
Appendices

Contents		Page
Appendix A -	Site Survey and Analysis	133
Appendix B -	Planning Application Submissions	134
Appendix C -	Landscape Technical Specifications	135
Appendix D -	Parking Standards	140
Appendix E -	Bibliography	148
Acknowledgements		150
List of Authors		151

Appendix A

Site Survey and Analysis

1. Designers need to be familiar with, and aware of, the specific physical characteristics of the site being developed. The design concept for each site will vary depending upon these characteristics.
2. The Site Survey. This should be map based to a scale of 1:500 or, in the case of very large sites, 1:1250. Each plan should contain a north point, scale, title and reference number.

The following list contains some of the key elements of a comprehensive site survey:-

- * Precise boundaries of site
- * soil characteristics
- * topography/landform
- * drainage and water features, including ditches and ponds
- * existing roads and footpaths both on site and adjoining, including drainage
- * vegetation (all trees and hedges should have the full extent of canopies/widths shown)
- * archaeological sites
- * services crossing and adjoining site
- * buildings and structures on site and those immediately adjacent.

3. Site Analysis

This should relate the site survey to any development brief in terms of specified features to be retained. Such analysis should identify any constraints on development, for example, areas likely to flood, contaminated land, the presence of ecologically sensitive areas including wildlife or preserved trees. It is expected that a landscape and/or townscape appraisal will be undertaken in respect of the site and its surroundings, along with an assessment of the capacity of the existing road and footpath network.

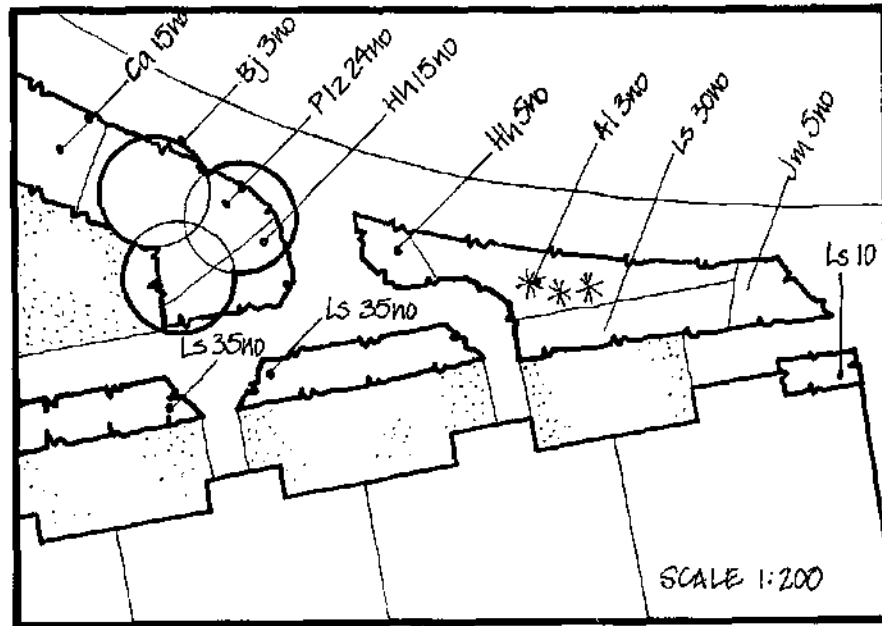
Appendix B

Details to be submitted with a planning application

1. **OUTLINE PLANNING APPLICATIONS.** Apart from the usual forms, certificates and appropriate fee, Outline planning applications should be accompanied by the following information:
 - Site Survey and Analysis on a map base to a scale of 1:500 or, on very large sites, 1:1250. Smaller urban sites may justify site survey and analysis on a 1:200 scale map base, given the likely proximity of surrounding development;
 - a Master Plan for large estates to a scale of 1:1250, accompanied by a brief written statement outlining the developer's design philosophy. Whilst not definitive, the following list indicates the general content of a Master Plan:
 - retained site features
 - infrastructure, especially road network as it relates to current road pattern
 - phasing and density of areas to be developed for housing
 - landscaping (predominantly structural and formal open space provision)
 - community facilities
 - any associated non-housing provision such as local shops/employment sites.
2. **RESERVED MATTER APPLICATIONS.** Reserved Matter applications which are submitted in pursuance of an Outline planning permission will be expected to contain all the details required by the local planning authority to determine the merits of the total housing environment proposed. Normally such details should be shown at a minimum of 1:500 scale for layout plans, 1:200 scale for landscape details and 1:100 scale for building elevations and floorplans. Details to be submitted would include:
 - the position of all buildings, their design and method of construction/materials;
 - details of road and footpath/cycleway layout, materials, construction if the road is not to be adopted; when road to be adopted see section 6.5.
 - hard surfaces, walls, fences, gates and play equipment;
 - landscape details eg, location, species, size, density, site preparation;
 - services eg, routeing, substations, bus stops, lighting, telephone boxes, pumping stations;
 - provision for car parking and assignment of spaces, if not within domestic curtilages;
 - amenity and informal landscaped areas;
 - details of maintenance proposals for all communal areas, roads, footpaths and open spaces, with a clear indication of who will maintain them. In the case of roads and footways/footpaths, this is likely to be covered by the subsequent adoption procedures under the Highways Act.
3. **FULL PLANNING APPLICATIONS.**

Applications seeking a full planning permission from the outset should contain all the detail required in Sections 1 and 2 above.

Appendix C



SPECIES	SIZE	NO	PLANTING DENSITY
Bj <i>Betula jaquemontii</i>	1.8m cg	3	3 metre spacing
A1 <i>Amelanchier lamarki</i>	60-90 cg	3	1 metre spacing
Ca <i>Cornus alba</i> "Sibirica"	60-90 cg	15	1 metre spacing
Hh <i>Hedera helix</i> <i>Hibernica</i>	90-120 cg	15	2 per m ²
Jm <i>Juniperus x media</i> "Pfitzerana"	45-60 cg	5	1 per m ²
Ls <i>Lavandula spica</i>	30-45 cg	110	3 per m ²
P12 <i>Prunus laurocerasus</i> "Zabeliana"	45-60 cg	24	1 per m ²

NOTE

Trees are to be protected in shrub areas with spiral guards and stake supports
 All shrub areas will be mulched following planting to a depth of 50mm with
 ornamental grade Bark mulch

Landscape Technical Specifications

1. Landscape Schemes

A full schedule of works should be appended to the scheme demonstrating the pre and post planting works that will be carried out.

All plants being used on the scheme should be named, using botanical (Latin) names, showing both the species and the genera, e.g. *Cotoneaster (dammeri)* 'Skogholm' not 'Cotoneaster ground cover' or 'Skogs'.

Plans should always contain the following information:

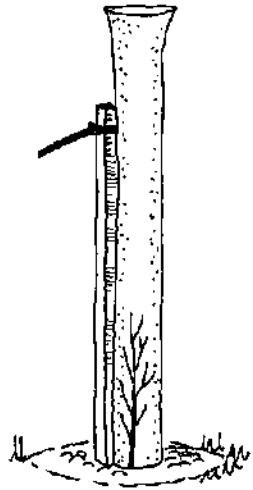
- Planting density (plants per square metre)
- Size of plants.
- Planting materials such as mulching, stakes, canes, shelters and other materials intended to aid establishment.

Where standard trees are being planted these should be container grown. They should be secured to a low wooden stake not more than 30cms tall above ground level, using one tree tie. All broken and damaged branches should be pruned back to a living bud. Larger trees will require more robust securing systems, involving taller stakes, more stakes or underground anchorage. Stakes must be removed during the third season after planting or ties loosened after that time to accommodate stem growth.

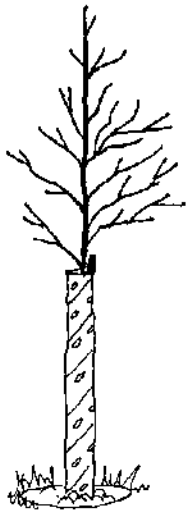
A landscape design should contain measures to ensure that soil conditions will allow successful establishment of the planting, where this is necessary. For example, soil contaminated with fuel or chemical spillage (including road salts) must be replaced with fresh top soil before planting.

All landscape plans should be clear, concise and normally to a scale of 1:200.

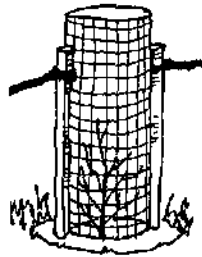
Appendix C (continued)



1.2 metre high tree shelter



60cm high Spiral guard



60cm high Grc cone

2. Soil compaction

Soil compaction caused through mechanical activity is very common on development sites. This destroys the soil structure and makes the proper movement of air and moisture through the soil impossible. Plants will fail to establish and grow in these conditions, so measures to alleviate compaction should form part of any landscape scheme.

These could include:

- Protection of planting areas to prevent mechanical activity or storage of materials.
- Subsoiling to relieve compaction.
- Excavation and replacement of compacted soil.

3. Topsoil

Where topsoil is to be imported/replaced on a site which has been stripped of its topsoil during the course of development, it is expected that replacement soil will be graded and freed from rubbish such as stones and building materials. Topsoil should be inspected and its quality agreed before it is installed on site. - See B.S.3882 for guidance.

4. Aids to Establishment

These should be used on all low maintenance schemes

- rabbit guards: where damage is likely;
- tree shelters: to help some slower growing trees establish quickly if planted as whips or transplants;
- mulch: to reduce weed competition and evaporation from the soil. Can be bark or woodchips, bitumen or polythene mats; polythene sheeting;
- the use of rainwater butts in association with stormwater runoff systems to provide a watering facility for garden planting is recommended in the interests of water conservation.

Appendix C (continued)



5. Weed Control

It is especially important with hedges and shrub beds to ensure that weeds are adequately controlled. In addition, the bases of trees and shrubs which are grown in grass areas should always be kept clear for a distance of at least half a metre from the trunk of the tree. The use of mulching material cuts down the cost of weed control after planting. Mechanical weeding should be undertaken at least twice yearly.

6. Grass Seeding

Grass areas will only be regarded as acceptable where the soil level has been cultivated to a minimum depth of 15cms, left even, well compressed and free from stones and other materials and raked to a fine tilth. The seed itself should have successfully germinated evenly over the entire soil surface. A minimum of 30gms per metre square sowing rate will have been undertaken (dependent on the seed mixture) which should be indicated on the scheme. The soil surface must be left slightly proud of edging stones and other hard surfacing, to ensure that acceptable grass cutting can be undertaken. Narrow corners should not be laid to grass and service access points such as manholes should not be left proud of the final soil level.

7. Tree Works

The standard work to trees must conform to the B.S.3998; 1989. The terminology and types of work described therein should be used in all tree work proposals.

8. Choice of Plant Species

The lists of plant species given below are for guidance in specific circumstances, where the choice of species may be particularly important. The lists are in no way intended to be a substitute for professional expertise, nor are they exhaustive in scope.

Where a new estate abuts open countryside, or where the rural nature of a site requires emphasis, the use of native plants within a landscape scheme is desirable. A list of appropriate species is given below, however these plants may not be suitable for all sites in the county. Professional assistance is strongly recommended before making any final selection of species.

Appendix C (continued)

Native Trees and Shrubs Suitable for Planting in Suffolk

BROAD LEAVED TREES

Common Name	Latin Name	Comments
Alder-Common	<i>Alnus glutinosa</i>	Wet, heavy soils
Ash	<i>Fraxinus excelsior</i>	All soils
Beech*	<i>Fagus sylvatica</i>	Open lighter soils
Aspen	<i>Populus tremula</i>	Moist soils
Birch - Downy	<i>Betula pubescens</i>	Heavy loam
Birch - Silver	<i>Betula pendula</i>	Light sandy loam
Bird Cherry	<i>Prunus padus</i>	All
Crab Apple	<i>Malus sylvestris</i>	All
Gean	<i>Prunus avium</i>	All
Holly*	<i>Ilex aquifolium</i>	All - shade tolerant
Hornbeam*	<i>Carpinus betulus</i>	Moist except very moist
Lime - small leaved	<i>Tilia cordata</i>	Deep, moist soils
Maple - field *	<i>Acer campestre</i>	All
Oak - English	<i>Quercus robur</i>	Moist, heavy clay
Oak - Sessile	<i>Quercus petraea</i>	Dry soils and flood tolerant
Pear*	<i>Pyrus pyraeaster</i>	All soils
Poplar - Black	<i>Populus nigra</i>	Moist
Rowan	<i>Sorbus aucuparia</i>	Well drained light soil
Service*	<i>Sorbus terminalis</i>	Chalk
Whitebeam	<i>Sorbus aria</i>	Moist soils - limestone
Willow - White*	<i>Salix alba</i>	Wet, flooding or new sites
Willow - Crack	<i>Salix fragilis</i>	Wet, flooding or new sites
Willow - Purple *	<i>Salix purpurea</i>	Moist

* = Trees that are also suitable for inclusion within hedges

CONIFERS

Common Name	Latin Name	Comments
Scots Pine	<i>Pinus sylvestris</i>	Well drained acid soils
Yew	<i>Taxus baccata</i>	All soils except very acid

PLANTS SUITABLE FOR HEDGING

Common Name	Latin Name	Comments
Beech*	<i>Fagus sylvatica</i>	Deep moist soils
Blackthorn*	<i>Prunus spinosa</i>	All soils
Bramble	<i>Rubus fruticosus</i>	All soils
Broom - Common	<i>Cytisus scoparius</i>	All soils
Buckthorn - Alder	<i>Frangula alnus</i>	Moist and acid
Buckthorn - Purging	<i>Rhamnus catharticus</i>	Alkaline
Dogwood	<i>Cornus sanguinea</i>	Moist
Guelder Rose	<i>Viburnum opulus</i>	Moist
Field Maple*	<i>Acer campestre</i>	All soils
Hawthorn *	<i>Crataegus monogyna</i>	All
Hazel *	<i>Corylus avellana</i>	All
Holly*	<i>Ilex aquifolium</i>	All
Hornbeam*	<i>Carpinus betulus</i>	Deep moist soils
Osier	<i>Salix viminalis</i>	Deep moist soils
Privet - Common	<i>Ligustrum vulgare</i>	Dry, alkaline chalk
Rose - Dog	<i>Rosa canina</i>	All soils
Rose - Field	<i>Rosa arvensis</i>	Deep clay
Wayfaring tree*	<i>Viburnum lantana</i>	Alkaline soil
Willow - Goat	<i>Salix caprea</i>	Moist
Willow - Grey *	<i>Salix cinerea</i>	Moist

* = Hedge species which may grow on to become trees

Appendix C (continued)

Low Ground Cover Plants.

adjacent to highways and within visibility splays
(These may still require routine pruning)

Small Trees or Large Shrubs for Planting in Sites with Restricted Space

Name	High Salt Tolerance	English Name	Botanical Name	Ht.m	Suitable where rootspace is restricted	Suitable where crown-space is restricted
<i>Berberis wilsonae</i> *	Yes	Silver Birch	<i>Betula pendula</i> *	15	+	+
<i>Bergenia cordifolia</i>	Yes	Hopew Crab	<i>Malus hupehensis</i> *	7	+	+
<i>Buxus microphylla</i>		Hornbeam	<i>Carpinus betulus 'fastigiata'</i>	16		+
<i>Ceanothus thyrsiflorus repens</i>		Rowan	<i>Sorbus aucuparia</i> *	7	+	+
<i>Cornus canadensis</i>		Fastigate Oak	<i>Quercus robur 'fastigiata'</i>	15		+
<i>Cotoneaster dammeri 'Skagholm'</i> *	Yes	Medlar Tree	<i>Mespilus germanica</i>	7	+	+
<i>Cytissus scoparius prostratus</i>	Yes	Irish Yew	<i>Taxus baccata 'fastigiata'</i>	10		+
<i>Erica carnea</i> *	Yes	Snowy Mespilus	<i>Amelanchier lamarckii</i>	10	+	+
<i>Euonymus fortunei 'Coloratus'</i> *	Yes	Moosewood	<i>Acer pensylvanicum</i>	10	+	+
<i>Hebe albicans</i> *	Yes	Spindle	<i>Euonymus europaeus</i>	5	+	+
<i>Hedera helix</i> *		Fastigate Beech	<i>Fagus sylvatica 'Dawyck'</i>	20		+
<i>Hypericum calycinum</i> *	Yes	Kilmarnock Willow	<i>Salix caprea 'Pendula'</i>	4	+	+
<i>Jasminum nudiflorum</i>		Pea-tree	<i>Caragana arborescens</i>	5	+	+
<i>Juniperus horizontalis 'Glauca'</i>	Yes	Wayfaring Tree	<i>Viburnum lantana</i> *	4	+	+
<i>Lamium galeobdolon</i>		Juniper	<i>Juniperus communis</i>	7	+	+
<i>Lavendula spica 'Hidcote'</i>		Weeping Box	<i>Buxus sempervirens 'Pendula'</i> *	8	+	+
<i>Lonicera japonica 'Halliana'</i>	Yes	Pyramid Alder	<i>Alnus glutinosa 'Pyramidalis'</i>	20		+
<i>Lonicera pileata</i>	Yes	Almond	<i>Prunus dulcis</i> *	10	+	+
<i>Mahonia x repens</i>		Alder Buckthorn	<i>Frangula alnus</i>	5	+	+
<i>Pernettya prostrata</i>		Cornelian Cherry	<i>Cornus mas</i> *	10	+	+
<i>Picea abies 'Repens'</i>		Filbert	<i>Corylus maxima</i> *	6	+	+
<i>Prunus laurocerasus 'Otto Luyken'</i> *		Tulip Tree	<i>Liriodendron tulipifera Fastigiata</i>	20		+
<i>Pryacantha 'Soleil d'Or'</i>						
<i>Rubus tricolor</i>						
<i>Sarcococca humilis</i>						
<i>Vinca minor 'Variegata'</i>						

Those marked * contain other varieties within the same family, which are also suitable.

* = other entirely acceptable species, hybrids or cultivars within the genus

+ = suitable

◆ = prone to rust disease

Appendix D

Parking Standards Introduction

1.1 The purpose of the parking standards contained in this document is to ensure, in normal circumstances most commonly encountered, that parking and manoeuvring space is provided within the curtilage of development sites to cope with the traffic likely to be generated by that particular land use. It is expected that these standards will be met thus preventing a rise in on-street parking, interference with free flow of traffic and congestion.

1.2 The standards have been prepared taking into consideration the number and type of vehicles likely to be generated by the particular land use and reflect the normal minimum requirements for parking spaces. Where a proposed development is not specifically included in these standards the parking requirement will be assessed by taking into account experience of similar developments and the particulars of the specific application including the numbers of vehicles likely to be generated by the use and whether vehicles belong to the occupants or visitors.

1.3 Where a development will include two or more uses each use will be assessed separately for its parking requirement. If it can be demonstrated that such uses will not be carried out concurrently, shared use of parking areas may be considered.

2. Service Vehicles

2.1 Service vehicles will be required to enter and leave the highway in forward gear and have sufficient space on site for manoeuvring. An indication of the minimum number of service vehicle bays and their size will be given within the standards.

3. Dimensions

3.1 Each car parking space shall be 4.8m x 2.4m unless otherwise agreed and spaces for the physically handicapped should represent approximately 5% of the total number. Those spaces should have a minimum width of 3.3 metres.

4. Calculations

4.1 When calculating the number of spaces for the development proposed the result shall be 'rounded up' to the next highest whole number if the original calculation produces a decimal number.

Appendix D (continued)

5. Residential Development

5.1 Houses and Flats

In addition to the standards quoted below for each 5 dwellings proposed 1 unassigned space shall be provided for visitor and service parking. These spaces, if located and constructed in accordance with Highway Authority guidance are likely to be adopted by the Highway Authority.

- | | |
|---|--|
| - Dwellings of 2 or fewer bedrooms with private grouped unassigned parking courts | Three spaces per two dwellings |
| - Dwellings of 3 or more bedrooms with private grouped unassigned parking courts | Two spaces per dwelling |
| - Dwellings of 3 or fewer bedrooms (parking within the curtilage of the dwelling) | Two spaces per dwelling which may include garage provision |
| - Dwellings of 4 or more bedrooms (parking within the curtilage of the dwelling) | Three spaces per dwelling which may include garage provision |

Appendix D (continued)

5.2 Retirement Homes

The schemes are, in the main, provided by the private sector and are Leasehold Schemes for the elderly (L.S.E.). The District Council will normally require developers to enter legal agreements restricting occupation to elderly persons.

The normal standards for houses/flats will apply if no lower age is to be agreed. The rate of parking provision applicable is dependent upon the age of the occupants and the location of the scheme. The Suffolk Structure Plan Policy CS5 sets out a list of towns in Suffolk and, for the purpose of car parking, these can be taken as 'urban' - all other villages will be termed 'rural' - the list is shown in 9 below.

5.3 Retirement Homes - Parking Spaces per Residential Unit

MINIMUM AGE	'RURAL'	'URBAN'
55	one and a half	one
60	one	two-thirds
65	three-quarters	half
70	half	one-third

5.4 Warden Serviced Housing for the frail elderly

- Two spaces per warden and one space per 4 dwellings

The District Council will normally require developers to enter legal agreements restricting occupation to persons over 60. The normal standard for house/flats will apply if no or a lower age limit is to be agreed. This includes Local Authority Category 2 Sheltered Accommodation.

5.5 Community Homes (Homes for children, physically and mentally handicapped adults and children).

- 1 space for each member of residential staff and one space per 2 members of day staff and 1 space per 3 beds

Appendix D (continued)

5.6 Homes in Multiple Occupation

Where housing needs are paramount (not holiday bedsits) 2 spaces per 3 rooms

6 Shopping

Shops	Up to 499 sq.m GFA	Room for one 16.5m lorry	One car space per 25sq.m
	500-2000 sq.m GFA	Room for one 16.5m lorry per 1000sq. m	20 car spaces plus one car space per 15sq.m above 500sq.m.
	Above 2000 sq.m	Room for one 16.5m lorry per 1000 sq.m	120 spaces plus one space per 10sq.m above 2000sq.m
Food supermarkets and super-stores		Room for one 16.5m lorry per 1000sq.m	One car space per 10sq.m

7. Hotels, Conference Centres, Restaurants, Public Houses

Hotels		1 coach space /16.5m lorry space per 100 bedrooms	1 car space for each bedroom
Restaurant & bars			1 space per 4sq.m of public area
Conference Centres			1 space per 3 seats
Exhibition Halls			1 space per 6sq.m

Note: Where conference centres and/or exhibition halls are to be developed in conjunction with an hotel the standards should be additive but with a reduction on conference centre space equivalent to one seat per bedroom.

Appendix D (continued)

Restaurants, Cafes
Public House and
Wine Bars

One 16.5 lorry
space

1 car space
per 4sq.m of
public area

8. Education

Operational
Requirements

One lorry/coach
parking space with adequate
and safe facilities for turning
the vehicle

1 space per teaching staff member

1 space per 2 ancillary/administrative staff

Visitor spaces, a minimum of 6 or 1 space per 25 pupils whichever is the greater subject to a maximum of 20 spaces. Where parents parking has been provided at the site the visitors spaces standard may be reduced or dispensed with.

Parents Parking at Primary Schools

1 space per 10 pupils on roll.

Given the wide variation in the type, size and location of primary schools and of the means of access to such schools the Local Planning & Highway Authorities will undertake a detailed assessment of each application in order to determine, in each case, the way in which this standard is applied.

Appendix D (continued)

Urban Towns

The following towns taken from Structure Plan Policy CS5 will be considered 'urban' for the purposes of car parking standards.

Aldeburgh

Beccles with parts of Worlingham

Brandon

Bury St Edmunds with parts of Fornham All Saints, Fornham St Martin and Horringer

Bungay

Debenham

Eye

Felixstowe with parts of Trimley St Martin and Trimley St Mary

Framlingham

Hadleigh

Halesworth with parts of Holton

Haverhill

Ipswich with parts of Belstead, Kesgrave, Martlesham, Purdis Farm, Rushmere St Andrew, Sproughton and Washbrook

Leiston

Lowestoft with parts of Oulton and Carlton Colville

Mildenhall

Needham Market

Newmarket

Saxmundham

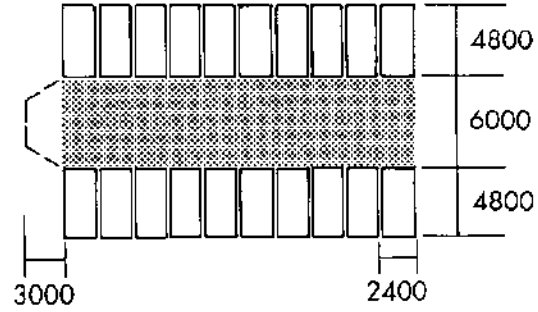
Southwold with parts of Reydon

Stowmarket with parts of Stowupland

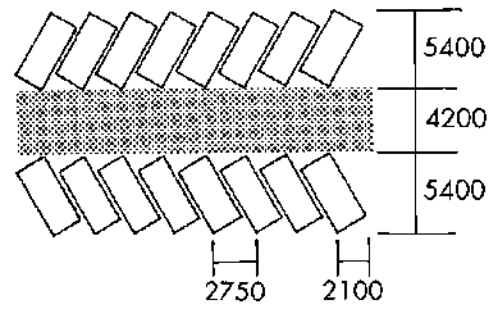
Sudbury with parts of Chilton and Great Cornard

Woodbridge with parts of Melton

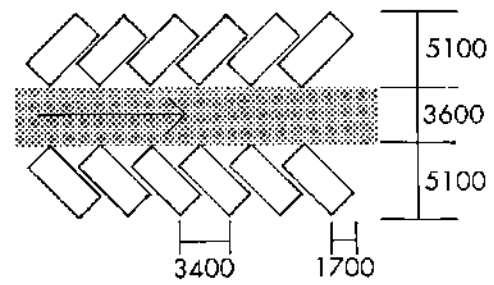
90° Parking



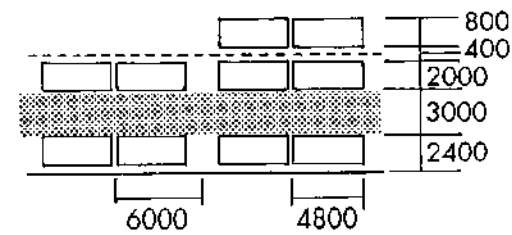
60° Parking



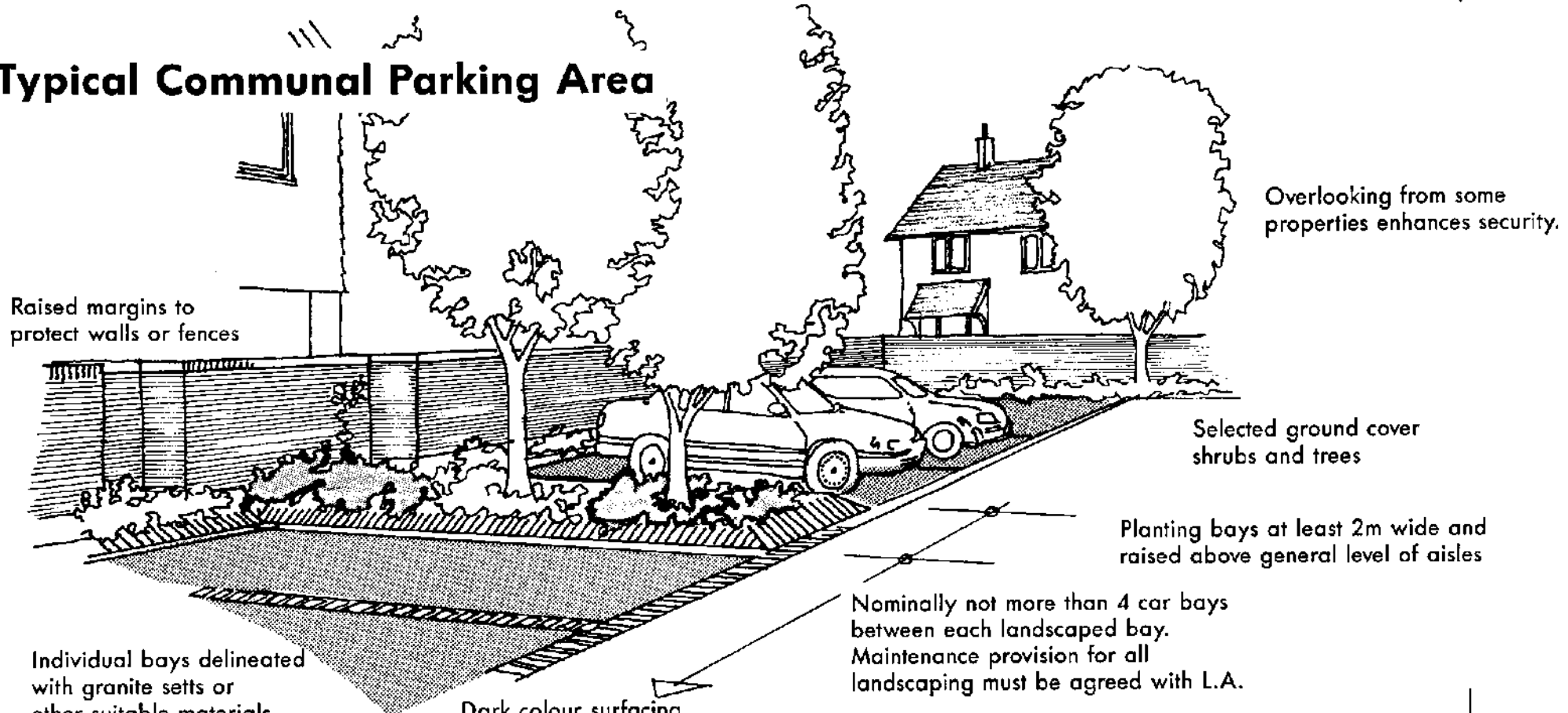
45° Parking



0° Parking



Typical Communal Parking Area



Raised margins to protect walls or fences

Overlooking from some properties enhances security.

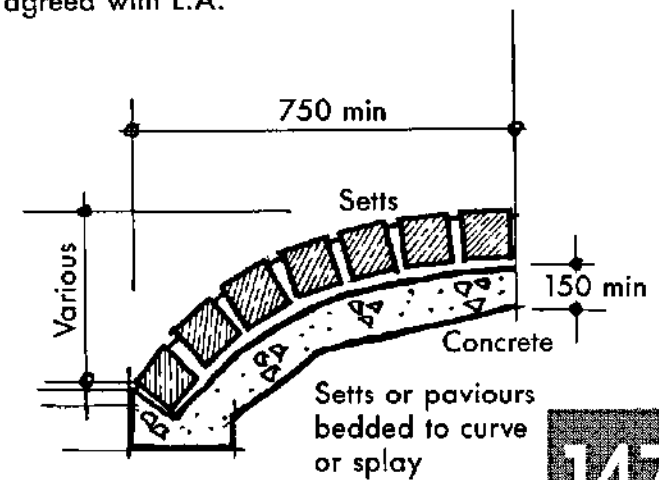
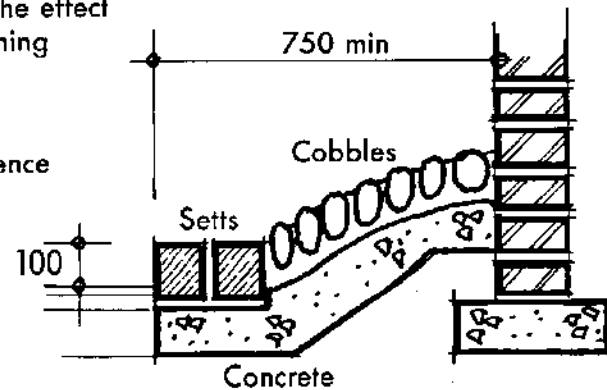
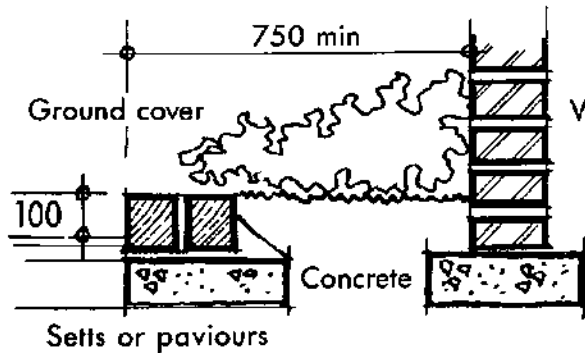
Selected ground cover shrubs and trees

Planting bays at least 2m wide and raised above general level of aisles

Nominally not more than 4 car bays between each landscaped bay. Maintenance provision for all landscaping must be agreed with L.A.

Individual bays delineated with granite setts or other suitable materials

Dark colour surfacing to parking bays to minimise the effect of oil staining



Examples of Suitable Treatment of Raised Margins

Appendix E

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Appendix E (continued)

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