



Supplementary planning guidance note

Settlement Character Plan

Bootle

December 2003

Sefton Council 



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1. Introduction

- a. We have produced Settlement Plans to describe the main features that make up the character of each of the five urban districts in Sefton. The districts are based on the existing settlements of Bootle, Crosby, Maghull, Formby and Southport. The Settlement Plans consist of these guidance notes and the accompanying map, available from the planning department.
- b. The Settlement Plans identifies the distinct character areas within each district, and are based on patterns of land use, building type and period of development. Physical features such as key routes, landmarks, junctions and boundaries are shown. The plans also indicate the locations where Design Statements must be sent in with a planning application.
- c. The plans should be used to develop a scheme that responds positively to its context^G. Each plan also includes area-based design guidance that addresses specific issues relevant to that settlement area and must be taken into account when developing a scheme.
- d. This guidance note and the settlement plans are based on an Urban Design Study of Sefton. The tables below refer to information gathered by the study.
- e. Some of the technical terms in this guidance are explained in a glossary at the back of the Design SPG. These terms are indicated by a 'G', the first time they appear in each section of the SPG.

2. Assessment of the Local Character of Bootle

- a. The development of Bootle is largely due to the extension of the docks northwards from Liverpool. The first stages of development in the mid-19th century was rows of large terraced houses and detached villas for merchants. As the docks expanded, this led to the development of warehouses, industrial buildings and houses back from the waterfront. This produced a grid network of streets (main roads overlaid with a finer network of residential streets). This grid network remains largely the same despite the development since the second world war.
- b. Seaforth, the area between Bootle and Crosby, is characterised by larger Victorian and Edwardian terraced houses. The historic centre on Seaforth Road retains evidence of its form^G before 1850, although its original character and structure has been damaged by the construction of the A5036 road corridor. Litherland, separated from Bootle by the A5036, is primarily residential in its character and form. The majority of the properties are either late 19th Century or inter-war detached and semi-detached set in larger plots within a curvilinear^G grid layout with generous tree planting.
- c. Orrell (developed between the First and Second World Wars) and Netherton (developed in the 1960's and 70's) are large areas of council housing whose form reflects the current approach to housing layout and design at that time. Orrell is strongly influenced by the Garden City movement^G with terraces and semi-detached houses arranged in a spacious curvilinear grid layout; Netherton shows the influence of the Radburn^G approach with housing grouped around walkways and parking areas.

3. Broad Character Zones (Residential)

Residential Character	Key Components of Character	Ref.
Small Victorian terraces	<ul style="list-style-type: none"> Tight & dense urban grain⁶ with mix of 2 & 3 storey properties in a grid iron layout dictated by early building regulations. Houses built to back of pavement or with very short front gardens. 3 storey properties with retail units at ground floor to main roads. Painted brickwork and stonework gives personalisation to properties. On street parking. 	BBC Z1
Large Victorian & Edwardian terraces & semi-detached	<ul style="list-style-type: none"> Tight & dense urban grain. Grid-iron⁶ network of streets. Short front gardens and larger rear plots. Higher level of architectural ornamentation including use of decorative brickwork and stone detailing. 	BBC Z2
Pre-war municipal housing	<ul style="list-style-type: none"> Small 2 storey semi-detached and short terraces with front gardens. Layout influenced by Garden City principles with introduction of curvilinear and symmetrical form. Verges to roads – limited tree planting and some public open space. Mix of rendered and dark red/brown brick dwellings with tiled and slate roofs. 	BBC Z3
Municipal high rise flats	<ul style="list-style-type: none"> Prefabricated high rise point blocks. Set in open space with some parking. Some blocks have been refurbished externally. 	BBC Z4
Large pre-war semi-detached housing	<ul style="list-style-type: none"> Spacious curvilinear grid layout with some short cul-de-sacs. 2 storey brick and render elevations. Curved bay windows. Medium sized front gardens Mature trees to front and rear plots Landscaping to roads 	BBC Z5
Post-war municipal housing	<ul style="list-style-type: none"> Radburn influenced layouts with pedestrian walkways and parking courts. Mix of 2 storey housing and 4 storey flats. Poorly landscaped with areas of incidental open space. 	BBC Z6

4. Broad Character Zones (Commercial & Industrial)

Bootle Town Centre		BNRD1
Description & Location	Key Elements of Character	
<p>Sub regional town centre containing a mix of retail uses (high street multiples and smaller independents), office accommodation, educational and community facilities. Some residential on periphery.</p> <p>Centred on Stanley Road and bounded by Marsh Lane to the north, Balliol Road to south and Liverpool - Southport railway line to west.</p>	<ul style="list-style-type: none"> Strong linear⁶ form of Stanley Road forms 'spine' through town centre. Dominated by traffic movement. Multi-level purpose built indoor shopping centre/car park & bus station forms large urban block. 2-3 storey pavement fronted ribbon development⁶ with storage uses on upper floors. Purpose built, multi-storey office accommodation provides strong series of landmarks on skyline. Victorian villas converted to office use. Leeds – Liverpool canal & bridge physically and visually divide office area from retail area. Width of Stanley Rd. acts as a barrier to pedestrian movement. Poor quality public realm. 	

Seaforth Local Centre		BNRD2
Description & Location	Key Elements of Character	
<p>District shopping centre</p> <p>Centred on Seaforth Road. North & eastern boundary defined by Liverpool – Southport railway line.</p>	<ul style="list-style-type: none"> 2/3/ storey 19th/20th Century ribbon development to back of pavement along Seaforth Road. Larger scale buildings bank/cinema/pubs give sense of scale⁶ & importance. Curvilinear form reflects location on historic route. Modern 2 storey shopping parade. Elevated railway line forms a strong edge. Station gives 'sense of arrival' to district. Strong sense of entry from north & east. 	

Netherton Local Centre		BNRD3
Description & Location	Key Elements of Character	
<p>Neighbourhood shopping parade and community facilities.</p> <p>Junction of St. Oswald's Lane and Glovers Lane.</p>	<ul style="list-style-type: none"> 2 storey purpose built red brick shopping parade. Units arranged to create 'U' shaped pedestrian precinct and main road frontage. 	

	<ul style="list-style-type: none"> Community uses in low rise, detached buildings set in parking/landscape. Roundabout at junction of Glovers Lane & St. Oswald's Lane creates strong entry point. Glovers Lane is a barrier between shopping parade & community uses/parking. Poor quality hard & soft landscaping particularly in relation to community buildings.
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<p>Estate</p> <p>Lies to south of Dunningsbridge Rd bounded to south and east by railway line and to west by Netherton Way.</p>	<p>building forms landmark to western edge of area.</p> <ul style="list-style-type: none"> Range of older industrial units and modern low rise office accommodation. Areas of vacant industrial land. Poor quality boundary treatments to Dunningsbridge Road.
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The Port Of Liverpool		BNRD4
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Description & Location	Key Elements of Character
<p>Dockyard</p> <p>Area between Regent Road/Stanley Road and the River Mersey. Access from Regent Road and Crosby Road South.</p>	<ul style="list-style-type: none"> Cranes, wind turbines and other structures create highly visible, strategic, landmark. Views to and across Mersey to the Wirral peninsula. Creates strong barrier between river and Bootle, includes walled boundary to Rimrose Road.

Bootle Maritime Zone		BNRD5
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Description & Location	Key Elements of Character
<p>Industrial area with small scale residential and commercial activity.</p> <p>Area running north-south between port and Rimrose Rd.-Derby Rd. Bounded by Crosby flyover to north and Borough boundary to south.</p>	<ul style="list-style-type: none"> Grid-iron street pattern with smaller streets running perpendicular to main north-south route(s). Mix of 19th Century brick warehouses/industrial buildings and modern, steel framed, industrial units. Derby Rd. forms strong linear route through area & acts as a barrier to east-west movement.

Hawthorne Road Industrial Area		BNRD6
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Description & Location	Key Elements of Character
<p>Industrial Area.</p> <p>Centred on Hawthorne Road and bounded to west by Leeds-Liverpool Canal/Litherland Road. Runs from Church Road in north to Park Road in South.</p>	<ul style="list-style-type: none"> Mix of brick and prefabricated industrial units dating from 19th Century to present. Large areas of derelict land Canal forms major 'green' boundary between industry & adjacent housing areas. Gasworks form major landmark at southern end of area.

Bridle Road Industrial Estate		BNRD7
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Description & Location	Key Elements of Character
Business Park/Industrial	<ul style="list-style-type: none"> Former Girobank

Switch Island Leisure Park		BNRD7
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Description & Location	Key Elements of Character
<p>Mix of retail, leisure and industrial uses.</p> <p>Lies to north of Dunningsbridge Road bounded by Leeds-Liverpool Canal to east, Bootle golf course to west and Browns Lane to north.</p>	<ul style="list-style-type: none"> Single storey retail sheds and leisure uses set in large areas of car parking with fast food restaurants fronting Dunningsbridge Rd. Poor quality links to surrounding residential areas with Dunningsbridge Rd. forming a major barrier to access for residential areas to south and east. Poor quality landscaping and enclosure to highway frontage.

5. Areas of Local Distinctiveness

- a. Areas of Local Distinctiveness are more closely defined areas within the district that have either retained their original character or illustrate a distinct or important period of growth within a particular settlement. Achieving a high standard of design will be particularly important in these areas in order to preserve or enhance their established character.
- b. The following have been defined as Areas of Local Distinctiveness within the area covered by Bootle Settlement Plan:

- ❖ Port of Liverpool
- ❖ Terraced Housing west of Bootle Gasworks
- ❖ Cambridge Road
- ❖ Litherland Park
- ❖ Orrell Park

Port Of Liverpool		BALD1
General character & form	<ul style="list-style-type: none"> Development of dock estate was catalyst for development of Bootle. Wholly industrial in character and form. Large enclosed areas of water. Structures create a dramatic, animated skyline when approaching Bootle particularly from north and east. 	
Architectural character	<ul style="list-style-type: none"> Large scale modern industrial buildings and structures with some older brickwork buildings and structures. 	
Tree coverage	<ul style="list-style-type: none"> Limited tree planting on Derby Road / Rimrose Road. 	
Threats to character	<ul style="list-style-type: none"> Loss of features to skyline including buildings, silos, cranes and wind turbines. 	

Terraced Housing to West of Bootle Gasworks		BALD2
General character & form	<ul style="list-style-type: none"> 2/3 storey terraces arranged in dense, fine grained grid-iron pattern that promotes ease of movement. Short cross streets connect roads running north – south. Typical of late 19th Century urban development. Terraces have either very short front gardens or are to back of pavement on short cross streets. Shop units to Stanley Road frontage. Hierarchy established through scale with 3 storey fronting Stanley Rd. & North Park & 2 storey behind. 	

	<ul style="list-style-type: none"> Strong relationship between housing and adjacent industrial sites (gasworks) and public open space (North Park). Gasworks provide dominant landmark/backdrop to housing. On-street parking.
Architectural character	<ul style="list-style-type: none"> Red brick with stone cills & lintels, slate roofs. Painted brickwork and stonework adds richness & variety to properties. Brick boundary walls with stone copings and gateposts. Use of decorative brickwork and detailing to 3 storey properties fronting Stanley Road.
Tree coverage	<ul style="list-style-type: none"> Clusters of mature trees in North Park
Threats to character	<ul style="list-style-type: none"> Redevelopment of adjacent sites or sites within area fail to respect existing scale and pattern of development. Loss of boundary walls, gateposts, chimney stacks or other small scale details. Loss of mature trees in North Park.

Cambridge Road Housing Area		BALD3
General character & form	<ul style="list-style-type: none"> 2/3 storey terraces with very short front gardens or back of pavement arranged in dense, fine grained grid-iron pattern that promotes ease of movement. Typical of late 19th Century urban development. Mix of shop units and housing to Hawthorne Rd. frontage. Hierarchy established through scale with 3 storey fronting Hawthorne Rd. & South Park & 2 storey behind. Topography and street pattern gives series of views towards docks, river and Wirral peninsula. On-street car parking. 	
Architectural character	<ul style="list-style-type: none"> Predominately red brick with stone cills and lintels. Some use of buff bricks with terracotta/red brick contrasting detail. Use of gables and bays to give architectural emphasis & variety to junctions and townscape. Variety to streets given through subtle variation of size and detailing of groups of houses and their external decoration. 	
Tree coverage	<ul style="list-style-type: none"> Absence of street trees is an important element of character of dense urban area. South Park provides formal urban greenspace. 	
Threats to character	<ul style="list-style-type: none"> Large scale redevelopment of area or infill development⁶ that fails to respect existing scale and pattern of development. Conversion of retail frontage on Hawthorne Rd. to residential use. Use of inappropriate landscape treatments. 	
Litherland Park – Wilsons Lane		BALD4
General character & form	<ul style="list-style-type: none"> Litherland Park is an example of Victorian speculative development⁶ as a 'private' enclosed park set back 	

	<p>from main road with large to medium detached and semi-detached properties set in large grounds.</p> <ul style="list-style-type: none"> • 2 storey 1930's semi-detached to Wilson's Lane. • Development adjacent to historic centre of Litherland and historic route network. • Landscape particularly presence of mature trees provides unifying element.
Architectural character	<ul style="list-style-type: none"> • Warm red brick, slate roofs & stone detailing.
Tree coverage	<ul style="list-style-type: none"> • Dense clusters of mature trees in front & rear plots. • Street trees.
Threats to character	<ul style="list-style-type: none"> • Loss of original detailing including boundary walls. • Infill development that does not respect the existing character of the area through its scale, form or appearance. • Loss of tree coverage through age or felling.
Orrell Park BALD5	
General character & form	<ul style="list-style-type: none"> • Typical example of pre-war municipal housing using Garden City forms. • 2 storey semi-detached & terraces arranged in a curvilinear grid layout, some use of symmetrical forms. • Layout gives emphasis to key junctions. • Generous road widths with verges, landscaped areas to main road frontages.
Architectural character	<ul style="list-style-type: none"> • Mix of brick and rendered elevations. • Hipped roofs in mix of slate & tile. • Privet hedges & timber fencing define boundary
Tree coverage	<ul style="list-style-type: none"> • Some roadside trees but mostly confined to rear of plots.
Threats to character	<ul style="list-style-type: none"> • 'Modernisation' of properties could lead to loss of original detailing. • Loss or inappropriate replacement of boundary treatment. • Loss of landscape features.

6. Design Guidance

- a. We have developed the following guidance from an assessment of the strengths and weaknesses of the area as set out in the above tables. The guidance gives more detailed advice to support the policies set out in the **UDP** and the Borough-wide guidance in Part 1 of the Design SPG.
- b. The guidance is in two parts, firstly there is district-wide advice relating to the Broad Character Areas; secondly there is more detailed guidance relating to the Areas of Local Distinctiveness.

Here a high standard of design is required to preserve or enhance their established character.

District-wide Guidance

- c. Within the Bootle Settlement Character Plan area development proposals will need to:
 - ❖ **Establish a positive relationship with Dunningbridge Rd. Stanley Rd & Derby Rd. corridors by improving quality of enclosure, landscaping and the creation of a strong public face to them. Landmarks should reinforced or created at key junctions.**
 - ❖ **Strengthen or create pedestrian linkages between the individual elements of Netherton Local Centre & Switch Island Retail Park & their surrounding housing areas.**
 - ❖ **Respect and enhance the townscape qualities of the Seaforth Local Centre through the scale^G, massing and detailed design of schemes. Development should follow historic building lines to maintain a continuous & active built frontage^G to Seaforth Rd. Buildings that make a positive contribution to the townscape should be retained.**
 - ❖ **Contribute towards the enhancement of public spaces within Netherton & Seaforth Local Centres and the residential areas of Netherton.**
 - ❖ **Ensure that existing levels of permeability^G and active frontage^G are maintained where existing residential areas are redeveloped.**

Policies relating to Bootle Town Centre will be shown in a separate SPG (not yet available).

Local Distinctiveness Guidance

- d. In addition to the above guidance the following guidance is applicable to

proposals within the following Areas of Local Distinctiveness.

Port of Liverpool:

- e. Development proposals, including conversions and changes of use, will need to:
- ❖ **Protect or reinforce important views, vistas & landmarks in relation to the distinctive skyline of the docks and views over Mersey.**

Terraced Housing west of Bootle Gasworks & Cambridge Road Housing:

- f. Development proposals, including conversions and changes of use, will need to:
- ❖ **Retain or reinstate small scale details to properties including boundary treatments, chimney stacks & original windows.**
- ❖ **Maintain or reinforce hierarchy of building form^G, scale & detailing.**
- ❖ **Contribute towards hard landscaping improvements to the streetscene.**
- ❖ **Retain commercial uses to Stanley Rd. & Hawthorne Rd. frontages. The use of upper floors for commercial or residential use will be encouraged.**

Litherland Park & Wilson's Lane, Litherland

- g. Development proposals, particularly in respect to infill development^G and extensions to dwellings, will need to:
- ❖ **Respect the scale, massing & use of materials of adjacent properties. Particular care should be taken in respecting floor to ceiling heights of Victorian/Edwardian properties in Litherland Park.**
- ❖ **Use gables, bays or other features to create an appropriate level of three dimensional interest to elevations,**

break up mass of building and give vertical and horizontal emphasis.

- ❖ **Create variety and interest in roofline including use of chimney stacks.**
- ❖ **Retain or reinstate period detailing, features or original materials including the retention of boundary walls, gateposts or other external features.**
- ❖ **Ensure that car parking is designed to have a minimal visual impact on the street frontage.**
- ❖ **Maintain level of tree coverage within street scene.**

Orrell Park

- h. Development proposals, particularly in respect to extensions to or the remodelling of dwellings, will need to:
- ❖ **Respect the scale and massing of adjacent properties.**
- ❖ **Respect original detailing to dwellings in terms of scale, proportion & the type & finish of materials.**
- ❖ **Retain or reinstate original boundary treatments, in particular privet hedges.**
- ❖ **Ensure that car parking is designed to have a minimal visual impact on the street frontage.**
- ❖ **Contribute to the creation of a coherent design theme, including hard and soft landscaping for areas adjacent to highway.**

Glossary

Active frontage: The use of buildings which front onto the road as shops or businesses increases the number of people on the street and promotes more natural surveillance. Having frequent doors, windows and balconies, with few blank walls can also help by adding interest to public areas.

Character: See Local Character.

Context: The wider setting of a site or area, including factors such as traffic, activities and land uses as well as landscape and built form.

Curvilinear development: Development along, curved roads or boundaries. This is often typical of more modern housing estates, built since the end of World War II.

Form: The layout (urban grain), scale (height and massing), appearance (materials and detail) and landscape of the development, its individual parts and their relationship with neighbouring buildings, adjacent open areas and the local context.

Garden city movement: A movement in the early 20th Century towards the development of new towns which provided a better quality of life, away from the crowded cities. These self-contained towns were planned with low density housing, with gardens, set around large areas of open space.

Grid-iron development: (see Layout below) Development where the road and housing layout looks like a grid, (or squared paper like school maths books!) with regular proportions and spaces. This is the commonest and the most traditional pattern for terraced houses built before 1919.

Hard and soft materials: This includes both 'hard' building materials such as bricks, tiles, slates and fencing and 'soft' landscaping such as trees, shrubs and grass.

Hierarchy of building form: Taller building fronting onto a main road with lower buildings to the rear.

Infill development: Development that uses up smaller vacant sites or spaces within the original settlement, that is, it fills in the gaps between existing buildings.

Irregular Grid Layout: (See Layout below and Grid-iron development above) A grid-iron layout where the spaces or blocks in the grid are different sizes and shapes, and roads are different not regular lengths.

Layout: How a development or area is set out, as seen from above. There are many different ways development can be laid out (just as there are many ways of laying a table!). So 'road layout' is the way roads look, as seen from above, 'building layout' is the way buildings are set out within a site or along roads, and 'site layout' is where things like buildings, parking area and paths are within a site, for example.

Linear development: See Ribbon development and Rectilinear development below.

Local Character: The overall atmosphere and 'feel' of a place or area, the things which give it an identity, make it different from (or similar to) anywhere else and make it what it is.

Permeability: The degree to which an area has a variety of pleasant, convenient and safe routes through it.

Radburn: The Radburn-style approach to housing estates was first used at Radburn, in the USA, in the interwar years. It was widely copied in Britain in the post-war period. In 'Radburn' housing estates the fronts of houses face open space or footpaths not roads, and front gardens may be communal. Roads and parking areas are separate from paths, and are at the back of houses, and may form loop roads and cul-de-sacs.

Rectilinear development: Development that consists of, or is contained by, straight

roads or boundaries. This is often typical of traditional terraced housing, built before 1919.

Ribbon development: Development concentrated in a long, narrow strip along a road, railway line or even a river or canal.

Scale: The impression of a building when seen in relation to its surroundings, including its height and massing, or the size of parts of a building or its details. Sometimes it is the total dimensions of a building which give it its sense of scale: at other times it is the size of the elements and

the way they are combined. The concept is a difficult and ambiguous one: often the word is simply used instead of size.

Speculative development: Development which is built before the builder or developer knows who will use it

Urban grain: The pattern of the arrangement and size of buildings and their plots in a settlement; and the degree to which an area's pattern of street-blocks and street junctions is respectively small and frequent, or large and infrequent.

Further Advice and Guidance

National design guidance:

- ***'Better Places to Live - A Companion Guide to PPG3'***, available from the Commission of Architecture and the Built Environment.
- ***'Building In Context'***, available from English Heritage and the Commission of Architecture and the Built Environment.
- ***'By Design: Urban Design in the Planning System – Towards Better Practice'***, available from the Commission of Architecture and the Built Environment.
- ***'Design Review'***, available from the Commission of Architecture and the Built Environment.
- ***'PPG1: General Policy and Principles'***, available from the Office of the Deputy Prime Minister.
- ***'The Urban Design Compendium'***, available from English Partnerships and the Housing Corporation.
- ***'The Value of Urban Design'***, available from the Commission of Architecture and the Built Environment.
- ***'Safer Places: The Planning System and Crime Prevention'***, available from the Office of the Deputy Prime Minister or the Home Office.

Other relevant supplementary planning guidance we have produced:

- Archaeology
- Providing a choice of travel
- House extensions
- Landscape character
- Landscape design guidance sheets
- New housing residential development
- Sustainable drainage systems
- Trees and development

Sefton MBC information notes:

- Renewable energy information note
- Landscape design guidance sheets

Useful contacts

Planning & Economic Regeneration Department

(For Bootle, Waterloo, Crosby, Hightown, Maghull and Melling)

Planning Department,
Development Control South,
Balliol House,
Balliol Rd,
Bootle,
L20 3RY
Tel: (0151) 934 3572
Fax: (0151) 934 3587
E-mail:
planning.department@planning.sefton.gov.uk

(For Southport, Formby, and Ince Blundell)

Planning Department,
Development Control North,
9/11 Eastbank Street,
Southport,
PR8 1DL
Tel: (0151) 934 2206
Fax: (0151) 934 2212
E-mail:
planning.dcnorth@planning.sefton.gov.uk

Community Safety Section

Chief Executives Department,
Connolly House
47, Balliol Road,
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L20 3AA
Tel: (0151) 934 4466
Email: David.Fenney@chief-executives.sefton.gov.uk

Environmental Advisory Service

Bryant House,
Liverpool Rd North,
Maghull,
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L31 2PA
Tel: (0151) 934 4950
Fax: (0151) 934 4955

E-mail: Alan.Jemmett@eas.sefton.gov.uk

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25 Victoria Street
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Phone: 0207 227 3423
Fax: 0207 227 3400/01
E-mail: acpocpi@acpo.pnn.police.uk
Website: www.securedbydesign.com

Building Research Establishment

Garston
Watford
WD25 9XX
Phone: 01923 664462
Fax: 01923 664103
E-mail: ecohomes@bre.co.uk
Website: www.bre.co.uk

Commission for Architecture and The Built Environment (CABE)

Tower Building
11 York Road
London
SE1 7NX
Phone: 020 7960 2400
Website: www.cabe.org.uk

English Heritage (North West)

Suites 3.3 and 3.4
Canada House
3 Chepstow Street
Manchester
M1 5FW
Phone: 0161 242 1400
Fax: 0161 242 1401
Website: www.english-heritage.org.uk

English Partnerships (North West)

Arpley House
110 Birchwood Boulevard
Birchwood
Warrington
WA3 7QH
Phone: 01925 651144
Fax: 01925 411493
Website: www.englishpartnerships.co.uk

Housing Corporation

Maple House

149 Tottenham Court Road

London

W1T 7BN

Phone: 020 7393 2000

Fax: 020 7393 2111

Email: enquiries@housingcorp.gsx.gov.uk

Website: www.housingcorp.gov.uk

Office of the Deputy Prime Minister

Eland House

Bressenden Place

London

SW1E 5DU

Phone: 020 7944 3000

Website: www.odpm.gov.uk

APPENDIX 1

Statement of public consultation

- a The Planning Committee approved a draft 'Design' planning guidance note for feedback and to help it make decisions about planning applications on 5 June 2002. It was placed on our website later that year.
- b The guidance was discussed at the meeting of the Sefton Agents' Forum which was held in April 2003. Few comments or questions were raised during the meeting.
- c We consulted interested organisations in July 2003. In total, we sent over 600 letters to local agents, developers, housebuilders and other interested groups (such as parish councils). We then consulted with the general public in September and October 2003. We placed adverts in the local press and the guidance was available in the two planning offices and at four main public libraries (the main library at Bootle was closed for repair in 2003).
- d Our consultation procedure is in line with Planning Policy Guidance Note 12 'Development Plans' (PPG12) which stresses the importance of consulting widely if we and the Secretary of State are to rely on Supplementary planning guidance notes to help make decisions about planning applications.
- e We received a number of comments about the guidance from Formby Civic Society, Merseyside Civic Society, Government Office North West, Hitchcock and Wright and United Utilities. The table over the page summarises the comments we received, and our responses.
- f We consulted Plain English Campaign on the guidance to help make its wording clearer.
- g We revised the guidance to take account of the comments received during the consultation process, changes proposed to the draft plan, to correct mistakes in the guidance and to make the wording clearer in line with Plain English Campaign's suggestions.
- h We reported the results of the consultation process to the Planning Committee on 17 December 2003. The 'Design' guidance note, including a new Sustainability checklist in Part 4, was adopted on 17 December 2003.

Table – summarising comments received about the Design Supplementary planning guidance note and our responses

Person or Organisation commenting	Summary of comment	Summary of our response
General comments about all Supplementary planning guidance notes		
Garden History Society	No comments	Response is noted.
Formby Civic Society	Write to support all of the SPGs.	Support is noted.
Design Supplementary planning guidance note		
Merseyside Civic Society	Supportive of comprehensive assessment of character	Support is noted
Formby Civic Society	The section that identified Freshfield Road and Ryeground Lane as characteristic areas is excellent.	Support is noted
Government Office North West	Expand introduction to document to include overall vision for Sefton's urban environment.	Wording will be added to do this.
Government Office North West	Document could make useful links to Community Strategy and the major plans for neighbourhood renewal in the Borough	It is more appropriate for these documents to refer to other Supplementary planning guidance notes.
Government Office North West	Suggest highlighting design relating to public realm and inclusion of public art/ street furniture as Borough has some good examples to promote as good practice e.g. improvements at Southport	Southport Seafront Supplementary planning guidance note includes appropriate references. The Design Supplementary planning guidance note is aimed at developers and we considered that it is not the appropriate place to refer to street furniture. There is no policy in the draft Plan on public art and so it would not be appropriate to make reference to this in guidance note.
Government Office North West	<p>Specific points:</p> <ul style="list-style-type: none"> - useful to mention need for buildings to face streets, squares or parks and avoid inward-facing development - welcome emphasis placed on sustainable drainage systems - section on access could be expanded to take into account public transport considerations - Settlement Character Plans – useful to have the conservation areas marked on the plans as well. 	<ul style="list-style-type: none"> - This first point will be included. - The second point is noted. - Access issues are dealt with in the 'Providing a Choice of Travel' guidance note but cross reference will be added. - Conservation areas will be added.
Hitchcock and	Revision of urban edge to include	This is premature until, firstly, the

Person or Organisation commenting	Summary of comment	Summary of our response
Wright	proposed Switch Island/ Thornton Bypass	road scheme is approved and, secondly, any consequent change to the Green Belt boundary is made.
United Utilities	Deep rooted shrubs and trees should not be planted in the vicinity of underground /overhead electricity cables, water mains, public sewers and overflow systems.	Amendment to be made to say that utilities need to be consulted before planting in the vicinity of their apparatus.