale:
1849	S2	P2	1:100@A3

1849-NMA-XX-ZZ-M3-A-00101.vwx



Key Plan
Scale: 1:1250

P4 26/11/2019RR Design development revisions:

All dimensions and areas are approximate and are to be verified on site. Do not scale.

Purpose of issue:
For Review

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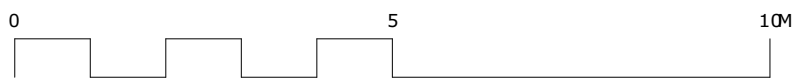
Client:
Rotstone Developments Ltd

Project Title:
The Quadrant, Stonehill Green
Swindon, SN5 7DJ

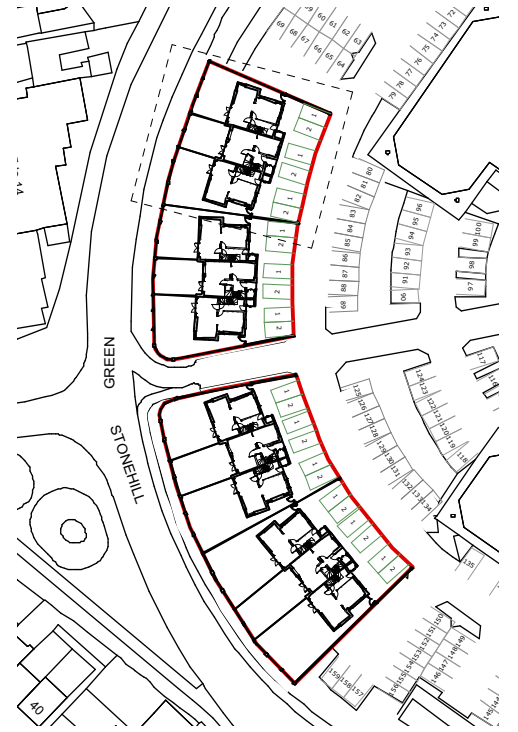
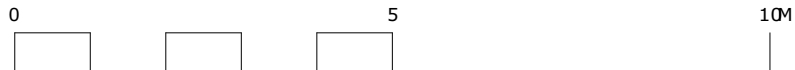
Drawing No:
1849-NMA-00-01-DR-A-00100

Drawing title:
Proposed First Floor

Project No:	Status:	Rev:	Scale:
1849	S2	P4	1:100@A3



1849-NMA-XX-ZZ-M3-A-00002.vwx



Key Plan
Scale: 1:1250



P5 08/01/2020RR Landscaping and parking update
revisions:

All dimensions and areas are approximate and are to be verified on site.
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Purpose of issue:

For Review



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Client:

Rotstone Developments Ltd

Project Title:

The Quadrant, Stonehill Green
Swindon, SN5 7DJ

Drawing No:

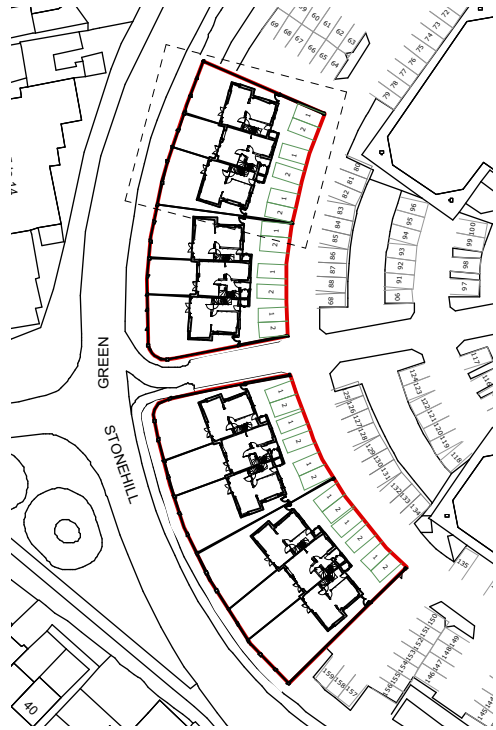
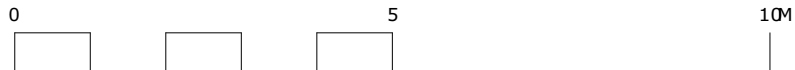
1849-NMA-00-00-DR-A-00100

Drawing title:

Proposed Ground Floor

Project No:	Status:	Rev:	Scale:
1849	S2	P5	1:100@A3

1849-NMA-XX-ZZ-M3-A-00002.vwx



KP Key Plan
Scale: 1:1250



P4 26/11/2019RR Design development revisions:

All dimensions and areas are approximate and are to be verified on site. Do not scale.

Purpose of issue:

For Review

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Client:
Rotstone Developments Ltd

Project Title:
The Quadrant, Stonehill Green
Swindon, SN5 7DJ

Drawing No:
1849-NMA-00-02-DR-A-00100

Drawing title:
Proposed Second Floor

Project No:	Status:	Rev:	Scale:
1849	S2	P4	1:100@A3

1849-NMA-XX-ZZ-M3-A-00002.vwx



COMMITTEE REPORT

Item Number: **Ward:** Mannington And Western
Application Number: S/19/1100/CHHO **Parish:**
 West Swindon

Proposal: Erection of 12no. dwellings and associated works.

Site Location: The Quadrant, Stonehill Green, Swindon

Case Officer: Charlotte Hopkins (chopkins@swindon.gov.uk)

Agent:
 Mrs Rebecca Robson
 Norton Mayfield Architects
 Unit 7, Harland Works
 John Street
 Sheffield
 S2 4QU

Applicant
 Mr S Pines

 Rotstone Developments Ltd
 45 Ashbourne Avenue
 London
 NW11 0DT

Officers Report

Background:

1. This application is brought before the Committee for consideration at the request of Councillor Exell due to concerns about parking provision, design and amenity.
2. The Quadrant is a 3 storey former office building which has recently been converted to residential by way of a prior approval application, for the change of use from Offices to 100 no. flats (S/PRIORC/16/0477).

Summary of Recommendation:

3. That the Head of Planning, Regulatory Services and Heritage be authorised to GRANT planning permission subject to the conditions set out in the report together with any amended, omitted or additional conditions and the completion of a Section 106 agreement to secure the necessary mitigation. In the event that the applicant fails to agree an extension of time to allow sufficient time for the LPA to deal with these matters then the Head of Planning, Regulatory Services and Heritage be authorised to refuse planning permission

The Proposal:

4. This application is for the erection of 12 no. dwellings and associated works. The dwellings would have 3 storeys and would be arranged in groups of 3 forming 4 separate blocks, sited either side of the existing pedestrian access to the site off Stonehill Green. The dwellings, which consist of 4no. 3 bedroom units and 8no. 4 bedroom units, would front into the site with gardens at the rear backing onto Stonehill Green. The layout as initially

proposed saw the dwellings fronting onto Stonehill Green with private gardens to the rear. Followings concerns raised during the course of the application, the layout has now been reversed with the dwellings fronting into the site and the gardens backing onto Stonehill Green.

5. Each dwelling would benefit from 2no. parking spaces provided to the front of each unit. Landscaping is also proposed to the front of each dwelling, with hedgerows, trees and planting. A 'verge' or 'landscape strip' is now proposed between the edge of the Stonehill Green carriageway and the rear property boundaries, with the intention to retain or depending on quality, replace the existing trees and shrubs within this verge, which currently provides a screening function and contributes positively to the visual amenities of the area.

The Site and Surroundings:

6. The proposal site is located within the Delta Key Employment Area as indicated on the Policies Map and includes the car park serving The Quadrant, a 3 storey former office building which has now been converted to residential. The site is bounded to the west by Stonehill Green, with an established row of trees along the boundary providing screening between the road and the former office building. Further west and to the south of the site, is a large residential area, with commercial premises located to the north and east within a business park.

Representations:

7. Neighbours:

Impartial observation – No.41 The Quadrant - Raises concerns over parking provision. Bike shed needs to be relocated.

8. West Swindon Parish Council: Concern raised over parking, noting the existing car park is already used to capacity, placing strain on parking in nearby streets. The scheme design should incorporate a hard boundary line to Stonehill Green to mitigate against rear pedestrian access. Concern around pressure on local road infrastructure. Suggest application should be considered in the context of CIL funding for off-site road improvement.

9. Highways: No highway objection, subject to Conditions.

10 Landscape: The revised submission is an improvement on its predecessor in that it is retaining some of the west side perimeter vegetation and is introducing more internal tree planting to the east side. It is important that a greater degree of detail is provided, before consent is granted, to show / agree exactly what is to be retained, how it is to be protected during construction. A fully detailed plan identifying exactly what is to be retained / removed, overlaid with the proposed plan (to include all proposed service runs) is required.

11. Arboricultural: No objection, subject to conditions. The successful integration of the development will be dependent upon the establishment of an appropriate landscape scheme that offers suitable replacement for the extensive vegetation that will be lost. A condition should be attached requiring the submission and agreement of a landscape scheme and the operational management programme necessary to ensure that it survives beyond its establishment period, particularly for the area that abuts Stonehill Green.

12. Drainage: Drainage Strategy required.

13. Thames Water: No objection based on information provided. Recommends informative to be added to the decision notice.

14. Crime Prevention Design Adviser: The boundary walls and fences should be to a minimum of 1.8 metres to ensure the safety of the residents and the security of the contents of the homes and the gardens.

15. North Wiltshire Swifts: Recommend the Council conditions the installation of 16 integral swift nest bricks in this development in clusters of 2 in each of the 8 east-facing gable ends.

Planning Considerations:

16. The main considerations in the determination of this application are whether the proposal accords with the National Planning Policy Framework 2019 and the relevant policies of the Swindon Borough Local Plan 2026 (2015).

17. In accordance with this framework the following issues will be considered:

- Principle of residential development
- Design and Layout
- Amenity
- Access and Parking
- Trees and Landscape
- Other material planning issues including amenity issues not covered above, CIL and developer contributions
- Planning Balance and Conclusions

Planning Policy:

18. The National Planning Policy Framework (2019) sets out the Government's planning policies for England and how these are to be applied. In respect of this application, the following sections are of particular relevance:

section 2, 'Achieving Sustainable Development'
 section 5 'Delivering a Sufficient Supply of Homes'
 section 9 'Promoting Sustainable Transport'
 section 11 'Making Effective Use of Land'
 section 12 'Achieving Well-Designed Places'

19. The following policies of the Adopted Swindon Borough Local Plan 2026 (2015) are considered relevant to this application:

- o SD1 'Sustainable Development Principles' sets out the development principles which underpin the local plan
- o SD2 'The Sustainable Development Strategy' aims to meet Swindon's development needs by concentrating development in the Swindon Urban area, whilst protecting the Borough's most important assets;
- o SD3 'Managing Development' seeks to take a positive approach to reflect the presumption in favour of sustainable development
- o DE1 'High Quality Design' seeks high standards of design for all development
- o HA1 'Mix Types and Density' advises that housing development should be design led and respect the character of the surrounding area

- o HA2 'Affordable Housing' seeks all developments of 15 homes or more, on sites larger than 0.5 hectares to provide 30% affordable housing
- o EN3 'Open Space' seeks development to provide or contribute towards public open space
- o EN4 'Biodiversity and Geodiversity' requires all development shall protect and enhance biodiversity
- o EN6 'Flood Risk' seeks to minimise the risk and impact of flooding
- o IN1 'Infrastructure Provision' seeks to ensure all new development makes a positive contribution to sustainable growth by mitigating its impacts upon infrastructure
- o TR1 'Sustainable Transport' seeks to reduce the need to travel and support and encourage the sustainable, safe and efficient movement of people
- o TR2 'Transport and Development' encourages sustainable travel and seeks to mitigate the impact of development and ensure that suitable parking provision is provided

20. Also of relevance is Swindon Borough Council's Residential Design Guide (2016) and Swindon Borough Council's Development Control Guidance Note: Technical Guidance on Parking Standards (2007).

Principle of Development:

21. The development strategy for the Borough is set out in Swindon Local Plan Policy SD2. This policy supports the key government objectives for sustainable development in the most accessible locations. The sustainable development strategy in Policy SD2 seeks to focus development on the Swindon urban area and urban extensions to Swindon. As the site is within Swindon's urban area, it is a location in which the principle of residential development is in accordance with the Local Plan.

22. Policy SD3 reflects the NPPF's presumption in favour of sustainable development and the need for a positive approach to considering development proposals. This means the Local Planning Authority will work jointly with applicants to find sustainable solutions enabling proposals to be approved wherever possible and to secure development that improves economic, social and environmental conditions, and promotes health and well-being, for those people living and working in Swindon Borough.

23. The site is within the Delta Key Employment Area and therefore Policy EC2 of the Local Plan is engaged. The general thrust of this policy is to protect the key employment areas for employment uses. However in this case, the alternative use of the site has been established through the prior approval change of use of The Quadrant from Office to Residential (S/PRIORC/16/0477). The established use through the prior approval is therefore a significant material consideration, which outweighs the loss of employment land at this location. Therefore it is agreed that Policy EC2 is not relevant in this case and residential is considered an acceptable use.

24. The NPPF at paragraph 117 and 118 outline the importance of planning policy in promoting the effective use of land in meeting housing need. This includes attributing 'substantial weight to the value of using suitable brownfield land within settlements for homes and other identified needs'. Paragraph 118 also supports the use of underutilised land and buildings especially if this would help meet identified need for housing, for example through converting space above shops, and building on or above service yards, car parks, lock-ups and railway infrastructure. The proposal seeks to deliver 12no. residential units on previously developed (brownfield land) which consists of the car parking area of the former

office development, to which substantial weight should be given in accord with the provisions of the NPPF.

25. The proposal will provide a mix of 3 and 4 bedroom family sized homes of appropriate density in accordance with Policy HA1 (Mix, Type and Density).

26. The principle of residential development on the site is established by the existing residential use of The Quadrant. Swindon Borough Council can currently only identify a housing land supply of 2.7 years against Local Plan targets, and this development will contribute to the shortfall. The site is considered to be a sustainable location for residential development, located within what is already a predominately residential area, bound by existing residential communities to the south and west and is well connected in terms of public transport and local facilities. The site is therefore considered an appropriate and sustainable location for residential development, in accordance with the NPPF and Local Plan Policies SD1 and SD2.

Design and Layout:

27. Swindon Local Plan Policy DE1 states that high standards of design will be required for all types of development. The adopted Residential Design Guide also requires high design standards as well as offered guidance on layout, context and character amongst other factors. The NPPF also promotes well-designed places.

28. The proposed building design is considered appropriate, being modern in appearance and constructed of contrasting brick tones with darker brick at ground floor, lighter brick above and grey vertical hung tile cladding to the second floor. This creates interest to the façade and corresponds with the predominant use of brick to residential properties in the vicinity. The proposed 3 storey dwellings will be similar in scale to the residential development to the north west of the site, which also backs on to Stonehill Green.

29. The proposed layout retains pedestrian permeability through the site from Stonehill Green, with vehicular access of Bentham Close as existing. Whilst a layout has been explored with the dwellings fronting onto Stonehill Green providing an active street frontage, such arrangement has not been found favourable as this would increase the amount of vegetation to be removed, with limited space for replacement planting. A revised layout is now presented with the dwellings fronting into the site and the rear gardens backing onto Stonehill Green, creating a verge between the carriageway of Stonehill Green and the rear boundaries of the dwellings. The intention is to retain or depending on quality, replace the existing trees and shrubs within this verge. This enables a level of screening provided by the vegetation, which contributes positively to the visual amenities of the area. As the surrounding residential development does not front on to Stonehill Green, the proposed layout with the dwellings facing into the site would not appear out of context with this.

30. Although the former office building has now been converted to residential, it still has the appearance of a large commercial building creating a somewhat unusual relationship between this and the proposed new dwellings. This has been considered in the design of the scheme, through setting the dwellings back into the plot with driveways to the front, allowing for landscaping and tree planting to the front of the dwellings to provide relief from the elevation of the existing Quadrant building and car parking area serving the apartments. This layout enables private garden areas to be provided to the rear of the dwellings, which back onto Stonehill Green.

31. The proposal accords with the design criteria set out within chapter 12 of the NPPF - achieving well designed places and Chapter 11, making effective use of land, Policy DE1 of adopted Local Plan and the Swindon Residential Design Guide.

Amenity:

32. The NPPF at paragraph 127 requires developments create places that are safe, inclusive and accessible and which promote health and well-being, with a high standard of amenity for existing and future users. Policy DE1 of the Swindon Local Plan requires consideration of amenity in terms of light, privacy, outlook, noise, disturbance, smell, pollution and space when considering development proposals.

33. The future residents of the development would benefit from suitable amenity levels in terms of internal and external space, privacy, outlook and access to light. Each dwelling would meet or exceed the nationally described space standards for housing as set out within the Residential Design Guide. Each dwelling would also benefit from an adequately sized private garden space. With regard to residential amenity the development is compliant with Policy DE1 of the adopted Swindon Borough Local Plan, the Residential Design Guide and the NPPF.

34. There would be a separation distance of 21 metres between the proposed new dwellings and the closest windows serving the apartments in The Quadrant, with a separation distance of 23+ metres to the dwellings located on the opposite side of Stonehill Green to the west of the site. Considering these separation distances, the proposal will not create an unacceptable impact with regards to overlooking or loss of privacy to existing residential properties, nor will it create unacceptable loss of light. The proposal therefore would not create adverse harm to the amenity of surrounding residential properties, in accordance with Policy DE1 of the Local Plan, the Residential Design Guide and the NPPF.

Access and Parking:

35. Policy TR2 of the Local Plan requires new development should be located and designed to reduce the need to travel and to encourage the use of sustainable transport alternatives. The site is located within the area of West Swindon, close to residential and commercial properties and benefits from pedestrian access from Stonehill Green and vehicle access from Bentham Close. Public transport is accessed within close proximity from Mead Way.

36. Policy TR2 also requires that proposal must provide access that is appropriate to the scale, type and location without detriment to highway safety and local amenity and should provide parking provision in accordance with the Council's adopted parking standards. The 12 dwellings are proposed within the existing site of a recently converted office building into flats which contains 225 parking spaces currently (as shown on drawing no. 1849-NMA-XX-ZZ-DR-B-00002 Existing Block Plan). The existing parking provision to serve the flats, is above the minimum requirements for parking provision as set by SBC's Parking Standards. As shown within the 'Design and Access Statement' submitted, the car parking analysis table shows the total spaces required for the existing flats are 168. This shows 1 space per 1 bedroom flat, 2 spaces per 2 bedroom flat, with visitor spaces at 1 per 5 units (20 spaces) and 6% for disabled spaces (10 spaces).

37. The proposed scheme will reduce the number of parking spaces available for the flats by 66, however 9 additional spaces are proposed for the apartments to the east of the site,

therefore the total potential reduction in parking spaces is 57. The required number of 168 parking spaces for the apartments is delivered, in accordance with SBCs Parking Standards.

38. 24no. additional parking spaces are proposed to the rear of the new dwellings, with 2no. spaces provided per dwelling in accordance with SBC's Parking Standards. Although the revised plans do not show any visitor spaces to be incorporated within the site to serve the 12 new dwellings, there is deemed to be sufficient room within the site of the Quadrant to accommodate the recommended 3 visitor parking spaces for the dwellings, therefore the proposal is not deemed cause a detrimental impact onto the highway. Sufficient space is available to accommodate secure cycle parking facilities on each plot and this element can be covered by condition.

39. Highways require that an aisle width of 6 metres is provided between the parking bays serving the new dwellings and those serving The Quadrant to ensure adequate space is provided for parking and manoeuvrability. This separation has now been demonstrated on revised drawing 1849-NMA-XX-ZZ-DR-A-00002 Rev 5 Proposed Block Plan.

40. The Local Highway Authority raise no objection, subject to conditions to secure the proposed parking and the submission of a construction management plan prior to the commencement of development on site. The proposal has therefore demonstrated compliance with Policy TR1, TR2 and the adopted Parking Standards.

Trees and Landscape:

41. The western boundary of the site bordering Stonehill Green consists of a belt of established vegetation, planted as part of the original landscape scheme to soften the visual impact of the office complex. The trees on site afford significant visual amenity to the surrounding area.

42. The layout and orientation of the proposed dwellings has been amended since the initial scheme, with the dwellings now fronting on to the car park with their rear gardens backing on to Stonehill Green. The layout of the site is such that there is now a proposed verge between the Stonehill Green carriageway and the rear property boundaries. The Tree and Landscape Statement confirms an intention to retain or, depending on quality, replace the existing trees and shrubs within this verge, however to accommodate the scheme, the existing vegetation would largely be lost with 44no. trees proposed to be removed out of a total of 50. The successful integration of the development will be dependent upon the establishment of an appropriate landscape scheme that offers suitable replacement for the extensive vegetation that will be lost.

43. The Councils Arboricultural Officer has confirmed that the proposal is now satisfactory subject to the imposition of a condition requiring a detailed arboricultural method statement (AMS) and tree protection plan is submitted to and approved in writing by the Local Planning Authority prior to the commencement of works, together with a landscape scheme that offers suitable replacement planting for the extensive vegetation that will be lost.

44. The Landscape Officer acknowledges the improvement of the revised submission which allows for some of the west side perimeter vegetation along Stonehill Green to be retained and introduces more internal tree planting to the east side. A greater degree of detail is required to show / agree exactly what is to be retained, how it is to be protected during

construction. This element can be covered by condition as above.

Ecology

45. Policy EN4 of the Local Plan requires all development shall protect and enhance biodiversity and provide net biodiversity gain. Where this is demonstrably not achievable, mitigation and compensation measures will be agreed. A condition will be imposed that a plan showing the location of bird and bat boxes/bricks to be installed to achieve biodiversity gain, is submitted to the Local Planning Authority for approval.

Other Matters:

Affordable Housing:

46. Policy HA2 of the Swindon Borough Local Plan requires affordable housing is sought on site at a ratio of 30% on all suitable sites proposed for development that comprise 15 or more dwellings or sites of 0.5 hectares or more. The threshold is not met in this case, therefore affordable housing contributions are not sought on this application.

Infrastructure Requirements:

47. In addition to affordable housing which has been addressed above, this section considers the overarching infrastructure policy framework set out through Policy IN1 of the adopted Local Plan. The Community Infrastructure Levy Charging Schedule was adopted on 26th March 2015.

48. The Community Infrastructure Levy Regulations 2010 (as amended) 'CIL Regs' came into force on 6th April 2010. The CIL Regs Regulation 122 embedded three of the five tests of Circular 05/2005 as statute. Regulation 122 states that where an item of infrastructure may be requested as a planning obligation, in order to support a decision the three following test must be satisfied:

- Necessary to make the development acceptable in planning terms
- Directly related to the Development, and
- Fairly and reasonably related in scale and kind to the development.

Compliance with Regulation 122 is therefore material to any contributions that will inform a decision to grant planning permission.

49. The development is located within the Council's adopted CIL Charging Schedule 6th April 2015 Residential Zone 2. The standard CIL rate as set out in the adopted CIL Charging Schedule do not reflect the rates that would be chargeable as these are index linked annually on the 1st January in any given year. An informative will be added to the decision notice advising that the development is CIL liable development.

Open Space:

50. Policy EN3 of the adopted Swindon Borough Local Plan details a requirement for residential development to provide or contribute towards public open space in line with open space standards set out in appendix 3 of the Local Plan.

51. Given the location of the scheme, it is not possible to secure provision of any type of open space on site, therefore consideration needs to be given to the need to secure off-site contributions instead to mitigate the impact of the development in order to make it acceptable in planning terms. To assist in assessment, the requirements of Appendix 3 have been converted into a calculator that generates the open space requirement by proposal and, how that would translate into potential off-site contributions, where on-site

provision is not deliverable.

52. This proposal would generate the following contributions:

Contribution	Amount
Off-site Formal Play Facilities (e.g. LEAP/NEAP)	£9,246.58
Off-site Local Open Space	£11,057.24
Off-site Major Open Space	£3,371.46
Off-site Outdoor Sports Facilities	£7,748.64
Allotments	£9,910.05
<i>TOTAL Combined</i>	£41,333.98

53. These figures have been agreed and are to be secured by way of a S106 agreement.

54. No highway related contributions have been deemed applicable.

Other Considerations:

55. Following concerns that the proposal would result in the loss of the existing cycle parking store serving the residential apartments in The Quadrant, the revised block plan (P5) indicates a location for a replacement cycle store close to the front entrance of The Quadrant. The proposed siting of the cycle store provides an accessible location which benefits from good natural surveillance.

Planning Balance and Conclusions:

56. The NPPF directs LPAs to apply the presumption in favour of sustainable development and to approve development in accordance with an up-to-date development plan without delay. The site is sustainably located within Swindon's urban area where there is a presumption in favour of development and is previously developed 'brownfield' land. Although the site falls within a key employment area, the alternative use has been established through the prior approval change of use of The Quadrant from Office to Residential. The established use through the prior approval is therefore a significant material consideration, which outweighs the loss of employment land at this location. The principle of development is, therefore, established and in this respect the scheme is compliant with the Swindon Borough Local Plan and the provisions of the NPPF.

57. The provision of 12 additional dwellings is a material consideration in the proposals favour in the context of a lack of a demonstrable five year housing supply in the Borough.

58. It is considered that the scheme responds to a series of constraints on and around the site. These constraints have inevitably dictated the form of development which has been designed to respect and mitigate them. The development provides an acceptable scheme with a layout that improves on the previous scheme, and provides for a good quality living environment whilst not unacceptably harming the amenity of existing residential properties. It is noted that a large number of non-protected trees along the western boundary with Stonehill Green will be lost to development, which is regrettable, but inevitable if the scheme is to be delivered. Mitigation is provided in the form of a 'verge' or 'landscape strip' between the carriageway of Stonehill Green and the rear boundaries of the properties which allows

for some of the better quality trees to be retained and others replaced with suitable species, to be agreed in a landscaping scheme via condition. Additional tree planting is also proposed within the site to the front of the new dwellings. The proposal is acceptable in highways terms with adequate parking demonstrated.

59. Applying the presumption in favour of sustainable development in accordance with the Local Plan, and taking into account the facts that the main concerns can either be justified or acceptably mitigated, officers are of the view that the adverse impacts of granting planning permission would not significantly and demonstrably outweigh the benefits. Therefore, it is recommended that planning permission should be granted subject to conditions and the obligations set out above.

Recommendation

60. That the Head of Planning, Regulatory Services and Heritage be authorised to GRANT planning permission subject to the conditions set out in the report together with any amended, omitted or additional conditions and the completion of a Section 106 agreement to secure the necessary mitigation. In the event that the applicant fails to agree an extension of time to allow sufficient time for the LPA to deal with these matters then the Head of Planning, Regulatory Services and Heritage be authorised to refuse planning permission

Conditions

1. Time Limit

The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: To comply with the requirements of Section 91 (1) of the Town & Country Planning Act 1990.

2. Approved drawings

This approval shall be in respect of the following drawings and supporting information received by the Local Planning Authority:

Design and Access Statement received 08th August 2019

1849-NMA-XX-ZZ-DR-B-00001 Rev P3 Location Plan
 1849-NMA-00-ZZ-DR-A-00201 Rev P2 Proposed Elevations
 1849-NMA-00-ZZ-DR-A-00202 Rev P2 Proposed Elevations
 1849-NMA-00-01-DR-A-00100 Rev P4 Proposed First Floor
 1849-NMA-00-02-DR-A-00100 Rev P4 Proposed Second Floor
 1849-NMA-00-RF-DR-A-00100 Rev P4 Proposed Roof Plan
 1849-NMA-XX-ZZ-DR-A-00700 Rev P3 Proposed Views
 1849-NMA-00-ZZ-DR-A-00301 Rev P2 Section AA
 1849-NMA-00-ZZ-DR-A-00302 Rev P3 Section BB
 Landscaping and Tree Statement
 all received 29th November 2019

1849-NMA-XX-ZZ-DR-B-00002 Rev P4 Existing Block Plan
 1849-NMA-00-00-DR-A-00100 Rev P5 Proposed Ground Floor
 all received 8th January 2020

1849-NMA-XX-ZZ-DR-A-00002 Rev P5 Proposed Block Plan

1849-NMA-00-ZZ-DR-A-00003 Rev P6 Proposed Site Plan

all received 10th January 2020

Reason: To define the scope of the development hereby permitted, in accordance with section 72 of the Town and Country Planning Act 1990.

3. External Facing Materials

Prior to the commencement of above ground works on site in connection with the development hereby permitted, full details of all external facing materials shall have first been submitted to and approved in writing by the Local Planning Authority. The development hereby permitted shall be carried out in accordance with these approved details.

Reason: To ensure that the appearance of the development is satisfactory.

4. Arboricultural Method Statement and Tree Protection

Prior to the commencement of works on site in connection with the development hereby permitted, a detailed Arboricultural Method Statement (AMS) and tree protection plan for the protection of the retained trees, in accordance with BS5837: 2012, shall be submitted to and approved in writing by the Local Planning Authority. The development thereafter shall be implemented in strict accordance with the approved details.

Reason: To ensure that the trees to be retained will not be damaged during demolition or construction and to protect and enhance the appearance and character of the site and locality.

5. Landscaping

Prior to the commencement of works on site in connection with the development hereby permitted, a scheme of landscaping to include a planting schedule and time table of works, together with an operational management programme necessary to ensure that it survives beyond its establishment period, shall have first been submitted to and approved in writing by the Local Planning Authority. The scheme shall include details of the positions, species and crown spread of all existing trees and hedgerows on the land, detailing those to be retained, together with measures for their protection during development. The approved scheme shall be implemented as per the approved timetable. Any tree or shrub planted in accordance with the scheme which is removed, dies or becomes diseased within a period of five years from first being planted, shall be replaced by one of a similar size and the same species.

Reason: To ensure the appearance of the development is satisfactory

6. Slab Levels

Prior to the commencement of works on site in connection with the development hereby permitted, details of the proposed slab levels of the buildings in relation to the existing and proposed levels of the site and the surrounding land shall have first been submitted to and approved in writing by the Local Planning Authority. The development hereby approved shall be constructed in accordance with the approved slab levels.

Reason: To ensure the details and appearance of the development is acceptable

7. Ecology - Bat Boxes

Prior to the occupation of the dwellings hereby permitted, a scheme detailing the location of

bat boxes on retained trees and built-in bat boxes on the new houses within the site shall have first been submitted to and approved in writing by the Local Planning Authority. The bat boxes shall be incorporated and installed in accordance with the approved details.

Reason: To achieve net biodiversity gain.

8. Ecology - Bird Bricks

Prior to the occupation of the dwellings hereby permitted, a scheme detailing the location of bird boxes on retained trees and built-in bird bricks on the new houses within the site shall have first been submitted to and approved in writing by the Local Planning Authority. The bird boxes shall be incorporated and installed in accordance with the approved details.

Reason: To achieve net biodiversity gain.

9. Ecology - Management Plan

Prior to the occupation of the dwellings hereby permitted, a site wide Landscape and Ecology Management Plan (LEMP) shall have first been submitted to and approved in writing by the Local Planning Authority. The LEMP should include proposals for annual inspection, cleaning and replacement as necessary of all bird and bat boxes.

Reason: To achieve net biodiversity gain

10. Surface Water Drainage Scheme

Development shall not begin until a surface water drainage scheme for the site has been submitted to and approved in writing by the Local Planning Authority. The scheme shall subsequently be implemented in accordance with the approved details before the development is completed. The scheme shall include, but not be limited to:

- o Evidence that the proposed flows from the site will discharge at or below greenfield runoff rates, or as close as practical for any areas that have been previously developed, as part of the wider development;
- o Details of how the drainage scheme has incorporated SuDS techniques to manage water quantity and maintain water quality in accordance with best practice guidance including the latest SuDS Manual C753;
- o Detailed drainage plan showing the location of the proposed SuDS and drainage network with exceedance flow routes clearly identified;
- o Details to demonstrate the SuDS Scheme has been designed in accordance with best practice guidance including the latest SuDS Manual C753;
- o Manhole Schedules;
- o Detailed drainage calculations for all rainfall events up to and including the 1 in 100 year plus climate change to demonstrate that all SuDS features and the drainage network can cater for the critical storm event for its lifetime;
- o Details of how the scheme shall be maintained and managed after completion;
- o Any drainage systems offered for adoption will be designed to Sewers for Adoption 7th edition and/or SBC standards as part of the detailed design and relevant technical approval processes.

Reason: To prevent unacceptable risks to people and property from flooding by ensuring the satisfactory storage and disposal of surface water from the site.

11. Surface Water Drainage Maintenance Scheme

Development shall not begin until a surface water drainage maintenance scheme for the site has been submitted to and approved in writing by the Local Planning Authority. The scheme shall subsequently be maintained in accordance with the approved details.

Reason: To prevent unacceptable risks to people and property from flooding by ensuring

the satisfactory storage and disposal of surface water from the site.

12. Parking

The development hereby permitted shall not be occupied until the vehicular parking facilities have been provided in accordance with the submitted plan drawing no.s

1849-NMA-00-ZZ-DR-A-00003 Rev 6 and 1849-NMA-XX-ZZ-DR-A-00002 Rev 5 and those facilities shall be maintained available for those purposes thereafter.

Reason: To ensure that satisfactory provision is made for vehicles to be parked off the highway at all times.

13. Construction Management Plan

No development shall take place, including any works of demolition, until a Construction Management Plan has been submitted to, and approved in writing by, the Local Planning Authority. The approved Plan shall be adhered to throughout the construction period. The Plan shall:

- i. specify the type and number of vehicles;
- ii. specify the point of construction access and access route to the site;
- iii. set out details of the parking of vehicles of site operatives and visitors;
- iv. set out arrangements for the loading and unloading of plant and materials;
- v. set out arrangements for the storage of plant and materials used in constructing the development;
- vi. set out arrangements for wheel washing facilities;
- vii. specify the intended hours of construction operations;

Reason: To reduce the potential impact on the public highway during the site preparation and construction phase(s) of development

14. Cycle Storage

The dwellings hereby permitted shall not be occupied until secure and sheltered cycle storage facilities for a minimum of 1 bicycle per dwelling have been made available in accordance with SBCs Parking Standards, and thereafter maintained.

Reason: To promote and encourage sustainable transport and travel

15. Waste and Recycling Arrangements

Prior to the first occupation of the development hereby permitted, full details of the refuse collection arrangement shall have first been submitted to and approved in writing by the Local Planning Authority. The approved collection arrangement shall thereafter be implemented and maintained in its approved form for as long as the development remains on site.

Reason: In the interest of amenity.

16. Boundary Treatment

Prior to the occupation of the dwellings hereby permitted, a plan indicating the positions, design, materials and type of boundary treatment shall be submitted to and approved in writing by the Local Planning Authority. The boundary treatments shall be implemented and retained in their approved form for as long as the development hereby permitted remains on site.

Reason: In the interests of the amenities of the area.

17. Construction Hours

Construction work associated with the development hereby permitted shall only take place

between 08:00 - 18:00 Monday - Friday and 08:00 - 13:00 on Saturdays and at no time on Sundays or Bank Holidays.

Reason: In the interests of amenity.

18. Removal of Permitted Development

Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015, or any Order revoking and re-enacting that Order no development comprising the rear extension or enlargement to the rear of any of the dwellings on the site falling within Schedule 2, Part 1, Class A of the Order shall be carried out without express planning permission of the Local Planning Authority.

Reason: To prevent an over development of the site in an unacceptable manner to ensure adequate garden sizes and the protection of landscaping.

Informatives

1. CIL Liable Development

This development constitutes Community Infrastructure Levy (CIL) liable development. CIL is a mandatory financial charge on development. For more information on CIL visit www.swindon.gov.uk/cil or telephone the SBC CIL Team on 01793 466289 or 466397 or email cil@swindon.gov.uk. To avoid additional financial penalties the requirements of the impact of CIL must be managed before development is commenced and subsequently payment made in accordance with the requirements of the CIL Demand Notice issued. Information on possible exemptions that may be capable of being applied for can be found at:

https://www.planningportal.co.uk/info/200126/applications/70/community_infrastructure_levy and <https://www.gov.uk/guidance/community-infrastructure-levy>. CIL remains relevant in the event that planning permission is allowed by Planning Appeal.

2. Wheel washing

The weather will have an impact on construction sites which in turn will require roads to be swept in addition to using wheel wash facilities. Swindon Borough Council are on winter service alert for gritting roads around the Borough from mid-October to mid-April each year, the treated roads are shown on the attached plan. The de-icing material used for road treatment by this council is Thorox, this material is rock salt treated with an agricultural by-product similar to molasses and has the advantage of being active on the carriageway for up to three days providing there is no substantial precipitation or sweeping. It is imperative that any salt removed from the treated network by sweepers clearing mud and debris is replaced straight away at a spread rate of 15g/m². Where a sweeper is used on the roads around your site, you have a responsibility to retreat roads after washing or sweeping to ensure safety of road users is maintained during the winter period. In order to assist with this retreatment, Swindon Borough's Highway Operations Team can provide a filled grit bin at a cost available on request for use by developers, it should be noted that once delivered the bin and its contents will be in the property of the developer. In the first instance, please contact, Duty Winter Service Engineer, 01793 466354 to discuss and confirm site specific requirements.

3. Street naming and numbering

In addition to this consent, under the Town Improvement Clauses Act 1847 the applicant is

required to contact SBC's Street Naming & Numbering Officer as soon as possible with regard to registering new or changes to the official address of any properties within this development.

http://www.swindon.gov.uk/info/20031/roads_parking_and_transport/321/apply_for_street_name_or_number

4. Thames Water

Thames Water will aim to provide customers with a minimum pressure of 10m head (approx 1 bar) and a flow rate of 9 litres/minute at the point where it leaves Thames Waters pipes. The developer should take account of this minimum pressure in the design of the proposed development.

5. Fire Safety

In the interests of safety, the applicant is recommended to incorporate fire prevention measures within the development, such as sprinkler systems. Further advice can be obtained from Wiltshire Fire Brigade by visiting www.wfb.org.uk

End of Report

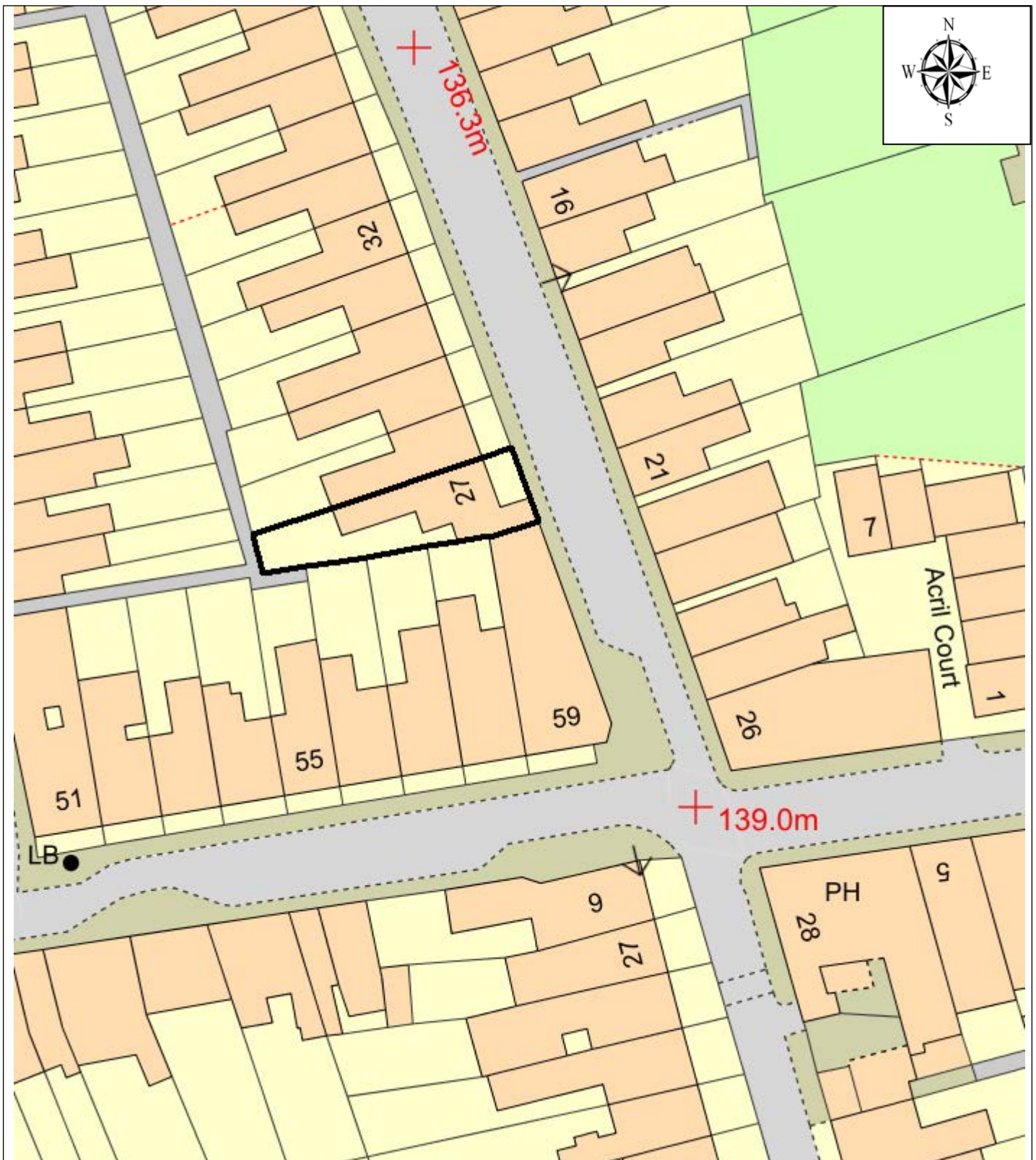
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Agenda Item 9

Application Number S/19/1505

Proposal Erection of a first floor rear extension to an existing 6 person House in Multiple Occupation (use class C4) to create an 8 person HMO (sui generis).

Location: 27 Prospect Hill Old Town Swindon SN1 3JS



This Plan is for illustrative purposes only and is not intended to provide accurate representation of the development.

In all cases reference should be made to the submitted plans.

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Rev	Date	Reason for issue	Checked

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S/19/1505.
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Client:

Mr Brett

Project:

27 Prospect Hill
Swindon

Title:

Site Location
Plan

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Drawing No:	Rev:	
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SWINDON BOROUGH COUNCIL
10 OCT 2019
PLANNING DEPARTMENT

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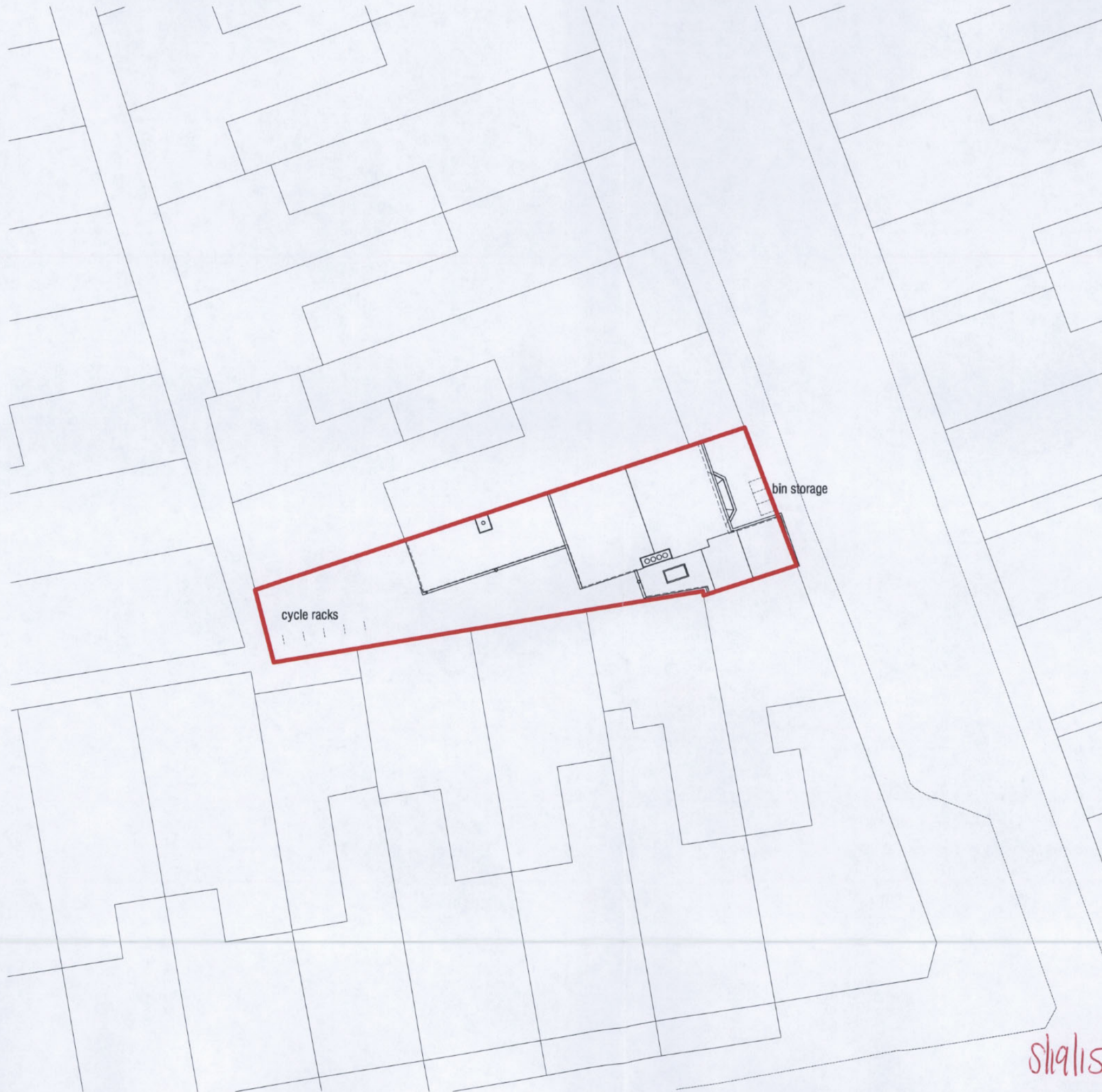
Client:
Mr Brett

Project:
**27 Prospect Hill
Swindon**

s/19/1505

Title:
**Existing
Site Plan**

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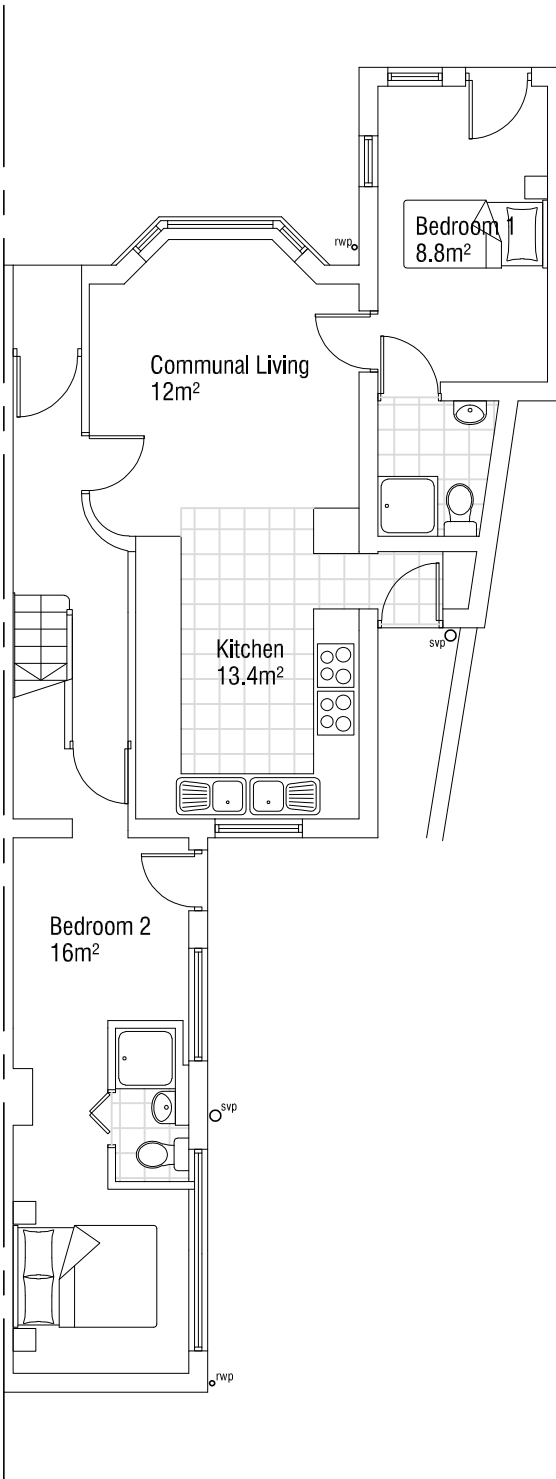
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27 Prospect Hill
Swindon

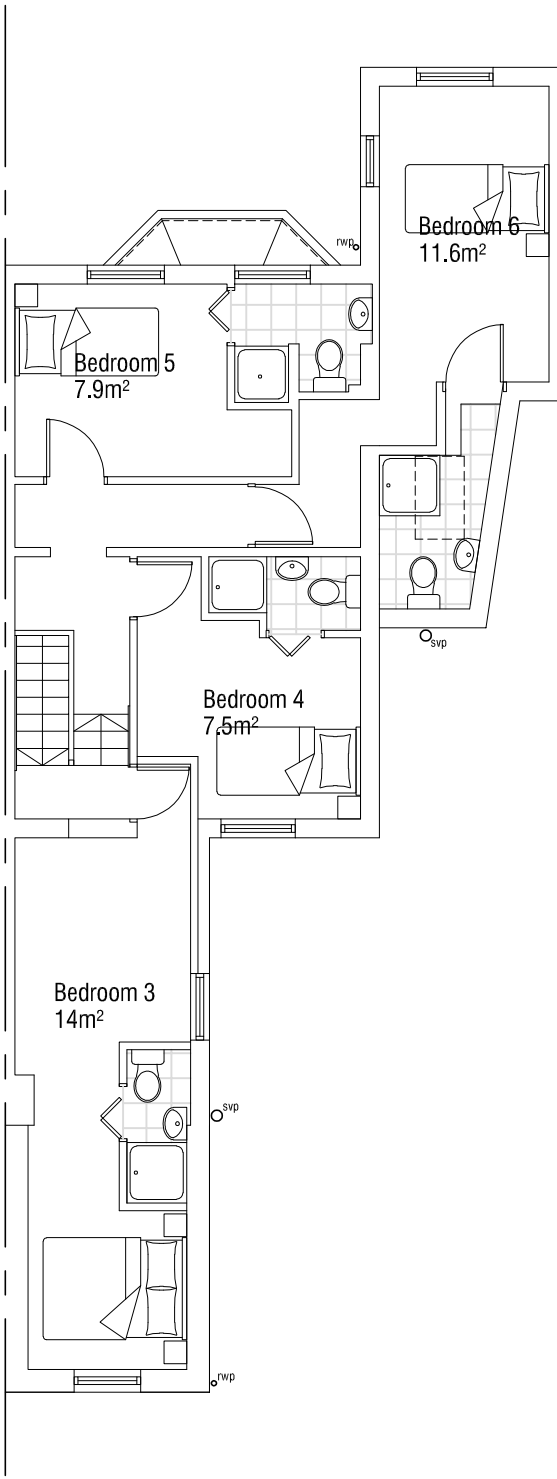
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GROUND FLOOR PLAN



FIRST FLOOR PLAN

SCHEDULE OF AREAS USING SWINDON BOROUGH COUNCIL HOUSING STANDARDS GUIDE

SHARED OR COMMUNAL KITCHEN USED BY 1-5 PERSONS = 7.5M²
FOR EACH ADDITIONAL PERSON ADD 1.5M²
FOR 8 PERSONS = 7.5M² + (3 X 1.5M²) = 12M² (PROPOSED SCHEME ILLUSTRATES 13.4M²)

ONE BEDROOM ONE PERSON MINIMAL STANDARDS

NO. OF ROOMS BETWEEN 7.5M² - 10M² WHERE A SHARED LIVING ROOM OF ADEQUATE SIZE IS REQUIRED* = 4 (INC. BEDROOM 6 CIRCULATION)
NO. OF ROOMS OVER 10M² WHERE NO SHARED LIVING ROOM IS REQUIRED = 0

ONE BEDROOM TWO PERSON MINIMAL STANDARDS

NO. OF ROOMS BETWEEN 10M² - 14M² WHERE A SHARED LIVING ROOM OF ADEQUATE SIZE IS REQUIRED* = 0
NO. OF ROOMS OVER 14M² WHERE NO SHARED LIVING ROOM IS REQUIRED = 2
NO. OF ROOMS OVER 16M² WHERE COOKING FACILITIES CAN BE PROVIDED IN THE ROOM = 1

* COMMON LIVING ROOM REQUIREMENTS FOR 1-5 PERSONS = 10M² (PROPOSED SCHEME ILLUSTRATES 12M²)

NOTES FOR COMMITTEE MEMBERS

- VENTILATION IN ALL EN-SUITES BY INSTALLING EXTRACTOR FANS DUCTED THROUGH EXISTING CEILING JOISTS TO OUTSIDE WALL (NEW SUSPENDED CEILING MAYBE FORMED BELOW EXISTING CEILING TO ACCOMMODATE NEW DUCTING AND PIPEWORK) AS PER BUILDING REGULATION REQUIREMENTS - PLEASE NOTE, VENTILATION CAN ALSO APPLY WITHOUT EXTRACTION WITH GAP UNDERNEATH EN-SUITE DOOR AND IF BEDROOM WINDOW IS OPEN
- INDICATIVE KITCHEN LAYOUT WITH ADDITIONAL HOB AND SINK, EXACT REQUIREMENTS ARE SUBJECT TO HMO LICENCE REQUIREMENTS
- INDICATIVE LOCATION OF FIRE DOORS (FROM DISCUSSION WITH SBC BUILDING CONTROL), SENSITIVE SMOKE DETECTORS WILL BE INSTALLED IN EACH BEDROOM AND COMMUNAL AREAS (INC. KITCHEN AND DINING) AS PER BUILDING REGULATION REQUIREMENTS

- NO PARKING IS REQUIRED FOR OCCUPANTS IF PROPERTY IS LOCATED IN ZONE 1/SECTOR 1 OF SWINDON PARKING STANDARDS 2007
- LOCAL CLEANING SERVICES ARE EMPLOYED TO CLEAN THE COMMUNAL AREAS AND KITCHEN AND TAKE OUT RUBBISH ONLY ON BIN COLLECTION DAYS

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Rev	Date	Reason for issue	Checked
A	Nov '19	Additional notes regarding parking and bin collection	



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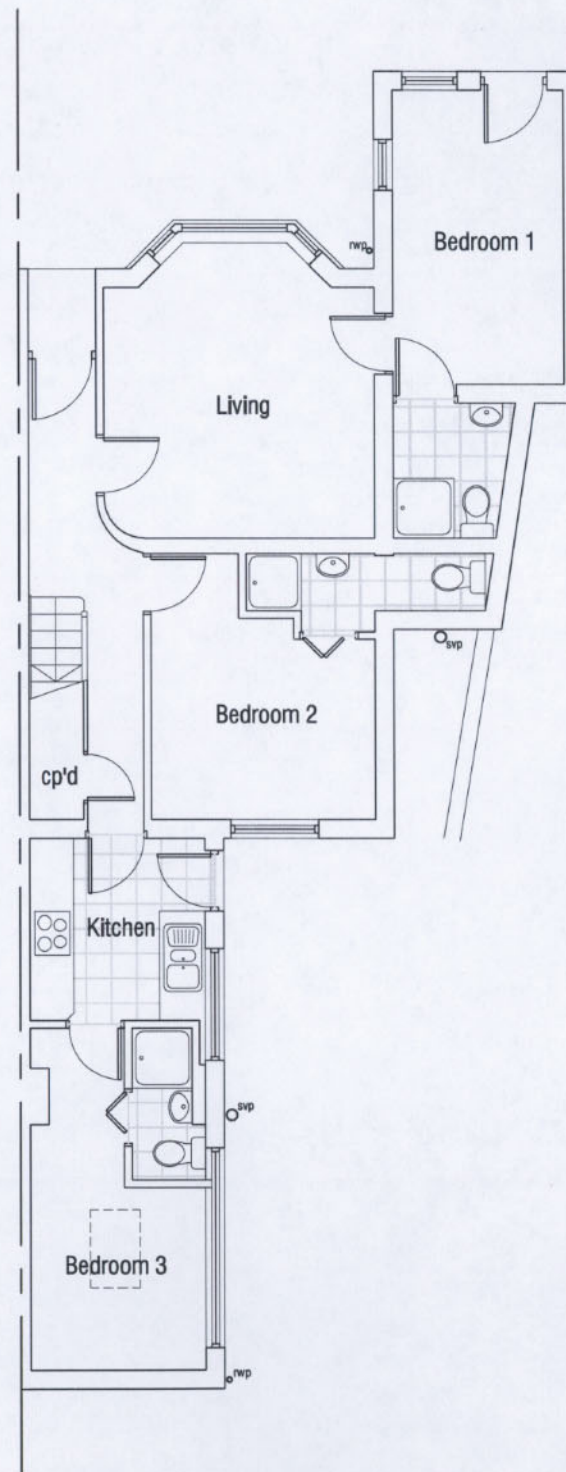
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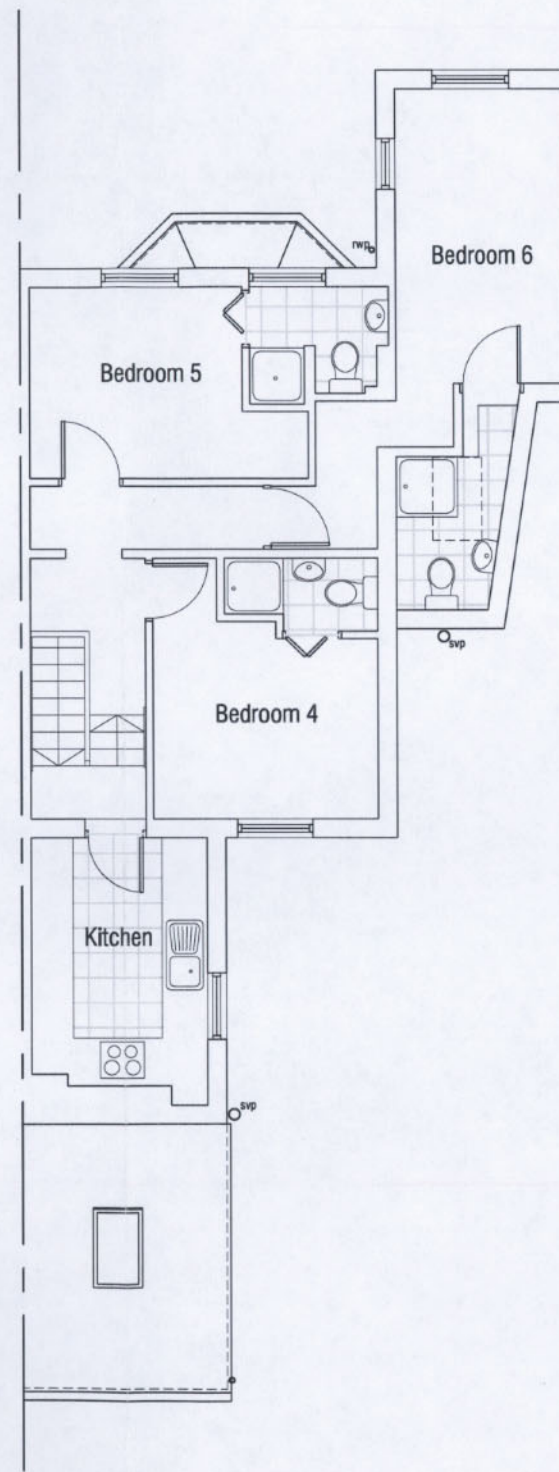
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Proposed
Floor Plans

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Drawing No: 460/100	Rev: A	



GROUND FLOOR PLAN



FIRST FLOOR PLAN

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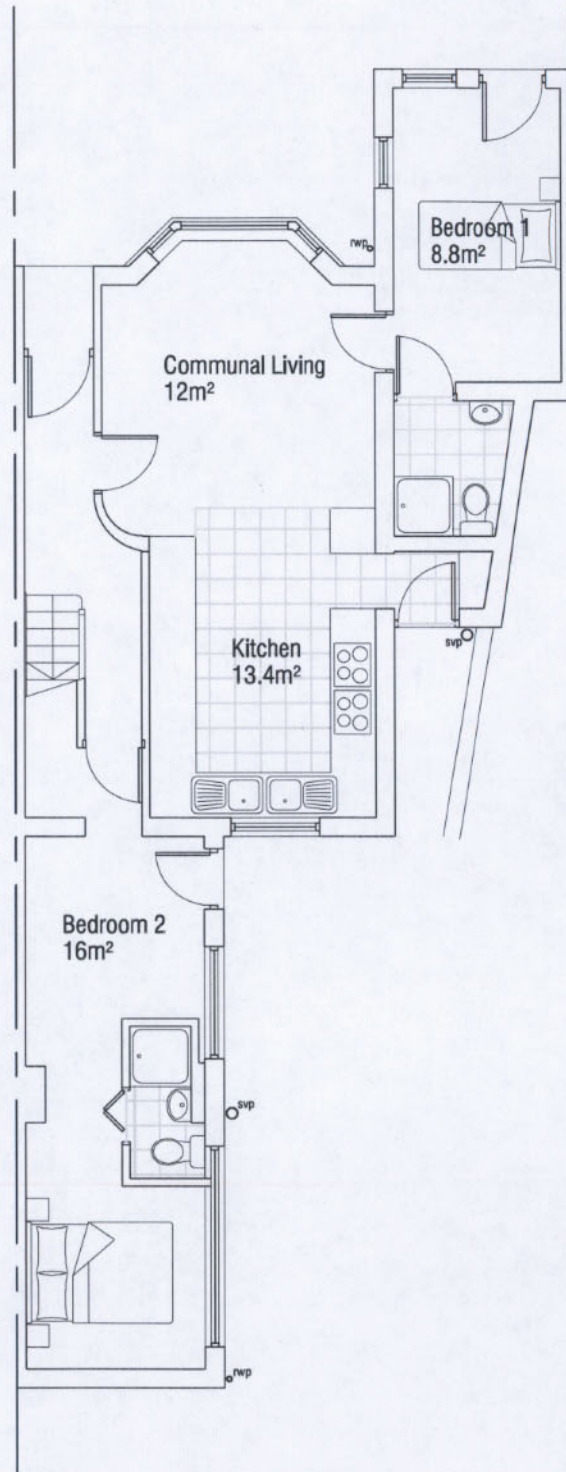
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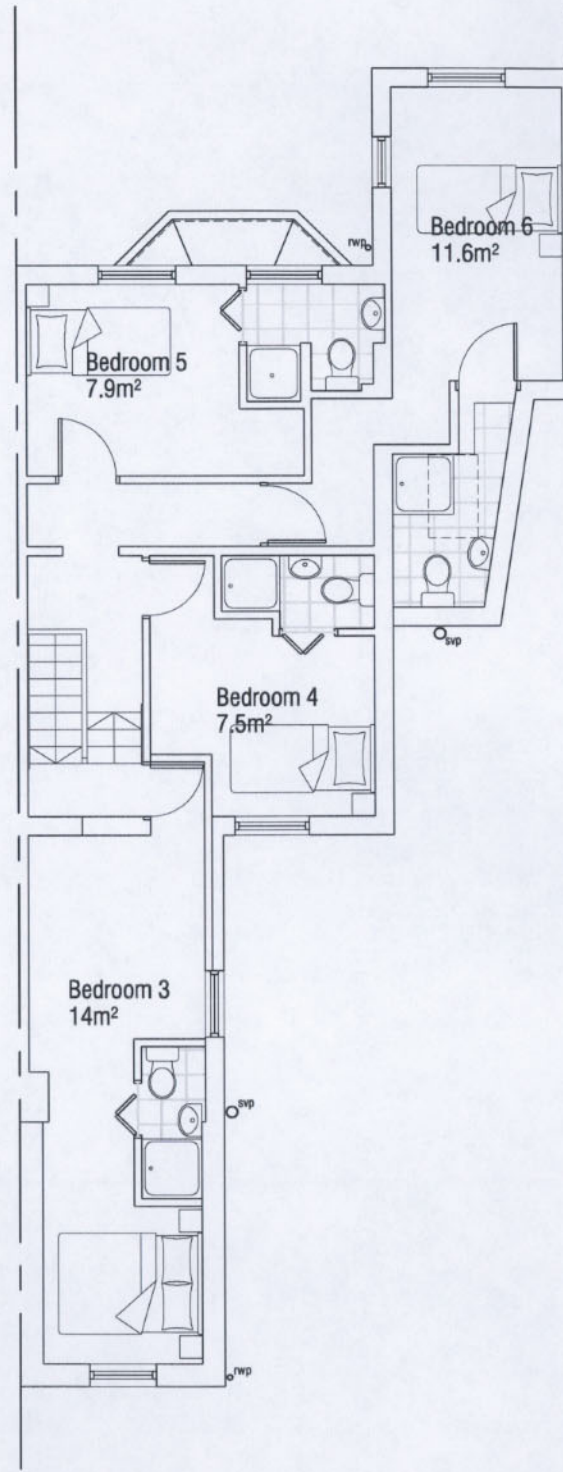
**Existing
Floor Plans**

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Drawing No: 460/010	Rev: -	

sl/19/1505



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FIRST FLOOR PLAN

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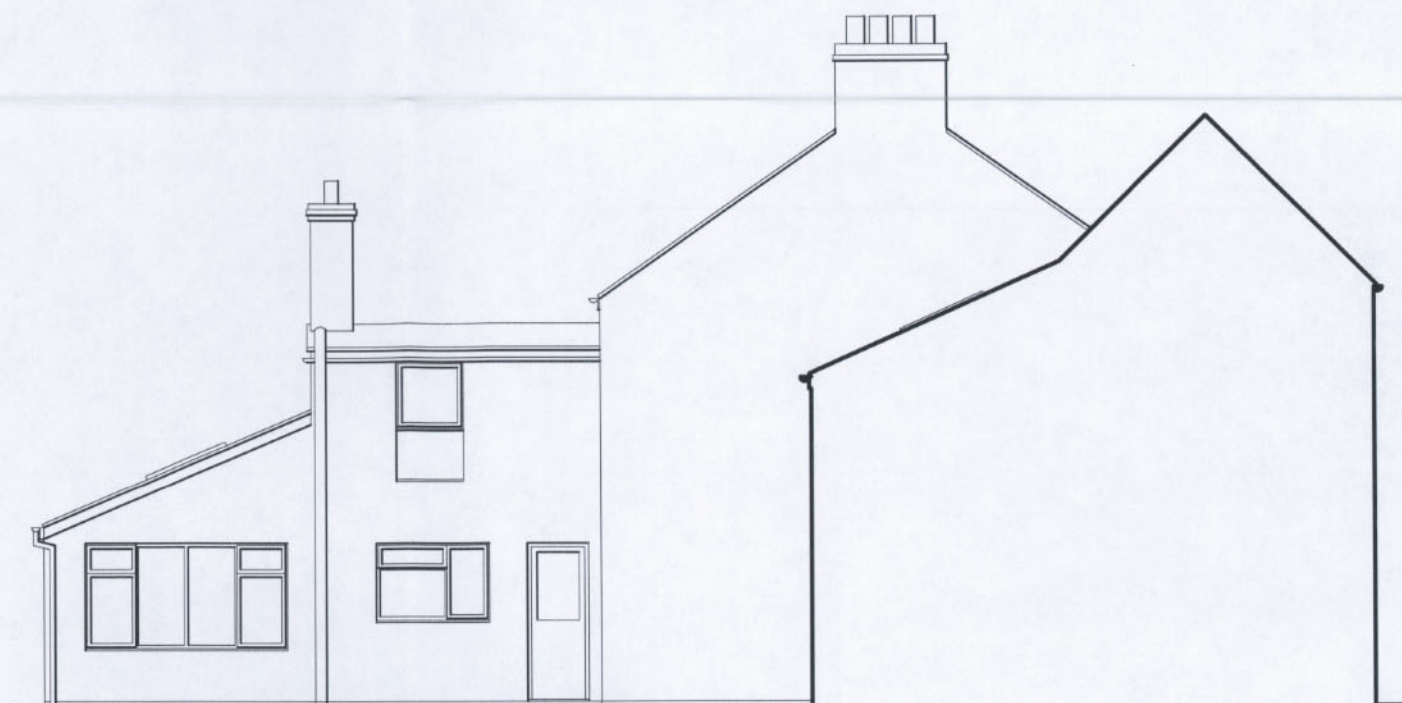
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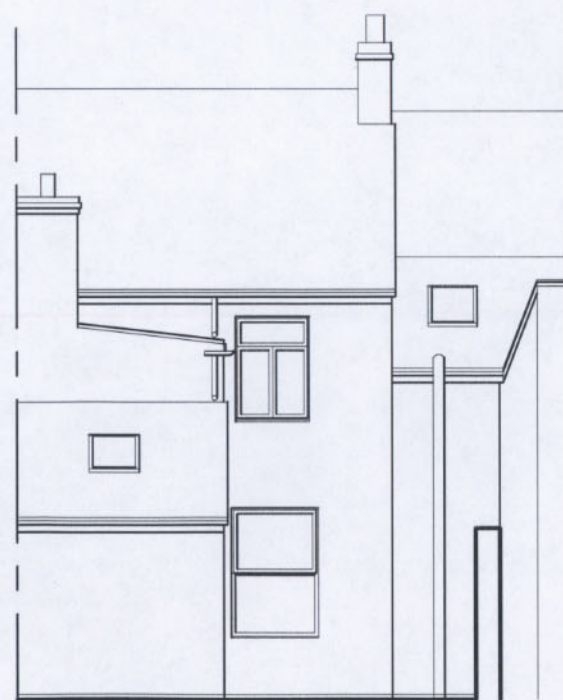
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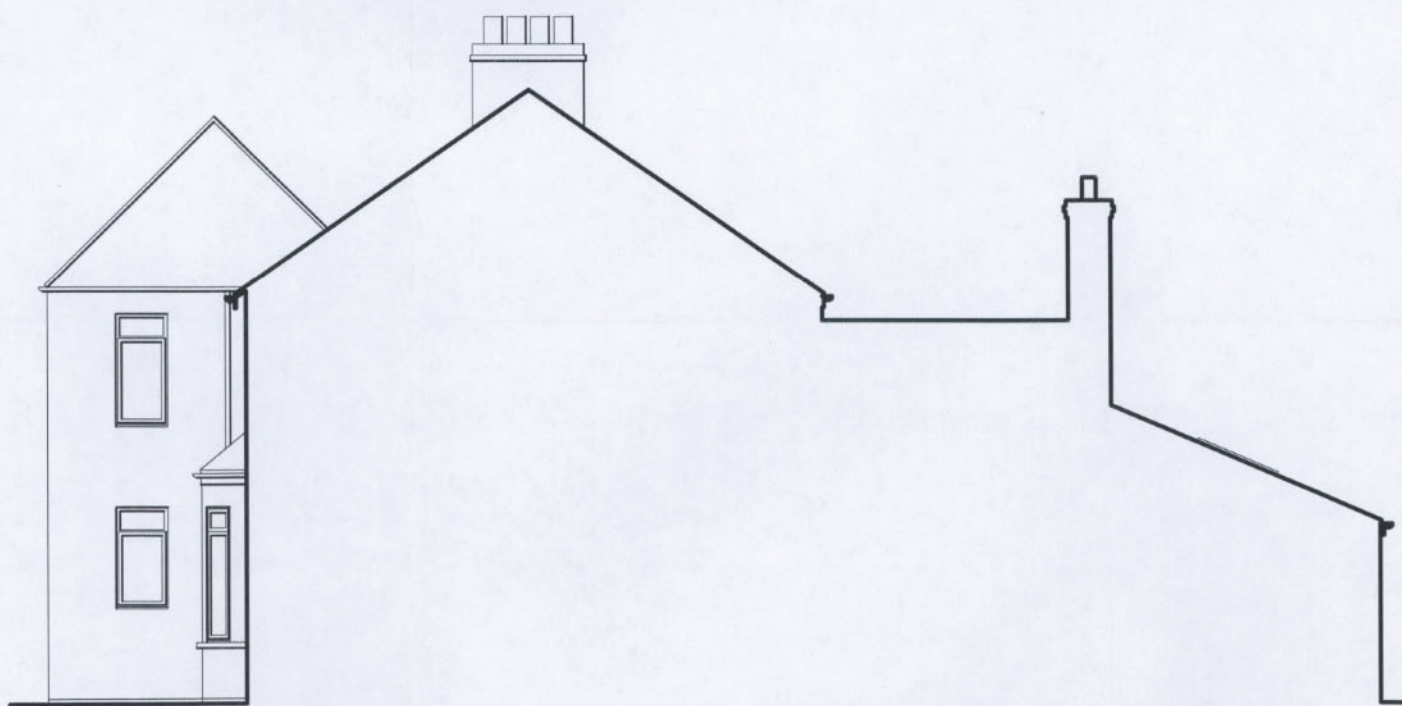
FRONT ELEVATION



SIDE ELEVATION



REAR ELEVATION



SIDE ELEVATION

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Rev	Date	Reason for issue	Checked

0m 1 2 3 4 5



BEN WILLIAMS
HOME DESIGN AND ARCHITECTURAL SERVICES

Address: 20 The Marlesstones, Old Town, Swindon, Wiltshire, SN1 4NA
Tel: 01793920265 / 07944486178
Web: www.benwill.co.uk
Email: hello@benwill.co.uk

Client:

Mr Brett

Project:

**27 Prospect Hill
Swindon**

Title:

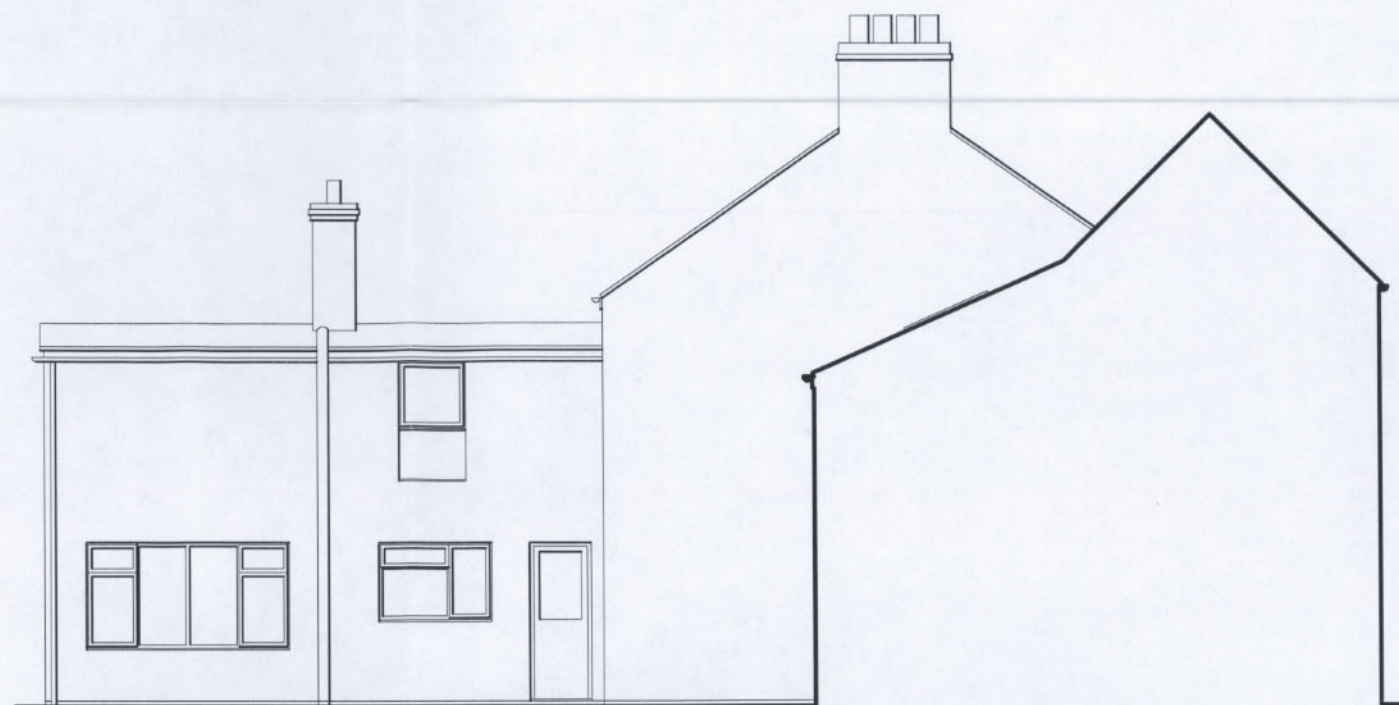
**Existing
Elevations**

Scale @ A3: 1:100	Date: Oct '19	Drawn/Checked: BW
Drawing No: 460/020	Rev: -	

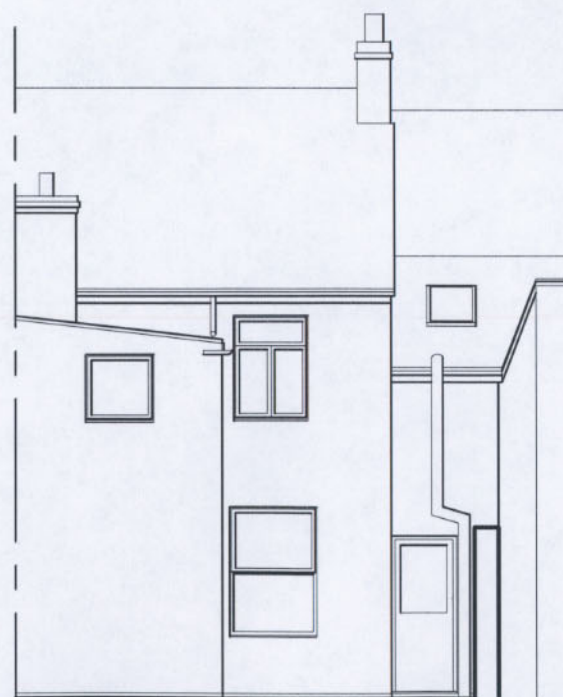
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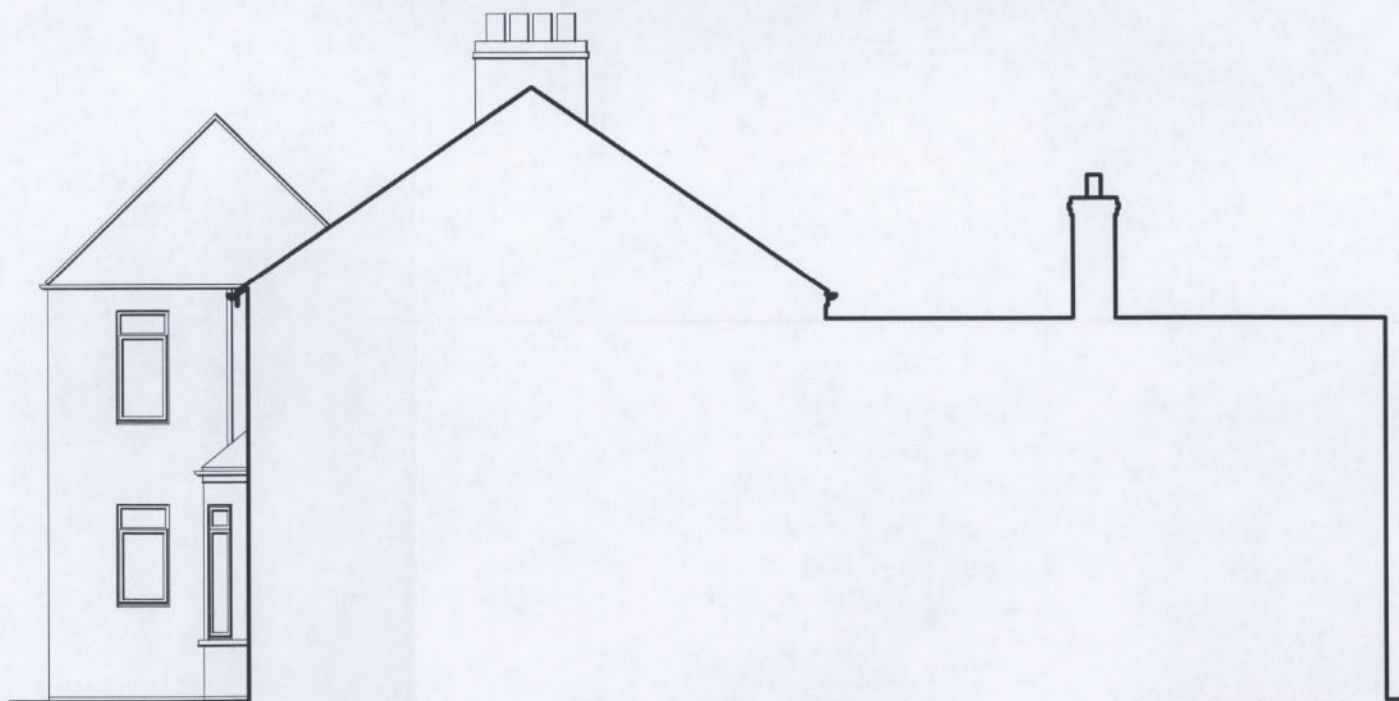
FRONT ELEVATION



SIDE ELEVATION



REAR ELEVATION



SIDE ELEVATION

SWINDON BOROUGH COUNCIL
10 OCT 2013
PLANNING DEPARTMENT

General Notes:

1. This drawing is for design purposes only, scaling from this drawing is not to be used for construction or costings as further drawings may be required, refer to www.benwill.co.uk/help-and-advice
2. All dimensions should be checked on site.
3. Ben Williams shall be notified in writing of any discrepancies.
4. This drawing is to be read in conjunction with all other drawings, specifications and schedule of works.

Rev	Date	Reason for Issue	Checked

0m 1 2 3 4 5

BEN WILLIAMS
HOME DESIGN AND ARCHITECTURAL SERVICES

Address: 20 The Marston, Old Town, Swindon, Wiltshire, SN1 4NA
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Client:

Mr Brett

Project:

27 Prospect Hill
Swindon

Title:

Proposed
Elevations

Scale @ A3:	Date:	Drawn/Checked:
1:100	Oct '19	BW
Drawing No:	Rev:	
460/200		

COMMITTEE REPORT

Item Number:

Application Number: S/19/1505

Ward: Eastcott

Parish: Central Swindon South

Proposal: Erection of a first floor rear extension to an existing 6 person House in Multiple Occupation (use class C4) to create an 8 person HMO (sui generis).

Location: 27 Prospect Hill, Old Town, Swindon

Agent:

Ben Williams
Ben Williams Home Design And
Architectural Services
20 The Marlestons
Old Town
Swindon
SN1 4NA

Applicant:

Mr Brett
57 Colemans Moor Lane
Woodley
RG5 4BT

Officers Report

Background:

- i) This application has been called to the Planning Committee by the Central Swindon South Parish Council due to its proposed house in multiple occupation (HMO) usage.
- ii) S/HOU/19/1176 - Permission granted for first floor rear extension to an existing House in Multiple Occupation (HMO) kitchen. Granted 4th October 2019.
- iii) S/15/0092 – Permission was granted for the change of use from single dwellinghouse to house in multiple occupation and associated works. Granted 20th March 2015

Summary of Recommendation:

That planning permission be GRANTED with Conditions

The Proposal:

1. Planning Permission is sought for the erection of a first floor rear extension to an existing 6 person House in Multiple Occupation (HMO) to create an 8 persons HMO (sui generis). The number of bedrooms will remain at six and to accommodate the additional two people, the existing rear ground floor and the rear first floor to be extended (currently kitchen) will be converted from single

occupancy to 2-persons bedrooms. Existing bedroom 2 at ground floor will be converted to a communal kitchen.

2. The property consists of 2 floor levels. At ground floor will be the communal living room and kitchen, single bedroom and 2- persons bedroom. There is direct access to the front and rear of the property from the communal dining/kitchen area. The first floor consists of 3 single bedrooms and 1no. two persons bedroom. The submitted plans indicate that each bedroom would be en-suite.
3. It should be noted the proposed first floor rear extension was considered acceptable as part of granted permission S/HOU/19/1176 and remains extant.
4. Refuse bin storage is at the front of the property – consistent with nearby properties and cycle storage is provided in the rear garden of the property.

The Site and Surroundings:

5. The application site comprise an end of terrace two-storey house, currently in use as a dwelling in multiple occupation for occupants) on a residential street, Prospect Hill. The property has a flank to rear relationship with properties on North Street.

Representations:

6. Neighbours:
Nine letters objecting to the proposals were received highlighting the following:
 - Inadequate parking as there are already parking problems on this part of Prospect Hill.
 - Overprovision of HMOs in the area
 - Waste collection problems
 - Lack of sewage capacity to cater for the additional number of bedrooms
 - Absentee landlords
 - Antisocial behaviour from HMO occupants
 - Noise and disturbance
 - Loss of light from proposed rear extension
 - Retrospective applications set a bad precedent
 - Fire risk to neighbouring properties
 - Loss of property values
7. Central Swindon South Parish Council: Objects for the following reasons:
 - HMO standards 1) forbid the carrying of food upstairs, and 2) require a Communal Living Room suitable for occupants of rooms beneath a certain size threshold. The development therefore requires both a Communal Living Room large enough for occupants of rooms 1, 4, 5 & 6 (four occupants), and a Dining Room large enough for occupants of 3, 4, 5 & 6 (5 occupants). The single shared Living Room / Dining Room/ Kitchen provided is not suitable; if configured as a dining room with a dining table suitable for 5 occupants there will be no room for Living Room furnishings such as sofas or a TV, and vice versa.

- It is inappropriate that Bedroom 1 opens directly onto the kitchen/communal area (open plan/combined space) and will provide a poor standard of living (noise and other disturbance from other residents using the space in the normal fashion).
 - Also support the objection raised by neighbours (Western Street) re: extension blocking light to garden.
 - Too many HMOs have a detrimental effect on services, space and quality in the area
8. Local Highway Authority: No objection subject to a condition prohibiting the occupants from obtaining parking permits.
9. Healthy Neighbourhoods – Environmental Health : Advise that the premises are a licenced HMO and that they raise No objection

Relevant Policy:

10. The Development Plan
Swindon Borough Local Plan 2026 (2015)
- Policy SD1: Sustainable Development Principles
 - Policy SD2: The Sustainable Development Strategy
 - Policy DE1: High Quality Design
 - Policy HA4: Subdivision of Housing / Houses in Multiple Occupation
 - Policy TR2: Transport and Development
 - Swindon Central Area Action Plan (2009): No relevant policies
11. Material Planning Considerations
- National Planning Policy Framework (2012)
 - Technical Guidance on Parking Standards Development Control Guidance Note (2009)
 - Adopted SPD Residential Extensions and Alterations (2011)

Planning Considerations:

Principle of the development

12. Local Plan policy SD1 expects development proposals amongst other criteria to be of high quality design, to promote health, safe and inclusive communities and be accessible by walking, cycling and public transport. Policy SD2 expects to realise development opportunities within Swindon's urban area. Whereas concerns have been raised regarding the increase in the number of HMOs in the locality, the property is already in use as an HMO (permission S/15/0092) and the proposals would only intensify the use in terms of an increase in the number of occupants from 6 to 8 persons. As a result of the host property being located within Swindon's urban area in an area already characterised by residential usage (including houses, flats and HMOs) and within walking distance of the town centre and old town, it is therefore in a highly sustainable location in terms of its proximity to such services and public transport. It is considered that the principle of the development is acceptable.

Character, Appearance and Amenity

13. The property is already in lawful use as an HMO and is therefore not considered to have an adverse effect onto the character of the area or lead to an unacceptable concentration of houses in multiple occupation. Whilst concerns have been raised by the Parish Council and residents regarding too many HMOs in the locality, the proposal is not adding to the existing stock. However, the change from 6 to 8 persons HMO will still need to comply with aspects of policy HA4 of the Local Plan that is key in assessing appropriateness of HMOs in planning terms.
14. It is not considered that the proposed change from a 6 persons to an 8 persons HMO, without an overall increase to the number of bedrooms, would have a significant impact on the existing levels of amenity enjoyed by neighbouring properties. Concerns have been raised by residents regarding antisocial behaviour, noise and disturbance from occupants of the HMO. However, antisocial behaviour is dealt with under separate legislation and there is no evidence to demonstrate that the additional 2 persons would cause such intensive use of the site that would result in harmful impact upon the living conditions of the occupiers of neighbouring dwellings.

Room Sizes and Internal Arrangements

15. In accordance with Policy HA4, room sizes must meet with the internal arrangements to meet the Council's current standards. The additional two people will be sharing 2 bedrooms of appropriate size (*bedrooms 2 that is 16sqm and 3 that is 14sqm*) and would therefore not result in an increase on the overall number of bedrooms for the property. All single person bedroom sizes meet the minimum 7.5sqm (not including en-suite floorspace) where there is shared living room. It is evident that each of the bedrooms would provide acceptable amenity levels for its occupiers in terms of access to daylight and appropriate privacy levels. The communal facilities in terms of the kitchen and living room as well as the sizes of all the bedrooms meets the required HMO criterion and there will be no need for occupants to carry food to their bedrooms. The communal rooms and bedrooms will provide acceptable amenity levels for the occupants. The Parish Council has also raised concerns regarding direct access from bedroom 1 to the communal living room. However, this is an existing situation as the property is already in lawful use as an HMO. In the interest of securing safe and habitable living conditions, and particularly ensuring that the development complies with fire safety requirements and regulations, the change of use will still be subject to mandatory HMO licencing. Adequate garden amenity space accessible to all occupants will be retained to the rear.
16. The application has demonstrated that there is sufficient capacity to accommodate refuse bins to the front of the property and the applicant confirms that waste will be brought out on scheduled waste collection days only. Adequate bicycle storage will be provided within the rear garden.

The impact on parking and highway safety

17. The site is considered to have good levels of accessibility to public transport links. Whilst concerns have been raised by residents regarding parking, the site is located within Sector 1 as defined by the adopted Parking Standards where

Houses in Multiple Occupation can be considered to be “car free” developments with no specific requirement for parking. A planning condition will be added to ensure future occupants are prohibited from receiving car parking permits. It is therefore considered that the proposal will not impede the safety and efficiency of the adjoining highway network and is therefore in conformity with Policy TR2 of the Swindon Borough Local Plan.

First Floor rear extension consideration

18. The principle for the rear first floor extension has already been considered acceptable in terms of granted planning permission S/HOU/19/1176 that allowed identical extensions in terms of size, scale and design. The fact that the permitted rear extension is capable of being implemented is a material consideration that should be accorded considerable weight. Whilst the previous proposals were to create an additional kitchen, the current submission is to create an additional 2-persons bedroom. Concerns have been raised by a neighbour regarding the size of the rear extension and potential loss of light. However, as previously assessed, the extension that is 3.5m deep and 2.8m wide with a mono pitched roof is not considered to result in harm to the amenities of the neighbours.
19. To prevent loss of privacy to the rear garden of adjoining properties on North Street, the secondary side facing window to the first floor would be conditioned to be obscure glazed and non-opening to parts below 1.7m measured from the first floor level. The first floor extension maximum 2.2m from the rear boundary with properties on North Street is therefore not considered to result in harm to the neighbours in terms of being overbearing, loss of light/outlook and privacy.

Visual Impact:

20. Whilst it is acknowledged the proposal would create a large property when viewed from the rear gardens of properties on North Street, this part of Prospect Hill is characterised by similar sized extensions notably at nearby number 29 Prospect Hill. The proposed first floor extension would not be visible from the street scene. Finished with matching materials with a mono-pitched roof, the proposal is on balance not considered to result in harm to the appearance of the host dwelling and character of the area. Overall it is on balance considered to be in line with the guidance set out in the Residential Extensions and Alterations SPD (2011)

Community Infrastructure Levy

21. The Community Infrastructure Levy Charging Schedule came into effect in April 2015 whereby a mandatory charge is levied for certain types of new floorspace for qualifying development. The proposed rear extension would result additional floor space is less than 100sqm and therefore is not liable to CIL.

Other Matters

22. Most of the issues raised have been addressed in the above report. Issues regarding applicants not living on the property and loss of property values are not planning matters. The application is not retrospective and would therefore not set ‘bad precedent’. Fire safety issues are covered by other legislation and appropriate informatives will be added to that effect.

Concluding Comments:

23. The proposal would provide choice of accommodation for young professionals and key workers in Swindon. The proposal would not be detrimental to the amenities of nearby residents, will not give rise to any unacceptable living conditions, will not harm the character of the area, will have adequate refuse storage, subject to conditions will not generate any highway safety issues and will not adversely lead to a concentration of HMO properties in the vicinity. The proposal is therefore compliant with the above policies with specific regard to HA4. The proposed rear first floor extension is deemed to be acceptable in line with policy DE1 and the Adopted SPD Residential Extensions and Alterations. The proposal is therefore compliant with local plan policies and the National Planning Policy Framework. Finally, the development will also be subject to mandatory licencing under separate legislation.

Recommendation

24. That planning permission be **GRANTED** with Conditions.

Conditions

1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.
Reason: To comply with the requirements of Section 91 (1) of the Town & Country Planning Act 1990.
2. This approval shall be in respect of drawings: Drawing No. 460/001 Location Plan; Drawing No. 468/050 Proposed Site Plan; Drawing No.s 468/200 Proposed Elevations received 10 October 2019; Drawing No. 468/100 Rev A Revised Proposed Floor Plans received 29 November 2019
Reason: To define the scope of the development hereby permitted, in accordance with section 72 of the Town and Country Planning Act 1990.
3. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 or any Order revoking and re-enacting that Order, the first floor window on the side elevation shall be fitted with obscure glass and shall be fixed shut below a height of 1.7 metres as measured from the corresponding internal finished floor level. The window shall be permanently retained and maintained in this form for as long as the development remains on site.
Reason: In the interests of local amenity.
4. Prior to use as an 8 persons HMO, a waste/ refuse storage area shall be provided in accordance with the approved site plan, Drawing No. 468/050, and shall be retained and maintained thereafter for the duration of the use.
Reason: In the interests of providing suitable waste facilities.
5. Prior to use as an 8 persons HMO, secure cycle parking facilities conforming to Swindon Borough Councils Parking Standards shall be provided within the rear garden and shall be retained and maintained thereafter for the duration of use.
Reason: In the interest of cycle user safety and transport sustainability

6. Prior to any agreement being entered into for a new occupation of, or transfer of any interest in, the rooms hereby approved the prospective occupier/transferee shall be informed of the prohibition on entitlement to a car parking permit. All material utilised for advertising or marketing the residential flats for letting or sale shall make it clear to prospective tenants and occupiers that no parking permit will be issued by the Council to occupiers of the residential flats.
Reason: In order that the prospective occupiers are made aware of the fact that they will not be entitled to an on-street car parking permit, in the interests of the proper management of parking, and to ensure that development does not harm the existing amenities of the occupiers of neighbouring residential properties by adding to the already high level of on street car parking in the area

Informatives

1. CIL-Reg.42 Exemption for Minor development: Whilst the development generates a net gain in floor space and is Community Infrastructure Levy (CIL) liable, it is exempt from CIL liability under CIL Regulation 42, as it constitutes minor development for the purposes of calculating CIL liability because the proposed extensions floorspace is below 100sqm GIA.
2. Fire Safety
In the interests of safety, the applicant is recommended to incorporate fire prevention measures within the development, such as sprinkler systems. Further advice can be obtained from Wiltshire Fire Brigade by visiting www.wfb.org.uk
3. The approved development is still subject to mandatory Swindon Borough Council Houses in Multiple Occupation licencing requirements.

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Travel Plans Supplementary Planning Document (SPD)

Planning Committee

Date: 11th February 2020

Author:	Service Manager – Transport Planning, Development & Street Works Management
Wards:	All
Parishes Affected:	All

1. Purpose and Reasons

- 1.1 The Travel Plan Supplementary Planning Document (SPD) has undergone a recent public consultation exercise between 2nd September 2019 and 14th October 2019.
- 1.2 This report summarises the comments received following public consultation on the document and recommends adoption of the SPD by Planning Committee, subject to a number of changes in response to comments received.
- 1.3 The SPD and associated appendices will be a material consideration in the determination of planning applications in the Borough. The SPD in conjunction with the Swindon Borough Local Plan 2026 seeks to contribute towards the Council's Strategic Objectives and is in line with the Council's Vision, priorities and pledges.

2. Recommendations

That Committee:

- 2.1 Adopt the Travel Plans Supplementary Planning Document (SPD) and associated appendices, and to make publicly available in accordance with the arrangements set out.
- 2.2 Authorises the Service Manager – Transport Planning, Development and Street Works Management to make minor typographical and factual corrections to the document if required in advance of publication
- 2.3 Authorises the Service Manager – Transport Planning, Development and Street Works Management to review the SPD as appropriate and update and amend the content if necessary and publish the amended and re-adopted document.

3. Detail

Planning Policy Framework

- 3.1 The Swindon Borough Local Plan 2026 (2015), at Part 4, includes a range of policies aimed at enabling sustainable development.
- 3.2 The Plan includes policies targeted at minimising the impact of new development on amenity and highway safety, with Policy TR2 specifically requiring that new development should make provision for the promotion of sustainable travel

Travel Plans Supplementary Planning Document (SPD)

Planning Committee

Date: 11th February 2020

choices through the submission of a Travel Plan. The emerging Local Plan 2036 is currently being prepared for adoption mid-2021, and whilst policies TR1 and TR2 are likely to be replaced, the requirement to promote sustainable travel choices will remain in any future revisions.

- 3.3 The National Planning Policy Framework (NPPF 2019) supports new development where inter alia it does not compromise the effective or safe operation of the highway network (para. 108). Chapter 9 requires that new development schemes provide a travel plan. Council Aims and Objectives
- 3.4 The Vision for Swindon 2019 – 2032 has four main priorities, two of which are:
- Improve infrastructure and housing to support a growing, low-carbon economy
 - Ensure clean and safe streets and improve our public spaces and local culture
- 3.4 The adoption and application of **Travel Plans SPD 2020** will support these overarching objectives by ensuring that new development is fit for purpose and without impact on the amenity or safety of the communities within which it lies and specifically by promoting and facilitating a move towards active lifestyles.

Background

- 3.5 The SPD, which can be found at **Appendix 1** of this report, has been prepared following discussion with a range of stakeholders including delivery partners. It sets out how the Council will ensure a consistent approach to delivering travel plans across the Borough.
- 3.6 The SPD also offers developers the opportunity to pay a contribution to the Council to fund and undertake a number of initiatives as part of the implementation of the travel plan. Although not compulsory, committing to this contribution would remove the requirement for any further travel plans to be submitted. Site specific travel plans for schools would still be required.
- 3.7 If the developer chooses not to pay the contribution, they will be required to pay a bond to secure delivery of the Travel Plan. The bond will be returned once the developer has fulfilled their obligation as per the agreement with Swindon Borough Council.
- 3.8 Some of the key benefits a travel plan brings include:
- Improving site accessibility and travel choice;
 - Supporting and encouraging the establishment of sustainable communities;
 - Providing choice and quality to access key services;
 - Increasing business efficiency and equality;

Travel Plans Supplementary Planning Document (SPD)

Planning Committee

Date: 11th February 2020

- Delivering local and global environmental improvements through reduced congestion, reduced pollution and noise;
- Providing opportunities for safe, active, healthy travel, supporting Central Government's health agenda.

Consultation

- 3.9 A public consultation exercise was undertaken, with the SPD available for public comments for 6 weeks from 2nd September 2019 and 14th October 2019. A total of 26 responses were received.
- 3.10 A number of themes and issues are highlighted in the consultation responses, including:
- Overall support for the principles of the SPD. Over 80% of respondents to the online questionnaire were in favour of the proposed charges, bonds and monitoring fees.
 - Discussion around the threshold at which a residential travel plan is triggered. Some consultees felt that 60 dwellings was still too high, some felt that it should remain at 80.
 - The need to include infrastructure provision requirements in the SPD. However, infrastructure requirements are generally negotiated under separate legal agreements as part of the planning process rather than in a travel plan.
 - The need to recognise the emerging Local Plan 2036

Key Amendments

- 3.11 As a result of the consultation exercise, a number of amendments were made to the draft Travel Plan SPD including:
- Update policy section to reflect the emerging Local Plan 2036;
 - Tweak wording to clarify that travel plans are not just required for new developments, but may include change of use and extensions.
 - Addition of DfT thresholds that trigger a Travel Plan Statement (omitted from draft);
 - Include promotion of rail in residential welcome pack
 - Include car club vehicle in car club requirements for developments over 500 dwellings, and remove reference to town centre only.

4. Alternative Options

- 4.1 The alternative to the adoption of **Travel Plans SPD 2020** would be to continue to rely on the provisions made within the unadopted guidance document (2017)

Travel Plans Supplementary Planning Document (SPD)

Planning Committee

Date: 11th February 2020

in assessing new development proposals. The consequence would be a continued reliance on a document that carries limited weight, with an increasing risk that challenges by developers to its requirements could be successful.

5. Implications, Diversity Impact Assessment and Risk Management

Financial and Procurement Implications

- 5.1 The financial implications arising from publishing the SPD are to be met from the planning budgets for 2019/20. The SPD provides that the owner / developer funds the costs of a Travel Plan through the options set out.

Legal and Human Rights Implications

- 5.2 Legal and Human rights implications have been considered in preparing this report. It is considered that the report is compatible with the Convention Rights.

All Other Implications (including Staff, Sustainability, Health, Rural, Crime and Disorder)

- 5.3 There are no immediate staffing implications of such a document. As detailed within the SPD – Appendix A, a commitment from developers to the council to produce a travel plan may result in a number of travel plan coordinators being recruited to fulfil the role. The financial implications of this however would be provided for through S106 contributions.
- 5.4 The Council has a duty to ensure that the preparation of the Travel Plan SPD is in accordance with the sustainability principles of the NPPF.

Diversity Impact Assessment

A Diversity Impact Assessment (DIA) has been undertaken and has been reviewed and approved by Officers within the Learning & Development team. The DIA, has assessed the implications of the change in travel plan requirements for all those who might be affected and concluded that the policy document supports diversity by making provisions for all sectors of the community.

6. Consultees

- 6.1 The Board Director, Resources (Section 151 Officer) and Chief Legal Officer (Monitoring Officer) are consulted in respect of all reports.

7. Background Papers

- 7.1 The relevant background documentations:
- National Planning Policy Framework (2019)

Travel Plans Supplementary Planning Document (SPD)

Planning Committee

Date: 11th February 2020

8. Appendices

Appendix 1 – Travel Plans SPD 2020

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Travel Plans Supplementary Planning Document

A guide for developers in Swindon



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1	What is a Travel Plan?
	1.1 Benefits of a travel plan
2	The purpose of this guidance
	2.1 Travel Plan Policy landscape
3	Do I need to produce a travel plan?
	3.1 Guidance Thresholds
4	Types of travel plan
	4.1 Securing the travel plan
5	Options for producing the travel plan
	5.1 Option One – SBC implement the travel plan
	5.2 Option Two – The developer implements the travel plan
	5.3 Introducing STARS Business and STARS Community
	5.4 Introducing STARS education for schools
6	Employment travel plans
	Requirements
	Evaluation criteria
7	Residential travel plans
	Requirements
	Travel Plan Statements (20 – 59 dwellings)
	Evaluation criteria
8	School travel plans
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1. What is a Travel Plan?

A travel plan is defined as a long-term management strategy for an organisation or site that seeks to deliver sustainable transport objectives and is regularly reviewed.

Swindon Borough Council requires developers to produce and implement travel plans to a consistent standard to help mitigate the transport impacts of their development.

1.1 Benefits of a travel plan

A Travel Plan will assist in bringing about a wide range of benefits to the wider community such as:

- Reducing peak time congestion
- Reducing harmful transport emissions and reducing energy use
- Improving accessibility and tackling social exclusion
- Improved public transport
- Reduction in vehicular trips potentially reducing the cost of off-site highway works
- Creating additional site capacity by reducing the need for car parking spaces and their on-going maintenance costs
- Enhancing the image of the company/organisation in question in environmental terms which supports Corporate Social Responsibility
- Promotion of healthy lifestyles through more physical activity and use of active travel modes



“Tadpole Garden Village in Swindon is a new community which has sustainability built into its core. By its location and the real attention to detail in planning the layout and infrastructure of the site, sustainable travel will be the obvious choice for new residents. Hard infrastructure and supporting soft measures further encourage the uptake of sustainable modes by residents, visitors, pupils and employees of the development.”

CREST NICHOLSON

2. Purpose of this guidance

Travel Plans have an important role in reducing traffic and increasing accessibility for all, which will contribute to local and regional targets aligned with national policy.

Swindon Borough Council is seeking to ensure that all travel plans produced in the Borough are consistent in terms of structure, content and approach. This guidance has been written to provide a framework to ensure the consistency of quality, but aims to allow flexibility to adapt travel plans to site specific conditions.

It is acknowledged that best practice and requirements change over time, and this guidance will be reviewed every three years.

2.1 Travel Plan Policy Landscape

The effects of the unsustainable way we frequently travel can be clearly seen on the environment, our health and on our quality of life. Our towns are becoming more and more congested with increased levels of car traffic.

Travel plans are an integral part of the Government’s policies on sustainable transport. The primary national planning policy impetus for travel plans is through Chapter 9 of the National Planning Policy Framework (NPPF) (2018):

“All developments that will generate significant amounts of movement should be required to provide a travel plan, and the application should be supported by a transport statement or transport assessment so that the likely impacts of the proposal can be assessed.”

Swindon Borough Local Plan 2026 (adopted March 2015)

The Local Plan provides a development strategy to deliver sustainable growth in Swindon to the year 2026. In relation to the delivery of the travel, the key planning policies to realise these objectives are:

- Policy TR1 (Sustainable Transport Networks) seeks to deliver a high quality transport network throughout the Borough, which supports economic growth, regeneration and housing growth.
- Policy TR2 (Transport and Development) seeks to ensure new development provides appropriate access arrangements, is designed to reduce the need to travel and encourages the use of sustainable transport. In particular, to assess and mitigate the impact of development and to promote sustainable travel choices, proposals are required to submit a travel plan alongside a transport assessment and transport statement. This is in accordance with Department for Transport guidance and where proposed development is likely to have significant transport and related environmental impact.

At time of writing, the emerging Local Plan 2036 is currently being prepared for adoption mid-2021. Whilst policies TR1 and TR2 are likely to be replaced, the requirement to promote sustainable travel choices will remain in any future revisions.

The Travel Plan Supplementary Planning Document needs to be read in conjunction with all other Swindon policies and guidance.

3. Do I need to produce a travel plan?

A Travel Plan will be negotiated for all new developments as defined in Table 1 below and for other planning applications, such as extensions and change of use, that are likely to have negative implications for the highway network.

These include;

- Developments comprising jobs, shopping, leisure and services which would generate significant amounts of travel in, or within 100 metres of, **Air Quality Management Areas**.
- All **schools and nurseries**, and extensions to schools likely to have a material impact on traffic movements. All state schools are obliged to have a School Travel Plan.
- Comprising or involving a **material increase in existing car parking provision** (to be determined on a case by case basis) at employment, retail, or leisure sites, schools, colleges, hospitals or health centres.
- Where the travel plan will help address a **particular traffic problem** associated with a planning application, which otherwise would be likely to be refused on local traffic grounds. (This category may include smaller residential, commercial, service or educational developments below the relevant thresholds) or where there is **inadequate transport infrastructure** in the area.

3.1 Guideline thresholds

The thresholds in Table 1 opposite are based on those set out in Appendix B of the Department for Transport Guidance on Transport Assessment March 2007, adapted to local need in Swindon in respect of use class C3, where the lower threshold is set at 60 dwellings for a travel plan and 20 dwellings for a Travel Plan Statement.

Table 1

Land Use	Threshold at or above which a Travel Plan is required	Threshold at which a Travel Plan Statement is required
A1 Retail - Food	800m ²	250m ²
A1 Retail – Non food	1500m ²	800m ²
A2 Financial and Professional	2500m ²	1000m ²
A3/A4/A5 Food and Drink	2500 / 600 / 500m ²	300m ²
B1 including Offices	2500m ²	1500m ²
B2 Industrial	4000m ²	2500m ²
B8 Warehousing and Distribution	5000m ²	3000m ²
C1 Hotels	100 bedrooms	60 bedrooms
C2 Residential Institutions <ul style="list-style-type: none"> • Hospitals and nursing homes • Residential education • Hostels 	50 beds 2500m ² 2500m ²	30 beds 1500m ² 1500m ²
C3 Residential	60 + dwellings	20 dwellings
D1 Non-residential institutions	1000m ²	500m ²
D1 Schools	State schools: All are already required to have a School Travel Plan. Independent schools: All new schools and extensions to schools that are likely to have a material impact on traffic movements. Nurseries that cater for 60 + children daily are required to have a travel plan.	n/a
D1 Higher and Further Education	1000m ²	n/a
D2 Assembly and Leisure	1500m ²	500m ²
Mixed-use developments	Where a planning application covers mixed land uses, a single or overarching travel plan will be required covering the complete development.	n/a



4. Types of travel plan

A Travel Plan will be negotiated for all developments as defined in Table 1 on page 7 and for planning applications which are likely to have significant transport implications.

INTERIM Travel Plan

Prepared when the **exact scale and split of uses cannot be identified** at the planning application stage.

FRAMEWORK Travel Plan

The Framework is an **umbrella plan** used to devise subsequent individual plans for each element of the development. It sets out basic principles for the site as a whole.

FULL Travel Plan

Prepared where the proposed use and accessibility needs are known.
Will be tailored to the **end occupier(s)** – eg residential / school / workplace

Travel Plan STATEMENT

For smaller developments.
Can take the form of an **'Action Plan'** promoted by the developer or occupier of the site

4.1 Securing the Travel Plan

Travel plans will be secured through a Section 106 obligation, which requires the legal binding of a Section 106 agreement. Section 106 agreements are more effective in securing travel plans given the range of elements required within them.

In some circumstances, Swindon Borough Council may use a planning condition to secure the travel plan or Travel Plan Statement. You can find our model conditions in Appendix B

5. Options for producing the travel plan

Developers find that implementing a travel plan over a lengthy period can be a challenge, and Swindon Borough Council are able to take enforcement action against developers who fail to implement their travel plan obligations.

For this reason, Swindon Borough Council offers two options.

5.1 Option One - Swindon Borough Council takes responsibility for managing and implementing the travel plan on behalf of the developer in return for a set contribution.

Swindon Borough Council would be responsible for the implementation of the travel plan, incentives, and the appointment of a designated travel plan coordinator. The travel plan coordinator (TPC) takes responsibility for implementing the travel plan, and provides a contact point for the plan.

This option requires a “per dwelling” (for residential) or “per square metre” (for employment) contribution.

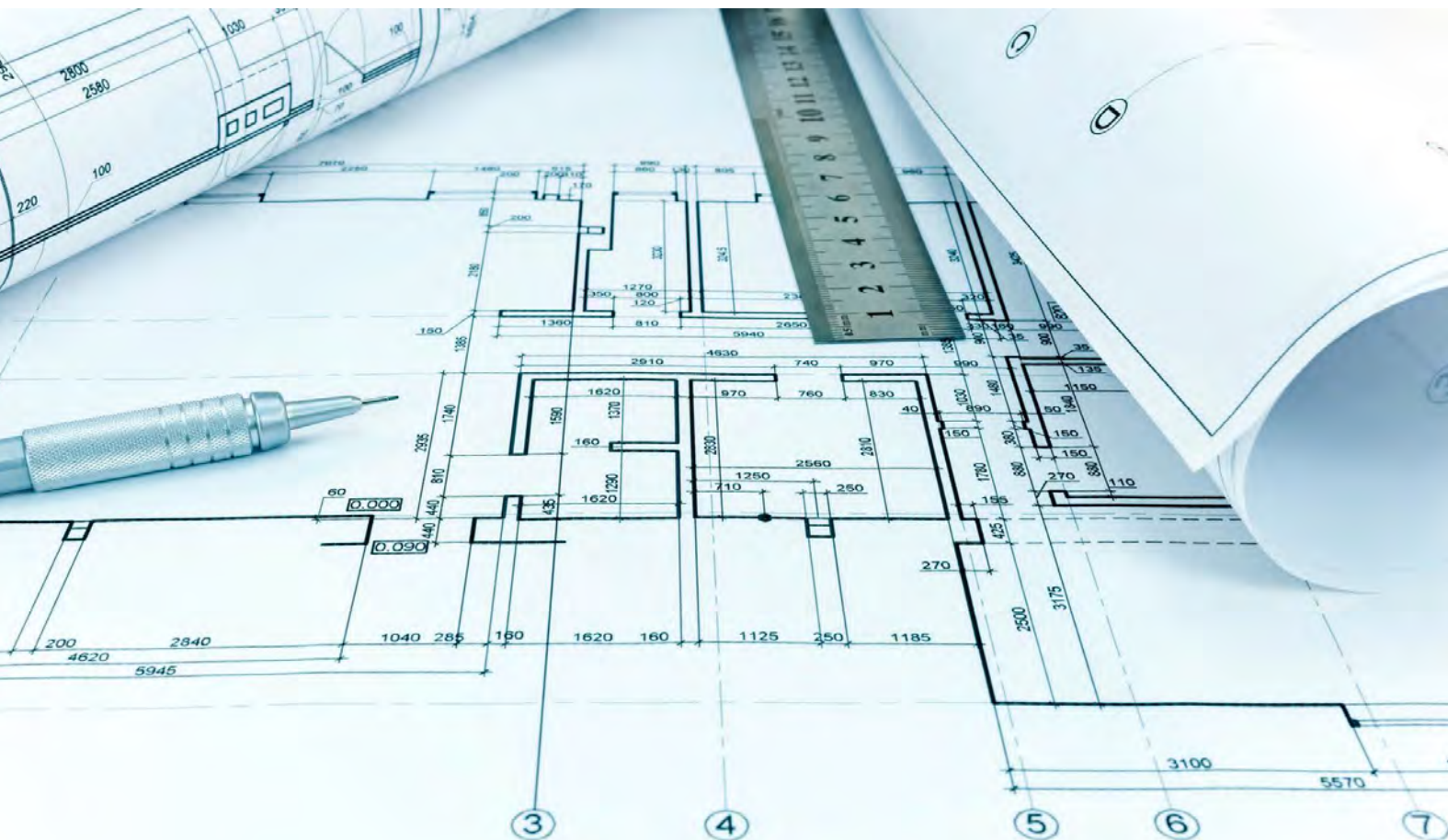
This option removes any responsibility from the developer for the implementation of the plan (other than providing hard infrastructure measures such as electric charging infrastructure, signage, lighting, walking/cycling paths, cycle parking etc, which are secured separately to the travel plan).

To ensure the travel plan duties are undertaken in a timely fashion, contributions via a Section 106 agreement will be requested in line with the suggested trigger points outlined in Table 1.1 below. The trigger points are subject to the size and nature of the development and can be agreed within the legal agreement.

Table 1.1 – Suggested phasing of Section 106 contributions

Phase of development	% of contribution due
Commencement of development	25%
1st occupation	20%
50% occupation of site	40%
100% occupation of site	15%

Although it is not compulsory to choose Option One and pay the travel plan contribution, SBC consider this is a effective option for all concerned. The alternative is Option Two.



5.2 Option Two - The owner / developer retains responsibility for managing and implementing the travel plan, and also pays a bond / monitoring fee. This bond would be repayable on successful completion of the travel plan, minus the monitoring fee (deposit).

Under this option, the developer/owner retains responsibility for funding and implementing the travel plan, its incentives and measures, the appointment and retention of a travel plan coordinator, monitoring for a period covering full build out and occupation, and identifying remedial measures.

In addition to funding the travel plan, this option also requires a bond to be paid to Swindon Borough Council, repayable on successful completion of the travel plan. A travel plan monitoring fee is also required, which is non-refundable. Swindon Borough Council would retain the bond in order to implement remedial measures if the developer/owner does not meet the agreed set targets and / or comply with the agreement.

A travel plan submitted by a developer would need to meet the required specifications set out in this guidance, detailed at Chapter 6 (Employment) and Chapter 7 (Residential).

The costs of each option, and their justifications are outlined in more detail in Appendix A.

5.3 Introducing STARS Business and STARS Community (formerly Starsfor) (<https://starsfor.org>)

STARS Business and STARS Community (formerly known as STARSfor) is the national travel plan rating scheme that has been established to recognise excellence in supporting walking, cycling and other forms of sustainable transport. It is an online platform where residential or business travel plans can be stored, developed, managed and monitored over time. The platform is free for all Swindon based organisations and developers to use, and is suitable for workplaces, retail, leisure, residential sites and colleges / universities. Schools and nurseries are covered separately.

STARS Business and STARS Community allows users to collect data and information linked to a site or a collection of sites and to input into the system. This process is more efficient than paper and PDF travel plans. Users of the system will save time when putting together a travel plan and they will be able to access and update their site’s information online at any time.

Five steps to getting started with STARS

- 1

Visit <https://starsfor.org/> and choose Swindon from the list of local authorities that appears.
- 2

Select the ‘*Register*’ tab from the top right corner of the page.
- 3

From the registration page, enter your name, select ‘*Site*’ and then select the role that is most appropriate to you (e.g. Consultant / Travel Plan Champion).
- 4

Ensure ‘*Your LA*’ is Swindon and then select your site from the drop down menu. If you have contacted SBC’s travel plan officer to discuss, then your site will be listed. If your site is not listed, please select *Other* and enter the name of the development / site / company.
- 5

Complete the rest of the registration form and then select ‘*Register*’.

Once registered, the Local Authority will approve your access and you can then work on the travel plan. A full user guide is available at www.swindontravelchoices.co.uk/resources

Creating your travel plan

For developers choosing **Option One** above, please complete the site details within the Site Audit section of the system. This is all that is required, as Swindon Borough Council will take responsibility for the remainder of the plan and its implementation.

For developers choosing **Option Two** above, please complete the full travel plan within the Stars system, detailed at Chapter 6 (Employment) and Chapter 7 (Residential). You will need to liaise with the travel plan officer to assign a survey through the system, and to set targets. For consistency, a minimum set of actions are required in the sustainable travel action plan. These are set out in Chapter 6 (Employment) and Chapter 7 (Residential). Plans will not be approved without the minimum actions in place.

The life of a travel plan starts on commencement of the development, and lasts for 5 years post full occupation.

5.4 Introducing STARS Education for schools

Modeshift STARS Education is the national travel plan rating scheme for schools that has been established to recognise excellence in supporting walking, cycling and other forms of sustainable transport. It is an online platform where travel plans can be stored, developed, managed and monitored over time. **STARS is free for all Swindon based schools (primary and secondary) to use.**

STARS allows users to collect data and information linked to a school site and to input into the system. This process is more efficient than paper and PDF travel plans. Users of the system will save time when putting together a travel plan and they will be able to access their sites information online at any time. Schools can also aim for bronze, silver and gold accreditation.

More detail on producing school travel plans is given in Chapter 8.



6. Employment travel plans

Table 2 below relates to headings required for an employer travel plan produced in Stars Business. Framework and Interim travel plans can be inputted into the system, but the full travel plan of the end occupier will also be required as the main evidence of implementation.

Under Option One, Swindon Borough Council will follow this structure, and under Option Two, the developer will be responsible for ensuring that all headings are completed and updated for the duration of the travel plan obligation.

Table 2 – Section and Requirements

1. About the site	<p>Basics are required about the employment site, such as</p> <ul style="list-style-type: none">• Site name, address, introduction to the organisation• Details of occupation and build out• Main contacts, including senior management• Details of Travel Plan Coordinator(If not yet appointed, the authors of the travel plan will be held accountable as the Travel Plan Coordinator until this field is updated). A TPC needs to be appointed prior to first occupation and employed for a minimum of 5 years, or until completion of the plan, whichever is later.• Aims and objectives of travel plan
2. Working Group	<ul style="list-style-type: none">• Add working group contacts in this section, once known. (This may include developer, other sections of the organisation (eg HR / Facilities), public transport operator, neighbouring business contacts, and resident group.)
3. Site Audit	<p>Site Audit</p> <p>This section deals with the operational side of the development, such as</p> <ul style="list-style-type: none">• Location details, site plans, layouts• Details of staff, visitors and deliveries, such as numbers, working patterns, opening hours, sickness levels (once known)• Travel and transport infrastructure (eg cycle stands, storage, facilities, bus routes and stops, access arrangements)• Arrangements for car travel and parking <p>The site audit should be reviewed and resubmitted annually.</p>

4. Travel Surveys	<ul style="list-style-type: none">• Swindon Borough Council’s travel plan officer will assign a staff travel survey through the system – this can be completed electronically or on paper (and inputted into the system), or a mixture of both.• Prior to development, baseline data can be ascertained using census data for the relevant ward (available from the Office for National Statistics), or data from a similar organisation, or the same organisation in a different town. This data can be uploaded as PDF or image file from the “Additional Surveys” tab. Trip rates – if you have them - can be stored here too.• We require a baseline staff survey to be undertaken on Stars Business within 3 months of first occupation, and annually thereafter for the life of the travel plan.• Automatic Traffic Counts may also be appropriate over the same timescales.• A response rate of 30% and higher is acceptable for travel surveys.
Targets	<ul style="list-style-type: none">• From the baseline survey, we require a target to be set to reduce single occupancy vehicle trip rates. As a guide we suggest a target of 8-10 percentage point reduction over the life of the travel plan, to be agreed with SBC. These targets can be negotiable, depending on the nature and location of the development. With the decrease of car rates, an increase in active travel, public transport use and reducing the need to travel (i.e. by working from home / video conferencing) should be evidenced.
5. Travel and transport issues	<ul style="list-style-type: none">• This section is to record issues associated with the development site as they develop
6. Sustainable Travel Action Plan	<p>This is a key section to add, create and report on actions that support, encourage and promote sustainable travel at your site. See table 3 below. Developers choosing Option Two will need to include the minimum requirement of each section for their plans to be approved.</p> <p>For larger or more complex sites, we will be looking for recommended requirements to be met, where appropriate. The list below is not exhaustive and additional measures are welcomed.</p>

Table 3 below outlines items for a Sustainable Travel Action plan. For developers choosing Option Two, we will require commitment to the minimal requirements to be met in order to approve your plan.

The minimal requirements match the level of provision given by SBC for developers choosing Option One.

Table 3 – Sustainable Travel Action Plan

Car Travel Disincentives	
Minimal Requirement for all sites	<ul style="list-style-type: none">• Provide directions to the site (online and embed into marketing materials) that promote active travel, public transport and car sharing over solo car travel.• Regular monitoring of car park capacity and take steps to address any issues around excess demand for spaces.
Recommended Requirement	<ul style="list-style-type: none">• Consideration of how parking will be managed. This may include permits, barriers, car share areas, charging.• Develop business mileage policy that encourages local journeys to be undertaken by sustainable travel.• Enforcement action for unauthorised parking• Incentives for commuting by sustainable means

Promotion of walking	
Minimal Requirement for all sites	<ul style="list-style-type: none">• Provision of walking maps / magazines / websites for users of the site• Provision of personalised route maps for commuting to work on foot as part of a Personalised travel planning offer• Provide pool umbrellas at reception to aid trips on foot• Hold annual pedometer challenges for staff• Hold promotional events for users of the site as part of “Walk to Work week”

Promotion of cycling	
Minimal Requirement for all sites	<ul style="list-style-type: none">• Provision of cycling maps / magazines / information for users of the site• Cycle maps provided within new starter welcome pack and on the company intranet.• Borrow a bike scheme – Free use of a bicycle for up to 4 weeks to “try cycling”. Employees taking up the offer should be helped to purchase a bike afterwards through (for example) a bike discount voucher, cycle to work scheme and information about local bike shops.• Promote Active Swindon Challenge to staff and encourage a work team, or departmental teams for larger organisations.• Regular (at least 2 annually) events for users of the site - such as bike breakfasts and doctor bike sessions, security bike marking, led bike ride, cycle skills training
Recommended Requirement	<ul style="list-style-type: none">• Cycling club and / or Bike User Group set up for staff• Pool bike scheme• CCTV installed in the bike sheds• Lockers and showers available• Cycle to work scheme for staff

Public transport actions	
Minimal Requirement for all sites	<ul style="list-style-type: none">• Active dissemination of public transport information. Information on public transport options should be actively disseminated in new starter welcome packs and on the employer’s website.• Current bus timetables should be made available on noticeboards, online and at reception• Employees offered a week’s pass to try the bus for free.• Event to promote “Catch the Bus week” each year
Recommended Requirement	<ul style="list-style-type: none">• Mechanism to provide bus season tickets / loans for staff• Real time bus information in the office• Promote bus / rail travel for business journeys



Monitoring Actions	
Minimal Requirement for all sites	<ul style="list-style-type: none">Baseline staff travel survey within 3 months of first occupation, followed by annual staff travel survey for at least 5 years subsequently.Review actions annually and update according to survey resultsPhysical trip counts annually across all modes at the development entry and exit pointsAnnual report to monitor progress towards targets, and report on activity over the past 12 months. Submit to developer (Option One) or SBC (Option Two)
Recommended Requirement	<ul style="list-style-type: none">Counts of bikes on bike standsIncrease bike stands if demand exceeds capacity

Smarter Driving Actions (inc car sharing)	
Minimal Requirement for all sites	<ul style="list-style-type: none">Promotion of a car-share matching service There is already a recognised car share matching service in Swindon that may be promoted (www.carshareswindon.com)Corporate membership of the car club, if applicableAnnual event (eg coffee morning) for staff to meet each other with a view to setting up car share arrangements.
Recommended Requirement	<ul style="list-style-type: none">Promote eco drivingInstallation of electric charging pointsProvide pool cars for staff (or corporate membership of the car club if applicable)Offer driver training to improve safety and skills

Promotion, Communications and Events Actions	
Minimal Requirement for all sites	<ul style="list-style-type: none">Sustainable transport information on the company website and intranetWelcome packs for new starters to contain:<ul style="list-style-type: none">- Details of online journey planning- Local bespoke travel map- Swindon Cycle Map- Local Get Walking magazine- Swindon Cycling magazine- Advice leaflets (range)- Details of the Active Swindon Challenge- Car share information- Details of Swindon Cycle campaign- Details of development website / journey planner- Car Club information / membership voucher (if relevant)- Bus timetables, details of ticketing options, smartcard details and voucher for a week's passCompany travel policies / benefitsPromotional eventsThe Travel Plan Coordinator should conduct two promotional events each year, it is often appropriate to use national' events such as bike to work day, catch the bus week or liftshare week.
Recommended Requirement	<ul style="list-style-type: none">Commitment for the travel plan Coordinatorto undertake free travel plan training, courtesy of www.travelplans365.comTravel plan Coordinatorto join SWIFT – the free travel plan network for Swindon businesses.

Failsafe Mechanisms

For developers choosing Option Two, mechanisms need to be in place to ensure that best endeavors are made to meet the travel plan targets. Funds from the bond will need to be retained to allow Swindon Borough Council to implement additional measures if the targets set are not met.

Examples of remedial measures could include – but is not limited to:

- Intensified Personalised Travel Planning with staff
- Additional promotional events
- Creation of walking groups for commuters
- Cycle training for individuals or teams
- Use of video to promote infrastructure, or highlight routes, incentives and interventions
- Traffic Regulation Orders (TROs)
- Implementation of “real time” information boards



Evaluation Criteria

For developers choosing **Option Two**, we will evaluate the initial travel plan using the following criteria:

- 1. To approve the travel plan, **all sections in Stars Business** (outlined in Table 2 above) need to be completed and kept up to date.
- 2. We require a **named Travel Plan co-ordinator**. Where the TPC has yet to be appointed, an interim named contact (such as the author of the travel plan) will need to be retained and held responsible for the plan until the TPC is appointed
- 3. **Baseline survey data** is required to set targets from
- 4. **Targets need to be set**. We have suggested a minimum as a guide in Table 2, but these are negotiable depending on baseline data and level of infrastructure installed.
- 5. A commitment to **annual monitoring** is required for a period of the life of the travel plan; this can be included as an action in the Sustainable Travel Action Plan.
- 6. All the minimum requirements in the **Sustainable Travel Action Plan** (outlined in Table 3 above) need to be included with a realistic target date for completion.
- 7. For larger or more complex sites, recommended requirements from Table 3 will need to be included.

7. Residential travel plans

Table 4 below relates to headings required for a residential travel plan produced in Stars Community.

Under Option One, Swindon Borough Council will follow this structure, and under Option Two, the developer will be responsible for ensuring that all headings are completed and updated for the duration of the travel plan obligation.

Table 4

1.About the site	<p>Basics are required about the employment site, such as</p> <ul style="list-style-type: none">• Site name, address• Details of occupation and build out• Main contacts, including senior management• Details of Travel Plan Coordinator(If not yet appointed, the authors of the travel plan will be held accountable as the Travel Plan Coordinator until this field is updated). A TPC needs to be appointed prior to first occupation and employed for a minimum of 5 years, or until completion of the plan, whichever is later.• Aims and objectives of travel plan
2. Working Group	<ul style="list-style-type: none">• Add working group contacts in this section once known. (This may include developer, public transport operator, neighbouring business contacts, and resident group.)
3. Site Audit	<p>This section deals with the operational side of the development, such as</p> <ul style="list-style-type: none">• Location details, site plans, layouts• Travel and transport infrastructure (eg cycle stands, storage,facilities, bus routes and stops, access arrangements)• Arrangements for car travel and parking <p>We require the site audit to be reviewed and resubmitted annually.</p>

Continued overleaf



4. Travel Surveys	<ul style="list-style-type: none">• The travel plan officer will assign a resident travel survey through the system – this can be completed electronically or on paper (and inputted into the system), or a mixture of both.• Prior to development, baseline data can be ascertained using census data for the ward, or data from a similar development. This data can be uploaded as PDF or image file from the “Additional Surveys” tab. Trip rates can be stored here too.• We require a baseline resident survey to be undertaken upon 30th Occupation, or 1 year from 1st occupation, whichever is sooner, then annually thereafter for the life of the travel plan• Automatic Traffic Counts may also be appropriate over the same timescales.• A response rate of 30% and higher is acceptable for resident travel surveys, which need to be completed within 6 weeks of survey launch date.
Targets	<ul style="list-style-type: none">• From the baseline survey, we require a target to be set to reduce single occupancy vehicle trip rates. As a guide we suggest a target of 8-10 percentage point reduction over the life of the travel plan, to be agreed with SBC. These targets can be negotiable, depending on the nature and location of the development. With the decrease of car rates, an increase in active travel, public transport use and reducing the need to travel (i.e. by working from home / video conferencing) should be evidenced.
5. Travel and transport issues	<ul style="list-style-type: none">• This section is to record issues at the development site as they develop
6. Sustainable Travel Action Plan	<ul style="list-style-type: none">• This is a key section to add, create and report on actions that support sustainable travel at your site. See table 3 below. Developers choosing Option Two will need to include the minimum requirement of each section for their plans to be approved.• For larger or more complex sites, we will be looking for recommended requirements to be met, where appropriate. The list below is not exhaustive and additional measures are welcomed.

Table 5 – Section and Requirements

Car Travel Disincentives	
Minimal Requirement	<ul style="list-style-type: none">• Provide directions to the site (online and embed into marketing materials) that promote active travel, public transport and car sharing over solo car travel.• Regular monitoring of on street parking and take steps to address any issues around problem parking.
Promotion of walking	
Minimal Requirement	<ul style="list-style-type: none">• Provision of walking maps / magazines for residents• Provision of personalised route maps for regular journeys on foot as part of a Personalised travel planning offer• Hold annual pedometer challenges for residents (as part of Active Swindon Challenge)• Hold promotional events as part of “Walk to Work week”
Promotion of cycling	
Minimal Requirement	<ul style="list-style-type: none">• Provision of cycling maps / magazines / information for users of the site• Cycle maps provided within new starter welcome pack and on the company intranet.• Borrow a bike scheme – Free use of a bicycle for up to 4 weeks to “try cycling”. Employees taking up the offer should be helped to purchase a bike afterwards through (for example) a bike discount voucher, cycle to work scheme and information about local bike shops.• Promote Active Swindon Challenge to staff and encourage a work team, or departmental teams for larger organisations.• Regular (at least 2 annually) events for users of the site - such as bike breakfasts and doctor bike sessions, security bike marking, led bike ride, cycle skills training
Recommended Requirement	<ul style="list-style-type: none">• Cycling club and / or Bike User Group set up for residents



Public transport actions	
Minimal Requirement	<ul style="list-style-type: none">Active dissemination of public transport information. Information on public transport options, including rail, should be actively disseminated in householder welcome packs and on the development website.Residents offered a week's pass to try the bus for freeEvent to promote "Catch the Bus week" each year
Recommended Requirement	<ul style="list-style-type: none">Real time bus information at the development's bus stops

Monitoring Actions	
Minimal Requirement	<ul style="list-style-type: none">Baseline resident travel survey within 3 months of first occupation, followed by annual travel surveys for the life of the travel planReview actions annually and update according to survey resultsPhysical trip counts annually across all modes at the development entry and exit pointsAnnual report to monitor progress towards targets, and report on activity over the past 12 months. Submit to developer (Option One) or SBC (Option Two)
Recommended Requirement	<ul style="list-style-type: none">Counts of bikes on bike stands in community spaces (if applicable)Increase bike stands if demand exceeds capacity

Smarter Driving Actions (inc car sharing)	
Minimal Requirement	<ul style="list-style-type: none">Promotion of a car-share matching service There is already a recognised car share matching service in Swindon that may be promoted (www.carshareswindon.com)Free membership to the car club (where provided)Annual event (eg coffee morning) for residents to meet each other with a view to setting up car share arrangements.
Recommended Requirement	<ul style="list-style-type: none">Promote eco drivingInstallation of electric charging pointsProvide one car club vehicle and space for every 500 dwellings

Promotion, Communications and Events Actions	
Minimal Requirement	<ul style="list-style-type: none">Sustainable transport information for residents on the development websiteSustainable transport information for residents on the development websiteHouseholder welcome packs to contain:<ul style="list-style-type: none">Details of online journey planningLocal bespoke travel mapSwindon Cycle MapLocal Get Walking magazineAdvice leaflets (range)Details of the Active Swindon ChallengeCar share informationDetails of Swindon Cycle campaignDetails of Borrow a Bike schemeCar Club information / membership voucher (if relevant)Bus timetables, details of ticketing options, smartcard details and voucher for a week's pass.Promotional eventsThe Travel Plan Coordinator should conduct two promotional events each year, it is often appropriate to use national' events such as bike to work day, catch the bus week or liftshare week.
Recommended Requirement	<ul style="list-style-type: none">Commitment for the travel plan Coordinatorto undertake free travel plan training, courtesy of www.travelplans365.com

Failsafe Mechanisms

For developers choosing Option Two, mechanisms need to be in place to ensure that best endeavors are made to meet the travel plan targets. Funds from the bond will need to be retained to allow Swindon Borough Council to implement additional measures if the targets set are not met.

Examples of remedial measures could include – but is not limited to:

- Intensified Personalised Travel Planning with residents
- Additional promotional events
- Cycle training for individuals or families
- Use of video to promote infrastructure, or highlight routes, incentives and interventions
- Traffic Regulation Orders (TROs)



Evaluation Criteria

For developers choosing Option Two, we will evaluate the initial travel plan using the following criteria:

- 1. To approve the travel plan, **all sections in Stars Community** (outlined in Table 4 above) need to be completed and kept up to date.
- 2. We require a **named Travel Plan co-ordinator**. Where the TPC has yet to be appointed, an interim named contact (such as the author of the travel plan) will need to be retained and held responsible for the plan until the TPC is appointed. The TPC will need to be appointed prior to occupation and be retained for the life of the travel plan.
- 3. **Baseline survey data** is required to set targets from
- 4. **Targets need to be set**. We have suggested a minimum as a guide in Table 4, but these are negotiable depending on baseline data and level of infrastructure installed.
- 5. A commitment to **annual monitoring** is required; this can be included as an action in the Sustainable Travel Action Plan.
- 6. All the minimum requirements in the **Sustainable Travel Action Plan** (outlined in Table 3 above) need to be included with a realistic target date for completion.
- 7. For larger or more complex sites, recommended requirements from Table 3 will need to be included.

Smaller residential developments

Developments between 20 and 60 dwellings

Option One is not appropriate for developments of between 20 and 60 dwellings, so developers are responsible for these requirements. However, no bond will be taken and the travel planning requirement can be secured by condition.

A shorter travel statement will be required within Stars Community, along with commitment to providing the following;

- Cycle storage for residents and visitors as per Swindon Borough Council’s cycle parking guidelines.
- Household travel information packs along with the option of choosing either a monthly bus pass (value approx £50) or a cycle discount voucher of equivalent value. The packs should include details about the local walking, cycling and bus routes and time, the car share scheme, localised maps, contact details of where to find out more information and the facilities and incentives available.
- Telecommunication points to allow on-line shopping and home working, reducing the need for travel
- Travel information provision and promotion of sustainable transport in estate agents / show rooms etc.

Developments of flats and apartments

Cycle parking will be required for all flats/apartments regardless of the size of development. This will depend on the density of flats and location but as a general rule, there should be one space provided per flat. Visitor cycle parking is also required; the number of stands will depend on the size of development, number of blocks etc.

Cycle parking for residential developments should be as per Swindon Borough Council’s Cycle Parking Guidelines.

Developments with less than 1:1 car parking ratios

Given that this will mean some households will have no access to a car, provision for other modes of transport are essential. Additional travel plan measures, such as a car club, are likely to be requested for such developments. Where the majority of houses have parking but some don’t, additional incentives should be provided to these households (e.g. free car club membership, cycle vouchers in addition to bus passes for the household, taxi discounts etc).

These should be discussed with Swindon Borough Council prior to the submission of a planning application.



8. School travel plans

All new schools in Swindon are required to submit and implement a travel plan. We define a school as any educational facility for children up to the age of 16, including (but not limited to) nurseries, primary, secondary, academy, independent, Voluntary Aided and SEN.

A School Travel Plan (STP) is a document which sets out how a school will promote safer, active and sustainable travel to school, with the main emphasis being on reducing the number of children being driven to and from school. A good STP should be based on consultation with teachers, parents, pupils and governors and the local community.

In order to ensure that the plan remains relevant and appropriate to changing circumstances it is essential that the plan is reviewed and updated regularly.

Using Modeshift STARS Education to support your planning application

Swindon Borough Council are now incorporating Modeshift STARS into the planning process to make it easier for schools to implement and maintain their STP once the development has been completed.

The information required to support a planning application should be submitted via an Interim School Travel Plan form – See <http://www.swindontravelchoices.co.uk/business/travel-plans-guidance/>.

The Interim School Travel Plan form is designed in such a way as to allow the information to be transferred easily to the School's STARS application once the development is complete. The STARS application will then become the School's live travel plan and should continue to be maintained.

In particular, as a minimum standard we will be looking for

- A **designated STP champion** / co-ordinator
- Establishment of a **working group**
- Clear identification of the **travel and transport issues** (that the plan will seek to mitigate)
- **Travel surveys** and consultation exercises undertaken at least yearly
- **A range of initiatives** to increase active and sustainable travel to the site that will be implemented before and after occupation – We advise using Modeshift Stars list of initiatives
- **Monitoring schedule**
- A **commitment to achieve accreditation**: bronze accreditation within 1 year of opening, and silver accreditation (or higher) within 5 years.

There is no Option One for schools, as the school community need to take responsibility for its own travel plan, and embed this into the school culture for future generations. Swindon Borough Council will not be seeking a bond nor monitoring fee for School Travel Plans.

9. Contacts and links

For further information and advice on travel plans contact:

Travel Plan Officer

Swindon Borough Council
Wat Tyler House
Beckhampton Street
Swindon
Wiltshire
SN1 2JH

Email: transportplanning@swindon.gov.uk

Transport Development Management Team

Swindon Borough Council
Wat Tyler House
Beckhampton Street
Swindon
Wiltshire
SN1 2JH

Email: TransportDevelopment@swindon.gov.uk



Appendices

APPENDIX A

Example of contribution costs under Option One and Option Two

1. Employment Travel Plan

The *Employment Travel Plan package* (Option One) would require a ‘per square metre’ (GFA) contribution from each developer to Swindon Borough Council, who would then effectively adopt the management, implementation and monitoring of the travel plan for the development.

Benefits of the Employment Travel Plan Package

By committing to the *Employment Travel Plan package*, the developer is benefitting from the scale and strategic nature of Swindon Borough Council’s resources, rather than relying on the final occupiers creating their own individual travel plan. A Swindon wide approach to employment travel planning allows for stronger connections to be made between the new developments and existing communities, as well benefitting from economies of scale with town wide schemes, such as online travel surveys, a car club and “borrow a bike” scheme.

What measures are included in the Employment Travel Plan Package?

The breakdown of what will be provided under Option One for the *Employment Travel Plan package*, has already been outlined in Chapter Six.

What level of funding are developers required to contribute to join the Employment Travel Plan package?

The level of funding required to join the *Employment Travel Plan package* is outlined in Table 6 on page 29. This amount has been calculated using costs for the measures outlined in Chapter Six multiplied up over a proposed 5 year delivery period. We can then convert this per employee cost to a square metre ¹ (GFA) cost- per land use- using the HCA employment densities table ¹. This amount is index linked (base date July 2019).

Is it a compulsory charge?

It is not compulsory to pay the Employer Travel Plan contribution, but SBC consider it a more cost effective option for all concerned. Furthermore, the developer would be released from certain obligations such as monitoring their development after construction commences.

Table 6 below demonstrates the contribution cost per square metre GFA based on the planning land use.

Land Use	Cost per square metre (GFA)
A1 Retail - Food	£28.10
A1 Retail – Non food	£28.10
A2 Financial and Professional	£35.13
A3/A4/A5 Food and Drink	£28.10
B1 including Offices	£46.84
B2 Industrial	£15.61
B8 Warehousing and Distribution	£8.03
C1 Hotels	£281.07 per bedroom
C2 Residential Institutions <ul style="list-style-type: none"> Hospitals and nursing homes Residential education Hostels 	£281.07 per bed
D1 Non-residential institutions	Discuss with Swindon Borough Council : Based on predicted staffing and user levels
D1 Schools	No contribution sought
D1 Higher and Further Education	Discuss with Swindon Borough Council : Based on predicted staffing and student levels
D2 Assembly and Leisure	Discuss with Swindon Borough Council : Based on predicted staffing and customer levels

What if I decide to do Option Two instead?

Developers can choose to be responsible for funding and implementing their own travel plan, including providing incentives, the appointment of a travel plan coordinator, conducting monitoring and implementing remedial measures should targets not be met. **This option also requires a bond**, repayable on successful completion of the travel plan, or retained to implement remedial measures if the developer/owner does not meet the set targets and / or comply with the S106 agreement.

The bond for Option Two (in addition to funding the travel plan) will follow the same cost as the “per square metre” costs outlined in Table 6 above. We also require a **non-refundable monitoring deposit** of £5000 for a travel plan covering 5 years. For developments phased beyond a five year period, further monitoring deposits would be required.

For illustration purposes, the contributions for the following sized developments would be as follows;

Employment Land	Option One	Option Two ²
1000 Sq metre A1 food store	£28,100	£28,100 + £5000
5000 Sq metre B8 distribution warehouse	£40,150	£40,150 + £5000
200 bedroom hotel	£56,214	£56,214 + £5000

² This bond / deposit is on top of the costs to implement your own travel plan. The bond is refundable on successful completion and achieving targets, but the £5000 monitoring contribution is not.

¹ <https://www.gov.uk/government/publications/employment-densities-guide-3rd-edition>

2. Residential Travel Plan

The residential travel plan package would require a ‘per dwelling’ contribution from each developer to Swindon Borough Council, who would then effectively adopt the management, implementation and monitoring of the travel plan for the development.

Benefits of the Residential Travel Plan Package

By committing to the Residential Travel Plan package, the developer is benefitting from the scale and strategic nature of Swindon Borough Council’s resources, rather than creating their own individual travel plan. A Swindon wide approach to residential travel planning allows for stronger connections to be made between the new developments and existing communities, as well benefitting from economies of scale with town wide schemes, such as a car club and “borrow a bike”.

What measures are included in the Residential Travel Plan Package?

The breakdown of what will be provided under Option One for the Residential travel plan has already been outlined in Chapter Seven.

What level of funding are developers required to contribute to join the Residential Travel Plan?

The level of funding required to join the Residential Travel Plan package is £288.00 per dwelling. This amount is index linked (base date July 2019) This has been calculated by determining costs for the measures outlined in Chapter Seven over the proposed delivery period. This approach is considered to offer greater benefits to SBC, developers and prospective residents, rather than through the delivery of piecemeal travel plans.

Is it a compulsory charge?

It is not compulsory to pay the Residential Travel Plan contribution, but SBC consider this is a more cost effective option for all concerned. Furthermore, the developer would be released from certain obligations such as monitoring their development for years after construction commences.

What if I decide to do Option Two instead?

Developers can choose to be responsible for funding and implementing their own travel plan, including providing incentives, the appointment of a travel plan coordinator, conducting monitoring and implementing remedial measures should targets not be met.

This option requires an additional bond, repayable on successful completion of the travel plan, or kept to implement remedial measures if the developer/owner does not meet the set targets and / or comply with the S106 agreement.

We also require a non-refundable monitoring deposit of £5000 for a travel plan covering 5 years. For developments phased beyond a five year period, further monitoring deposits would be required.

For illustration, the contributions for the following sized developments are as follows;

Residential Units	Option One	Option Two ²
60	£17,280	17,280 + £5000
90	£25,920	£25,920 + £5000
150	£43,200	£43,200 + £5000
250	£72,000	£72,000 + £5000
500	£144,000	£144,000 + £5000
1000	£288,000	£288,000 + £5000



APPENDIX B

Example S106 agreements

Condition

A condition is only suitable for physical infrastructure required as a means of aiding the measures of the travel plan. For example: A pedestrian and/or cycle way that could be promoted and would offer improved access and/or a link to local services.

Some smaller developments could also have their travel plan or travel plan statement secured by condition.

Contribution

Contributions will be agreed on a development specific basis, please refer to Appendix A above for levels of contribution.

Legal Agreement (Section 106)

Travel plans should be secured through legal agreements to ensure ample flexibility and the ability to include related costs and contributions.

Example clauses

We have provided some example Section 106 templates below. These are for guidance only and agreements will be agreed on a development specific basis.

There are 5 template agreements;

- Template 1- Residential Travel Plan Option One- contribution only (for SBC to deliver the travel plan)
- Template 2- Employment Travel Plan Option One- contribution only (for SBC to deliver the travel plan)
- Template 3- Residential Travel Plan Option Two- Implemented by Developer
- Template 4- Employment Travel Plan Option Two- Implemented by Developer
- Template 5- Planning condition for travel plan
- Template 6- Planning condition for travel plan statement

Template 1

Residential Travel Plan Option One - contribution only (for SBC to deliver the travel plan)

- ‘the Travel Plan’

means a plan on Modeshift Stars to deliver a modal shift away from the private car in favour of sustainable transport.
- ‘the Travel Plan Contribution’

means the sum of XXX pounds (£XX) to be used towards:-
- and

(a) the production and implementation of the Travel Plan;
- (b) the employment of a person or organisation (at the discretion of the Director) to co-ordinate the Travel Plan
- and

(c) monitoring the Travel Plan

The Travel Plan Contribution

The parties hereby agree and covenant with each other that:-

- (a) the Owner will pay the Travel Plan Contribution to the Council on the following trigger points;

Phase of development	% of contribution due
Commencement of development	25%
1st occupation	20%
50% occupation of site	40%
100% occupation of site	15%

- (b) the Council will implement the Travel Plan in accordance with Schedule A
- (c) in the event the targets in Schedule A are not met, the Council will continue travel planning activity at the Development for a further 2 years at its own cost.

SCHEDULE A

The council will undertake the following upon receipt of the Travel Plan Contribution

Travel Plan

The council will produce the Travel Plan on Modeshift Stars and make this available to all relevant parties.

Travel Plan Coordinator

The council will employ a named person to act as Travel Plan Coordinatorfor a minimum period of 5 and a half years. The Travel Plan Coordinatorwill be recruited no later than 3 months prior to first occupation.

Targets

Overall trip reduction rates by private car will be set at X% after X years from baseline data gathered at 30th occupation. There will be an interim target reduction of X% X years from baseline survey.

Monitoring

The council will undertake surveys upon 30th occupation and annually thereafter for a period of X years. The surveys will include, but not be limited to, resident surveys and traffic counts.

The council will produce an annual monitoring report outlining activity and survey results. The report will be made publically available to all relevant parties.

Sustainable Travel Action plan

The council will undertake the following activity to achieve the outcomes of the travel plan;

- Local sustainable travel information will be provided to sales office staff for distribution to prospective residents
- Householder welcome packs will be distributed when residents first occupy their new property. The packs will include travel maps for the local area, bus timetables, details of the car share scheme and an outline of special offers for the household.
- Special offers will be offered to each household. These include a free “borrow a bike” scheme, and week’s pass to try the bus for free.
- The travel plan Coordinatorwill plan and hold promotional activities on the site – such as led bike rides or local walks, in addition to car share coffee mornings or events tied into national events (e.g. catch the bus week / bike week). There will be a minimum of two activities per year, increased in years 3-5 if targets are not on track to be met.

Remedial measures

If targets outlined above are not met after 5 years, the council will extend the employment of the travel plan coordinator for a further two years to continue travel planning activity outlined above at its own cost.

Template 2

Employment Travel Plan Option One - contribution only (for SBC to deliver the travel plan)

‘the Travel Plan’ means a plan on Modeshift Stars to deliver a modal shift away from the private car in favour of sustainable transport.

‘the Travel Plan Contribution’ means the sum of XXX pounds (£XX) to be used towards:-

and (a) the production and implementation of the Travel Plan;

(b) the employment of a person or organisation (at the discretion of the Director) to co-ordinate the Travel Plan

and (c) monitoring the Travel Plan

The Travel Plan Contribution

The parties hereby agree and covenant with each other that:-

(a) the Owner will pay the Travel Plan Contribution to the Council on the following trigger points;

Phase of development	% of contribution due
Commencement of development	25%
1st occupation	20%
50% occupation of site	40%
100% occupation of site	15%

(b) the Council will implement the Travel Plan in accordance with Schedule A

(c) in the event the targets in Schedule A are not met, the Council will continue travel planning activity at the Development for a further 2 years at its own cost.

SCHEDULE A

The council will undertake the following upon receipt of the Travel Plan Contribution

Travel Plan

The council will produce the Travel Plan on Modeshift Stars and make this available to all relevant parties.

Travel Plan Coordinator

The council will employ a named person to act as Travel Plan Coordinatorfor a minimum period of X years. The Travel Plan Coordinatorwill be recruited no later than 3 months prior to first occupation.

Targets

Overall trip reduction rates by private car will be set at X% after 5 years from baseline data gathered at 30% occupation. There will be an interim target reduction of X% X years from baseline survey.

Monitoring

The council will undertake surveys upon minimum 30% occupation and annually thereafter for a period of X years. The surveys will include, but not be limited to, staff surveys and traffic counts.

The council will produce an annual monitoring report outlining activity and survey results. The report will be made publically available to all relevant parties

Sustainable Travel Action plan

The council will undertake the following activity to achieve the outcomes of the travel plan;

- Local sustainable travel information will be provided to staff upon induction. The packs will include travel maps for the local area, bus timetables, and details of the car share scheme and an outline of special offers at the workplace.
- Special offers will be offered to the workplace. These include a free “borrow a bike” scheme, and week’s pass to try the bus for free.
- The travel plan Coordinatorwill plan and hold promotional activities on the site – such as led bike rides or local walks, in addition to car share coffee mornings or events tied into national events (e.g. catch the bus week / bike week). The will be a minimum of two activities per year, increased in years 3-5 if targets are not on track to be met.

Remedial measures

If targets outlined above are not met after X years, the council will extend the employment of the travel plan coordinator for a further two years to continue travel planning activity outlined above at its own cost.

Template 3

Residential Travel Plan Option Two - Implemented by Developer

‘the Travel Plan’

means a plan submitted on Modeshift Stars Community to deliver a modal shift away from the private car in favour of sustainable transport.

The Travel Plan

The parties hereby agree and covenant with the other that:

- (a) prior to First Occupation the Owner / Developer will submit to the Director the Travel Plan on Modeshift Stars Community for his written approval.
- (b) the Director shall provide his written comments on the documents submitted in accordance with sub-clause (a) of this Clause within 28 days of receipt of the same and confirm in so doing that it is approved (with or without amendment) or not approved and in the absence of a response in that period the document in question shall be deemed approved
- (c) the Owner / Developer shall implement, monitor and review the Travel Plan at its own cost in accordance with the monitoring strategy as approved

Bond

The Owner hereby agrees with the Council that it will upon the execution hereof pay

- (b) a bond in the sum of XXX pounds (£XXX)
- (c) a monitoring contribution of £5000

Bond repayment

X% of the bond will be repaid if Travel Plan targets are met following monitoring at year X. The remainder of the bond will be repaid if Travel Plan targets are met at year X.

Failure to meet targets by {date} will result in Swindon Borough Council using the bond to implement failsafe measures as outlined in the approved Travel Plan.

Template 4

Employment Travel Plan Option Two - Implemented by Developer

‘the Travel Plan’ means a plan submitted on Modeshift Stars Business to deliver a modal shift away from the private car in favour of sustainable transport.

The Travel Plan

The parties hereby agree and covenant with the other that:

- (a) prior to First Occupation the Owner / Developer will submit to the Director the Travel Plan on Modeshift Stars Business for his written approval.
- (b) the Director shall provide his written comments on the documents submitted in accordance with sub-clause (a) of this Clause within 28 days of receipt of the same and confirm in so doing that it is approved (with or without amendment) or not approved and in the absence of a response in that period the document in question shall be deemed approved
- (c) the Owner / Developer shall implement, monitor and review the Travel Plan at its own cost in accordance with the monitoring strategy as approved

Bond

The Owner hereby agrees with the Council that it will upon the execution hereof pay

- (a) a bond in the sum of XXX pounds (£XXX)
- (b) a monitoring contribution of £5000

Bond repayment

X% of the bond will be repaid if Travel Plan targets are met following monitoring at year X. The remainder of the bond will be repaid if Travel Plan targets are met at year X.

Failure to meet targets by {date} will result in Swindon Borough Council using the bond to implement failsafe measures as outlined in the approved Travel Plan.

Template 5

Travel Planning condition

The development shall not be occupied until a travel plan has been submitted through Modeshift Stars Community / Modeshift Stars Business and agreed in writing by the Local Planning Authority.

The travel plan should set out:

- i. objectives and targets for promoting sustainable travel,
- ii. appointment, contact details and funding of a travel plan coordinator,
- iii. details of an annual monitoring and review process,
- iv. details of annual reporting to SBC,
- v. means of funding of the travel plan, and;
- vi. an implementation timetable, lasting at least 5 years and 6 months, including the responsible body for each action.

The approved travel plan shall be implemented prior to occupation of any part of the development and shall be continued thereafter in accordance with the details therein.

Reason: To reduce single occupancy car travel and to encourage and promote sustainable transport and travel in accordance with Policy TR1 of Swindon Borough Local Plan 2026.



Template 6

Travel Planning Statement condition

The development shall not be occupied until a Travel Plan Statement has been submitted through Modeshift Stars Community / Modeshift Stars Business and agreed in writing by the Local Planning Authority.

The Travel Plan Statement should set out:

- i. objectives for promoting sustainable travel,
- ii. contact details of a travel plan coordinator responsible for implementing the actions from the travel plan statement,
- iii. an action plan, and;
- iv. an implementation timetable, including the responsible body for each action.

The approved travel plan shall be implemented prior to occupation of any part of the development and shall be continued thereafter in accordance with the details therein.

Reason: To reduce single occupancy car travel and to encourage and promote sustainable transport and travel in accordance with Policy TR1 of Swindon Borough Local Plan 2026.



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