

# GLOSSARY

**Accident Investigation and Prevention (AIP)** - A systematic procedure for identifying sites where a high accident rate or significant accident pattern exists and the subsequent design and implementation of low cost engineering remedial measures.

**Affordable Housing** - That which is accessible to people whose incomes are insufficient to enable them to afford adequate housing locally on the open market. It includes social rented or shared ownership housing provided by housing associations, local authorities, and other similar agencies. Housing is regarded as affordable where its costs to the occupier, however it is provided, is equivalent to the cost of registered housing association accommodation of similar size and quality within the locality.

**Amenity Space** - Those areas immediately surrounding residential dwellings, used exclusively by the residents of that property for passive or active recreation. It includes play space and drying areas. It does not include access roads, driveways, garages, hardstandings, dustbin/storage enclosures, narrow strips of land restricted in size or shape or incapable of use as sitting out areas, space which does not afford reasonable privacy, nor space in almost permanent shadow.

**Ancient Market Charters** - The Ancient Market is protected by charters, and in particular by a charter granted by Charles I which prohibits the operation of any other market within a 7 mile radius of Kingston.

**Ancillary Floorspace** - Ancillary floorspace is any floorspace used for providing ancillary services or facilities for premises used for the carrying out of another principal purpose, for example offices that are ancillary to industrial premises.

**Annual Monitoring Report** - A report which is prepared annually by the Council to evaluate and review the implementation and effectiveness of the policies and proposals of the Unitary Development Plan.

**Area of Archaeological Significance** - A site where significant archaeological remains may survive, and site investigation will be required.

**Area Revitalisation** - A comprehensive project to improve the local environment within a defined area, through traffic management, repaving, landscaping works, painting and the provision of high quality street furniture (seats, bus shelters, information boards etc).

**Area of Special Advertisement Control** - An area designated by the local authority within which the display of advertisements is more stringently controlled in order to preserve amenity. The area of land covering part of the Metropolitan Green Belt, has been designated an Area of Special Advertisement Control.

**Article 4 Direction** - A direction under Article 4 of the General Development Order, requiring approval of the Secretary of State to bring under the control of the local planning authority any specified developments normally permitted under the Town and

Country Planning General Development Order 1988.

**AZTEC** - The Local Training and Enterprise Council which covers the Boroughs of Wandsworth, Kingston and Merton (see Training and Enterprise Councils).

**Best Practicable Environmental Option (BPEO)** This has been defined by the Royal Commission on Environmental Pollution as 'the outcome of a systematic consultative and decision making procedure which emphasises the protection and conservation of the environment across land, air and water. The BPEO procedure establishes for a given set of objectives, the option that provides the most benefits or the least damage to the environment, as a whole, at acceptable cost, in the long term as well as in the short term

**Bridleway** - A highway over which the public has a right of way on foot, on horseback (or leading a horse), but with or without a right to drive animals of any description. Bicycles may also be ridden on bridleways but these rights can be extinguished.

**Building Preservation Notice** - A notice which can be served by a local planning authority under Section 3 of the Planning (Listed Buildings and Conservation Areas) Act, 1990 on the owner/occupier of a building which whilst is not a listed building, is of particular architectural or historic interest and is in danger of demolition or of alteration in such a way as to affect the character. The effect of the notice, which lasts for a period of six months, is to give the particular building the same legal protection as a listed building. During the six month period the Secretary of State will either decide that the building is worthy of listing, and therefore include it in the list of buildings of special architectural or historic interest, or decide not to list it, in which case the building then reverts it to its original status.

**Buildings of Townscape Merit** - Buildings or groups of buildings which, because of their character or appearance, are considered to make a significant contribution to the townscape and environment of the borough (see Appendix 5).

**Business Use Class** - see Use Classes Order.

**Bus Priority** - A traffic management measure designed to give priority to buses over other vehicular traffic.

**Care in the Community** - The provision of services and support which enables people who are affected by problems of aging, mental illness, learning difficulties or physical or sensory disability to live as independently as possible in their own home or in "homely" settings in the community.

**Car Parking Standards** - The assessment of the parking requirement for the needs of new development, taking into account location and public transport availability and which is better described in the Supplementary Planning Guidance on car parking.

**Change of Use** - Planning permission is normally required to make a material change in the use of a building or other land. See Use Classes Order.

**Child Care Provision** - Examples include crèches, workplace nurseries, daycare nurseries, play groups and mother/toddler groups.

**Circulars** - Occasional government advice to aid the interpretation of legislation and to advise local authorities on government expectations in their delivery of services.

**Community Benefit** - The achievement of benefit for the local community made through an agreement between the developer and the local authority to restrict or regulate the use of land. See planning obligations.

**Community Care Plan** - Prepared jointly with the local family health services authority and the district health authority in collaboration with local voluntary and private organisations, as required by Government. It explains the arrangements to be made during the year to develop health and social care services for the borough's adult residents and their carers.

**Community Services** - These comprise institutions in the D1 Use Class comprising any use not including a residential use:

- a. for the provision of any medical or health services except the use of premises attached to the residence of the consultant or practitioner;
- b. as a crèche, day nursery or day centre;
- c. for the provision of education;
- d. for the display of works of art (otherwise than for sale or hire);
- e. as a museum;
- f. as a public library or reading room;
- g. as a public hall or exhibition hall;
- h. for, or in connection with, public worship or religious instruction.

**Community Use/Facilities** – See Community Services

**Commuted Payment** - A contribution made by a developer to the Council providing public car parking spaces as part of a major car park, in lieu of the developer making their own provision under the standards.

**Comparison Shops** - Shops selling items which are bought after comparison with other goods. These are defined by the Unit for Retail Planning Information as including clothing, furniture and leather goods, household goods and other non-food retail and hire and repair services. See also Convenience Goods.

**Compulsory Acquisition** - The compulsory acquisition of land for development using appropriate legislation, such as the Land Compensation Act 1973, the Highways Act 1980 and the Planning and Compensation Act 1991.

**Conservation Area** - An area of special architectural or historic interest identified by the local planning authority under the Planning (Listed Buildings and Conservation Area) Act (1990). The local planning authority has a statutory duty to preserve and enhance the character or appearance of such areas. Buildings in such areas are protected from unauthorised demolition and trees may not be felled or pruned without consent.

**Convenience Shops** - Shops selling those Items which are usually purchased from shops on a regular basis, by virtue of their availability and convenience, rather than as a result of the comparison of products. The Unit for Retail Planning Information has

classified the following broad categories of business as convenience goods shops: grocers and provisions dealers (including supermarkets), other food retailers, confectioners, tobacconists and newsagents. See also Comparison Goods.

**Corridor Study** - The systematic study of technical safety conditions on the roads forming the secondary road network.

**Craft Workshops** - These are specialised units where handtools are used to make or repair items such as pottery and leather goods. These goods are also for sale on the premises.

**Cycle Route** - A direct route for cyclists which may vary from a mandatory purposebuilt cycleway to advisory routings on parts of the ordinary road network.

**Deemed Consent** - Those signs and advertisements whose erection or display is permitted by virtue of the Town & Country Planning (Control of Advertisements) Regulations 1992.

**Density** - This is the relationship between the amount of residential accommodation in a development and its net site area. Density is measured in habitable rooms per net residential hectare or acre. Habitable rooms exclude bathrooms, and kitchens under 13 sq m (140 sq ft), with any room over 18.6 sq m (200 sq ft) and easily divisible being counted as two. Net residential area includes gardens and incidental open space. Gross residential area is equal to net residential area plus half the width of the adjacent road up to 6m (20 ft).

**Dial a Ride** - A limited bus service which is offered to the elderly and those with a mobility handicap who can book a trip by telephone.

**Disability** - A condition resulting from the loss of physical, sensory or mental functions which impairs a person's ability to interact with their environment.

**District Centre** - These offer a wide range of goods and services which meet most regular shopping needs of local residents, are focal points of public transport services and are established centres for leisure and community facilities and local employment. Within the Royal Borough there are three district centres: New Malden, Surbiton and Tolworth. See also Local Centre.

**Durable Goods** - See Comparison Shops.

**Dwelling Conversions** - The subdivision of a larger house into two or more smaller, self-contained dwellings.

**Employment Sites** – Sites which have B1, B2 or B8 uses or other uses of an industrial/warehousing/storage nature. This would include for example utility depots.

**Employment Use** - Any industrial, office, business, warehousing or commercial activity which employs people.

**Enforcement Action** - The procedure taken by the local planning authority to remedy unauthorised changes of use or development which are seen as being detrimental to

the amenity of the area.

**Environmental Policy Statement** - This sets out the principles of action and policy aims which define and inform the Council's policy development and implementation, supported by specific environmental policies and action points.

**Environment Campaign** - Run by the Royal Borough to encourage improvement of the local environment through practical initiatives and education including local residents, groups, schools and businesses.

**Existing Use Rights** - under Part 7 of the Town and Country Planning Act 1990 a use of land is established if:

- (a) it was begun before the beginning of 1964 without planning permission for that use and has continued since the end of 1963;
- (b) it was begun before the beginning of 1964 under a planning permission for that use granted subject to conditions or limitations, which either have never been complied with or have not been complied with since the end of 1963;
- (c) it was begun after the end of 1963 as the result of a change of use not requiring planning permission and there has been, since the end of 1963, no change of use requiring planning permission.

Where a person having an interest in land claims that a particular use of it has become established, they may apply (with certain exceptions specified in Section 94) to the local planning authority for an "established use certificate" to that effect.

**Fitness Standard** - A dwelling is regarded as being unfit for occupation if it fails to meet one or more of the following:

- (a) structural stability;
- (b) freedom from serious disrepairs;
- (c) freedom from dampness prejudicial to the health of the occupant;
- (d) adequate provision for lighting, heating and ventilation;
- (e) adequate piped supply of wholesome water;
- (f) satisfactory facilities for the preparation and cooking of food, including a sink with hot and cold water supply;
- (g) suitably located fixed bath or shower and wash hand basin with both hot and cold water supply;
- (h) suitably located water closet;
- (i) effective drainage system.

**General Development Order** - All development requires planning permission. However the General Development Order lists a number of uses to which planning permission is given automatically and therefore no application need be made to the local authority for planning permission. Permitted development rights are granted for small, rear extensions for householders and the change of use of industrial premises to business premises. See Use Classes Order.

**Government Office for London (GOL)** - Integrated regional arm of central government for London created in April 1994, incorporating the Departments of Environment, Transport and the Regions, Trade & Industry and Education and Employment.

**Greater London Development Plan The (GLDP)** - Formerly the strategic plan for the

whole of Greater London, superseded when a Borough's Unitary Development Plan has been adopted.

**Green Belt** - Predominantly open land around built-up areas which has the strategic role of defining the edge of London, limiting urban sprawl, safeguarding open countryside from development, assisting in urban regeneration and providing areas for open recreational activity.

**Green Chain** - A series of open spaces within an urban area usually following existing physical features of the land such as streams and rivers and linked by a pedestrian route.

**Green Corridor** Verges, embankments or open land straddling road and rail routes where there are opportunities for ecological or landscape maintenance or improvement

**Greenfield Sites** - Undeveloped areas of land outside the built up areas.

**Hard and Soft Landscaping** - Normally required as a condition to a planning permission in order to complement, enhance or mitigate the effect of the proposed development. Soft landscaping refers to trees, shrubs and other vegetation including earth mounding whereas hard landscaping consists essentially of paving and dwarf walling.

**Habitable room** - A room within a residential dwelling considered appropriate for occupation. Habitable rooms exclude bathrooms, and kitchens under 13 sq m (140sq ft), with any rooms over 18.6 sq m (200 sq ft), and easily divisible, being considered as two.

**HASQUAD** - Heathrow Access and South West (London) Quadrant Study. Commissioned by the Department of Transport to examine options for road and rail improvements in an area of SW London including improved access to Heathrow Airport.

**Hazardous Substances Consent (HSC)** - This is required when wishing to store hazardous substances over certain prescribed levels as set out in The Planning (Hazardous Substances) Regulations 1992. It is required if it is proposed to increase the level of hazardous substances or to introduce such substances to an area. The local authority issues HSC in consultation with the Health and Safety Executive.

**High Technology Development** - Proposals specifically designed to cater for the particular needs of firms involved in research and development, and/or production of innovative or technologically advanced products such as computers and electronics equipment. Such firms often have a larger and more flexible amount of office and research and development accommodation than traditional factory premises and require a high standard of both internal and external environment.

**Highway Authority** - An authority with the responsibility to maintain, improve and create public highways as defined in the Highways Act 1980. The Council is the highway authority for all roads in the borough with the exception of the A3 Trunk Road.

**Home Zones** – Home Zones attempt to strike a balance between vehicular traffic and all others using the streets in residential areas. Physical alterations to streets and roads and lower speed limits promote careful driving at lower speeds. Environmental improvements and street furniture emphasise the priority of people and non-motorised traffic.

**Hotel, Guest House or Bed and Breakfast Accommodation** - These provide either accommodation services or meals and/or entertainment, on a weekly or nightly basis, for a mainly transient population where the occupants do not generally use the accommodation as their main place of abode. In determining whether premises are either an hotel, a guest house or bed and breakfast guest house, account will be taken of the extent of the accommodation and services provided and whether the owners occupy a material part of the property as their main place of residence.

**House in Multiple Occupation** - A house which is occupied by persons who do not form a single household (Housing Act 1985 Section 3.45). Examples include: bedsits, lodging houses with a resident landlord and premises where some or all amenities are shared by more than one household.

**Housing Association** - A non-profit making organisation financed by grants from the Housing Corporation, usually providing subsidised housing for rent.

**Housing Investment Programme (HIP)** - An annual document produced by the council reviewing the operation of its housing policies and making a bid for central Government funds.

**Household** - One person living alone or a group of people living together who share common catering arrangements or share a common living room. It describes a group of people who do not necessarily have exclusive use of a dwelling.

**Industrial Use** - Use Class B2 'General Industry'. See Use Classes Order.

**Industrial/Warehouse Areas** - Areas of industry and warehousing use defined on the Proposals Map, where it is Council policy (Policy E1) to retain the existing industrial/warehouse use and normally to approve proposals for appropriate new industrial accommodation. Most of these areas will also be permitted to house business use.

**Industry** - Any activity carried out for the purpose of:

- (i) the making of any article, or part of article;
- (ii) the altering, repairing, ornamenting, cleaning, finishing, washing, packing or canning, or adapting for sale, or breaking up or demolition of any article; or
- (iii) without prejudice to the foregoing, the getting, dressing or treatment of minerals, being a process carried out in the course of trade or business.

**Infill Development** - Development on a site which is within a recognisable built-up area and which complements the existing built form.

**Inset Map** - 1:2500 scale maps indicating detail plan policies and proposals for Kingston town centre and the three district centres of Surbiton, New Malden and

Tolworth.

**Jobshare** - An arrangement by which a full time job is done jointly by several part time employees who share the same work.

**Joint Venture Development** - An initiative undertaken through partnership between a private builder and the local authority, in particular to provide low cost or affordable housing. Schemes normally involve the release of local authority land at a discount in order to reduce the final selling price of the properties developed.

**Key Town Centre Uses** – Town centre uses such as retail, employment, leisure and entertainment facilities as well as other appropriate and complementary uses such as residential uses which contribute to the diversity of a town centre making it attractive to local residents, shoppers and visitors.

**Kingston Town Centre** - The Kingston Town Centre Inset Area as identified on the Proposals Map.

**Kingston Town Centre Local Plan** - Adopted by the Royal Borough in April 1985, it provided the local planning authority's policies for the town centre. The Unitary Development Plan has replaced it.

**Large Retail Units** - Shop units with a net retail floorspace of more than 150 sq m as used in the context of Policy SUR 2 for Surbiton district centre.

**Large Scale Office Uses (B1a)** - Within the context of this borough, it is considered that large scale office development constitutes development with a total floorspace area of approximately 500 sq m (5,381 sq ft) or over.

**Leisure Use** - This term encompasses all types of recreation, entertainment, sporting, cultural or social activities.

**Listed Building** - A building included in the list of buildings of special architectural or historic interest compiled by the Secretary of State under Section 1 of the Planning (Listed Buildings and Conservation Areas) Act 1990. Listed building consent is required before whole or partial demolition or any alteration which affects the character of the building is undertaken (see Appendix 4).

**Listed Building Consent** - Required for the demolition of the whole or any part of a listed building, and for any works which affect the character of the building as one of special architectural or historic interest. Consent is required for the demolition of any element, including external cornices, chimneys and for the removal of internal features, even when these are out of sight such as within roof spaces, cellars etc. Both the inside and outside of a listed building is within demolition control, as are buildings, walls, statues etc within the curtilage. The character of a building may likewise be affected by comparatively minor works both internally and externally. Works which could be of concern include the replacement of door or window joinery, the insertion of period fireplaces, cornices or doors, and the painting of exposed brickwork and certain other materials.

**Local Access Roads** - Roads which perform a purely local function in providing

access to individual sites and dwellings and which are not part of the local traffic distribution network as detailed under Policy STR 14.

**Local Agenda 21** - A consultative process undertaken by local authorities with the community to achieve a consensus on action required in the locality to move towards achieving more sustainable development.

**Local Area of Special Character (LASC)** - Areas which have a special character of local, as distinct from metropolitan, significance which makes them distinctive from most other parts of the Borough and thus worthy of protection and enhancement.

**Local Centre** - These are small, clearly defined shopping centres or parades which serve the surrounding residential areas and meet their everyday, convenience goods needs.

**Local Distributor Road** - A local road which disperses traffic within residential, industrial and principal business districts and as described in Policy T5 of the Unitary Development Plan.

**Local Nature Reserves** - Habitats of local significance which make a useful contribution both to nature conservation and to the opportunities for the public to see, learn about, and enjoy wildlife. The Council is required to consult English Nature about the establishment of such reserves.

**London Cycle Network** - A network of cycle routes which has been identified for LPAC and endorsed by the Government.

**Lorry Routes** - An advisory route considered by the highway and traffic authorities to be suitable for use by heavy vehicles so as to minimise environmental impact of such vehicles on surrounding areas.

**Low Cost Home Ownership** - Low cost or affordable housing for sale, often developed as a result of joint venture initiatives. The initial occupier benefits from the discounted price of the property which effectively becomes open market housing on re-sale.

**LPAC** - The London Planning Advisory Committee. This statutory body was created following the abolition of the Greater London Council in 1986 to provide information and policy advice to both the London Boroughs and the Secretary of State on London-wide planning matters. All boroughs and the Common Council of the City of London are represented on this committee.

**Main Road** - A general term used to describe primary and secondary road networks which perform the key traffic function of moving vehicles in the borough.

**Metropolitan Open Land (MOL)** - Areas of predominantly open land forming islands and wedges in the built-up area and which provide it with strategic and attractive breaks. Strategic Guidance stresses that there should be a strong presumption against development in these areas.

**Mixed Use Areas** - Areas defined in the inset maps for Surbiton and Tolworth district

centres within which the plan states that a number of uses as an alternative to retail use will be acceptable subject to the criteria set out in policy DC4.

**Mixed Use Developments** - Two or more uses included within a development proposal. The actual proportion of different uses will be derived from application of appropriate policies of the plan.

**Mobility Housing** - Conventional housing built to a certain basic standard so that it can be adapted to be lived in by most people with disabilities. Its principal features are:-

- (a) a level or ramped approach and flush threshold at the main entrance;
- (b) corridors and doorsets to the principal rooms (including a bedroom) wide enough for wheelchair use;
- (c) a bathroom, WC and at least one bedroom at entrance level.

### **Moorings**

- Short stay moorings: Moorings available for stays of up to 24 hours.
- Long stay moorings: Moorings available for stays of up to one month.
- Permanent moorings: Moorings available for boats and rivercraft staying in excess of one month. This includes moorings for houseboats, seasonal moorings and moorings for boats on private stretches of riverbank.

**Net Residential Area** - Net residential area used in calculating residential density and includes gardens and incidental open space. Gross residential area is equal to net residential area plus half the width of the adjacent road up to 6 m (20 ft).

**Non-conforming Use** - Any use which would be out of character with the established predominant use of an area, e.g. an industrial or related business use located in a primarily residential area.

**Non Self-contained Units** – Accommodation such as hostels, sheltered housing and student halls of residence. They comprise of household units which generally consist of bedrooms and shared facilities.

**Office Floorspace, Gross and Net** - Gross office floorspace is measured from the overall dimensions of the building including the thickness of internal and external walls and is the total floorspace in the development excluding car parking accommodation provided in accordance with the standards, and space for loading and unloading commercial vehicles. Net office floorspace is the lettable floor area that can be put to operational use and therefore excludes such parts of the building as stairs and lift shafts, corridors and halls, lavatories, and plant rooms.

**Office Use** - Use Class B 1(a). See Use Classes Order.

**Off-Street Parking Control** - The regulation generally by agreement over the hours of operation, scale of charges and other matters relating to the management and operation of public off-street parking so as to control the availability of public parking spaces to meet traffic and highway objectives.

**On-Street Parking Control** - The control and regulation of parking on the public

highway under the Road Traffic Acts.

**Operational Parking** - That element of parking in developments which is desirable to have located on site.

**Orbital Movement** - Transportation routes which provide direct links between strategic centres around London rather than only connecting these to the centre of London (see Radial Transport).

**Other Shopping Parades** - These are located on the fringes of Kingston town centre and provide adequate opportunities for all uses that are appropriate in shop premises and parades, including uses such as community services, offices, surgeries, and car sales.

**Park and Ride** - An arrangement where the traveller (shopper, commuter or leisure time user) can drive for the first part of their journey and then use either bus, train or light rail to complete it. This maintains the flexibility of the car but overcomes the car parking problems at the destination point.

**Pedestrian Priority Area** - An area designated within Kingston town centre as part of the townscape strategy giving priority to the pedestrian over other traffic.

**Percent for Art** - An agreement whereby the developer gives a proportion of their development costs towards the provision of a feature of artistic merit or craftsmanship either within the development or elsewhere, for example a sculpture or detailed design feature.

**Permitted Development Rights** - See General Development Order.

**Planning Brief** - A full statement of planning requirements and constraints for a specific proposal site, supplementary to the site guidelines in the Unitary Development Plan, prepared as guidance for potential developers.

**Planning Obligations** - The agreements achieved between developers and the local authority which secure community benefit under section 106 of the 'Town and Country Planning Act 1990'. See also Community Benefit.

**Plot Ratio** - A measure of intensity of non-residential development whereby having excluded any residential element, the gross floor area is divided by the remaining net site area.

**Policy Budget** - The document produced annually by the Royal Borough which includes policy statements setting out for each Council service the main priorities and objectives for the year and the resulting financial provision for its various services. It also contains the Royal Borough's capital programme and is the means by which the Council maintains control over its priorities and expenditure.

**PPG Notes** - Planning Policy Guidance notes issued by the Secretary of State. These notes set out current Government policy and their purpose is to give general guidance to intending developers. Policies are not rigid but such advice must be taken into account in determining a planning application.

**Primary Roads** - Those roads which provide for the longer journeys and link London effectively to the national road system. These roads are under the direct authority of the Department of Environment, Transport and the Regions through the Highways Agency.

**Primary Shopping Frontage** - That area of a shopping centre which is most accessible to shoppers and commands the highest rental values. These are identified within Kingston town centre and the district centres and are primarily in Use Class A1 (see also Secondary Shopping Frontage, Other Shopping Parades, Use Class Order).

**Priority Route Network** - See Red Routes.

**Private Leasing Scheme** - An initiative operated by the Council in which private landlords lease temporarily vacant properties to the Council who make it available for homeless people.

**Proposal Site** - An area identified in the UDP which may offer future development potential. See Chapter 15.

**Public Open Space** - Open land which is available for use freely by the general public.

**Public Transport Node** - A location where there is a meeting of several public transport routes with regular services for the surrounding area and where passengers can board and alight. In the RBK context it will in most cases be a meeting of several bus routes, but rail and other types of public transport may be involved.

**RBK** - The Royal Borough of Kingston upon Thames.

**Red Routes** - A network of priority routes in London which have been identified by the Traffic Director for London on which special measures apply to reduce the impact of congestion and improve the movement of existing traffic so that people and goods can move around London more easily, reliably and safely.

**Regional Shopping Centre** - Town centres identified by SERPLAN according to a range of criteria including number and range of shops. These are believed to provide a range of shopping facilities second only to the major, national city centres.

**Residential Density** - This is the relationship between the amount of residential accommodation in a development and its net site area. Density is measured in habitable rooms per net residential hectare or acre.

**Residents' Parking Schemes** - The special provision of spaces on-street for the use of local residents and introduced only as part of a controlled parking scheme for an area.

**Royal Borough of Kingston upon Thames Local Plan** - Adopted in May 1989 it provided the local planning authority's policies for the area not included in the Kingston Town Centre Local Plan until replaced by the adopted UDP.

**Screening Opinion** A process through which the Council decides whether a planning application is likely to cause significant environmental effects and should therefore be defined as an 'EIA application' and accompanied by an Environmental Statement.

**Scoping Opinion** A process relating specifically to an 'EIA application' (see Screening Opinion) through which the Council identifies what the main effects of a development are likely to be and highlights the topics on which an Environmental Statement should focus

**Secondary Roads** - Roads providing access to strategic centres, providing routes for through traffic, linking with primary roads, and distributing the major traffic flows around residential areas (see Primary Roads).

**Secondary Shopping Frontage** - That part of a shopping centre which although predominantly in retail use provides opportunities for uses such as banks, building societies, professional services etc (see Primary Shopping Frontage, Other Shopping Parades).

**SERPLAN** - South East Regional Planning Conference. A consortium of County Councils and other local planning authorities and the London Planning Advisory Committee which provides information and policy guidance to member authorities as well as the Secretary of State. In particular it has developed a South East Regional Strategy to help the Secretary of State in updating his regional planning guidance for the South East.

**Shared Ownership Housing (Shared Equity)** - Intermediate tenure option to provide low cost or affordable housing whereby the occupant purchases a stake in the property whilst paying rent on the remainder. Schemes are normally managed by the local authority, housing associations or other similar agencies. A minimum equity stake of 25% is usually required with an option of purchasing successive proportions at a later date.

**Sheltered Housing** - Housing which is purpose built or converted exclusively for the elderly, with special estate management services and which consists of grouped self-contained accommodation, and an emergency alarm system, usually with communal facilities and normally with a resident warden (House Builders Federation definition).

**Shopmobility** - A scheme which provides a free wheelchair and scooter service for residents with a mobility disability when visiting shopping and other facilities.

**Shop Unit** - The accommodation from which a retailer operates.

**Site of Borough Importance** - A site of nature conservation importance from a borough perspective, damage to which would result in a significant loss to the borough. Borough sites are divided into two grades on the basis of their quality.

**Site of Local Importance** - In terms of nature conservation, a site of local importance is one which may be of particular value to nearby residents or schools and can be particularly important in areas deficient in nearby wildlife sites. These sites may already be used by schools for nature study or run by management committees composed of local people.

**Site of Metropolitan Importance** - These are sites containing the best examples of London's native habitats suitable for conservation as recommended by the London Ecology Unit and are subject to the highest priority for protection. Their identification and protection is necessary to support London's wildlife and provide opportunities for people to have contact with the natural environment.

**Site of Nature Conservation Importance** - An area containing recognised nature habitats of significant value to warrant protection and conservation. These areas are surveyed by the London Ecology Unit who from time to time recommend sites of importance to the Council.

**Site of Special Scientific Interest (SSSI)** - An area of special interest by reason of any of its flora, fauna, geological or physiographical features as identified by English Nature and designated under the 1981 Wildlife and Countryside Act. They are subject to controls over development.

**Small Retail Units** - Shop units with a net retail floorspace of 150 sq m or less.

**Soft Landscaping** - See Hard and Soft Landscaping.

**Specialist Shops or Shopping** - Shops exclusively selling or specialising in a particular type or range of goods e.g. antiques, fabrics, records.

**Spot Listing** - The process by which buildings are added to the statutory list of listed buildings individually, rather than as part of a comprehensive survey.

**Statutory Undertaker** - Defined under Section 262 of the Town and Country Planning Act 1990, the term includes the suppliers of gas, electricity, water and sewerage, the Post Office, Civil Aviation Authority and also those persons authorised by legislation to carry out any railway, road transport and water transport undertaking.

**Storey** - A floor of accommodation in a building including any in the roof space, excluding any accommodation at basement level. In certain circumstances the placement of substantial plant on the roof of a development (existing, planned or under construction) may be regarded as resulting in the addition of one or more storeys to the development.

**Strategic Advice** - Document issued by the London Planning Advisory Committee as advice to the Secretary of State in preparing Strategic Guidance.

**Strategic Area of Special Character** - Areas of special character, of metropolitan as opposed to local importance, identified in the Greater London Development Plan comprising areas of architectural and historic interest and major open space of high landscape value.

**Strategic Centre** - These are places within Greater London which are considered to be suitable for the location of many cultural, entertainment, leisure, employment as well as shopping uses; the shopping emphasis is on comparison rather than convenience goods. LPAC has identified 33 such centres (see Context Map).

**Strategic Guidance** - The document issued by the Secretary of State to guide London Boroughs in matters of strategic importance for London. This must be taken into account by boroughs in drawing up their Unitary Development Plans.

**Studio Flat** - A small flat with only one main room normally incorporating both living and sleeping space.

**Supermarket** - A self-service store of 400 - 2500 sq m (4,305-2,610 sq ft) net area predominantly selling food items (U.R.P.I. definition).

**Superstore** - A self-service store usually on a single level, offering a wide range of food and non-food items of 2,500-5,000 sq m (26,910 – 53,820 sq ft) net area and supported by car parking(U.R.P.I Information Brief 89/5).

**Supplementary Planning Guidance** - Additional policy advice produced by the local authority which supplements the policies and proposals contained in local plans. This may include, for example, development briefs and practice notes for development control requirements which are inappropriate for inclusion in the Unitary Development Plan because they are too detailed or are liable to change.

**Sustainable Development** - Development for the needs of today which does not adversely affect the economic, social or physical environment in a way that prevents the ability of future generations to meet their own needs.

**SWELTRAC** - South and West London Transport Conference. A group of local authorities and other transport providers whose overall aim is to encourage the development of improved strategic orbital public transport between the strategic centres of South West London, between Heathrow and Croydon.

**SWOPTION** - South West Orbital Public Transport Option. A joint study undertaken by the London Boroughs of Sutton, Merton, Kingston, Richmond and Hounslow which recommended greater utilisation of existing British Rail track to form an orbital rail link between East Croydon and Heathrow airport. Now incorporated into SWELTRAC.

**Thames Landscape Strategy** - Produced jointly by the London Boroughs of Hounslow and Richmond, the Borough of Elmbridge and the Royal Borough as well as representatives from the principal environment agencies. An important policy document offering a more strategic view for the development of the stretch of the Thames from Hampton to Kew.

**Thames Path National Trail** - Running from the source of the River Thames at Kemble in Gloucestershire to the Thames Barrier at Greenwich, this is the most recently created of 11 specially marked rights of way in England and Wales.

**Town Cramming** - The use of excessively high residential densities which result in an overdeveloped environment.

**Traffic Authority** - An authority empowered to regulate and control traffic on the public highway.

**Traffic Calming** - The introduction of engineering works and traffic regulation

designed to calm traffic in residential and shopping areas to improve safety and the local environment whilst maintaining accessibility within and across adjacent residential areas.

**Training and Enterprise Councils (TECs)** - These have been created by the Government to provide grant aid and information to help with job creation and training initiatives. They operate at the local level in partnership with local industry (see AZTEC).

**Transport Policies and Programmes (TPP)** - A document required to be produced annually by the relevant highway and traffic authority to support their bid for capital finance from the Government.

**Tree Preservation Order** - An order made by the local planning authority under Section 198 of the Town and Country Planning Act (1990) to protect selected trees or woodland if their removal would have a significant impact on the environment and its enjoyment by the public. Permission is required from the local authority prior to the felling, pruning etc of the trees.

**Trunk Road** - A road for which the Department of Environment, Transport and the Regions is the highway and traffic authority through the Highways Agency.

**Under-utilised residential accommodation** – Under-utilised residential accommodation includes both empty properties and accommodation not being used to its full potential. Where identified, the Council may offer assistance in reallocating the under-utilised space, either within its own stock or stock in the private sector, in order to contribute to housing provision, in particular that which is low cost or affordable as defined in paragraph 3.50 under policy H9.

**UDP** - Unitary Development Plan prepared by all London Boroughs to provide the planning policies for the development of the borough (see Unitary Authority, Kingston Town Centre Local Plan, Royal Borough of Kingston upon Thames Local Plan).

**Unitary Authority** - An authority included in Section 10 of the Town and Country Planning Act 1990, so called since it is the sole tier of local government for an area. Within Greater London the boroughs are all Unitary Authorities.

**Use Classes Order** - The Town and Country Planning (Use Classes) Order 1987 (as amended) lists 18 classes of use and sui generis. A change from one use to another use within the same Class does not constitute development and consequently does not require planning permission. Some of the most widely used use classes include:-

**Class A1** Shops

**Class A2** Financial or Professional Services (other than health or medical services), which are appropriate to provide in a shopping area, and where the services are provided principally to visiting members of the public.

**Class A3** Restaurant & Cafes - use for the sale of food for consumption on the premises. Excludes Internet Cafes (now A1)

**Class A4** Drinking Establishments – use as a Public House, Wine Bar or other Drinking Establishment.

**Class A5** Hot food Takeaway – Use for the sale of hot food for consumption off the

- premises.
- Class B1** Business - use for any or all of the following purposes:
- (a) As an office other than a use within Class A2;
  - (b) for research and development of products or processes; or
  - (c) for any industrial process, being a use which can be carried out in any residential area without detriment to the amenity of that area by reason of noise, vibration, smell, fumes, smoke, soot, ash, dust or grit.
- Class B2** General Industry - use for the carrying on of an industrial process other than one falling within Class B1, or special industrial groups Classes B3 to B7.
- Class B8** Storage or Distribution.
- Class C1** Hotels and Hostels - use as a hotel, boarding or guest house or as a hostel where, in each case, no significant element of care is provided.
- Class C2** Residential Institutions - use for the provision of residential accommodation and care to people in need of care (other than a use in Class C3), or use as a hospital or nursing home, or use as a residential school, college or training centre.
- Class C3** Dwelling houses - use as a dwelling house (whether or not as sole or main residence).
- (a) by a single person or by people living together as a single household (including a household where care is provided to residents);
  - (b) by not more than six residents living together as a single household (including a household where care is provided to residents).
- Class D1** Non-residential institutions including places of worship, church halls, clinics, health centres, crèches, day nurseries, consulting rooms, museums, public halls, libraries, art galleries, exhibition halls, non-residential education and training centres.
- Class D2** Assembly and leisure including cinemas, music and concert halls, dance, sport halls, swimming baths, skating rinks, gymnasiums, other indoor and outdoor sports and leisure uses, bingo halls, casinos.

**Warehouse** - A building primarily used for the storage of goods in which any activities carried out other than storage must be entirely ancillary to the storage of goods in the building.

**Warehousing Use** - Use Class B8 Storage and Distribution (see Use Classes Order).

**Wheelchair Housing** - Housing suitable for people with severe disabilities and permanently confined to wheelchairs. It generally needs to be on one level, have easy access, and have above average space standards in order to allow full wheelchair manoeuvre throughout. The principal features required at the construction stage in order to permit adaption to full wheelchair standard at a later date are:-

- (a) a level or slightly ramped approach and flush threshold at the main entrance;
- (b) internal planning for wheelchair manoeuvre in all principal rooms, with 1200 mm passageways and 900 mm doorsets (or sliding doors).
- (c) a downstairs bedroom and bathroom, or, in a two storey house, a downstairs WC and a straight flight staircase suitable for the installation of a stair or chair lift;
- (d) bathrooms and toilets large enough to permit lateral transfer from wheelchair to

WC/bath.

**Wholesale Warehouse** - A wholesale warehouse is included in the same Use Class as a warehouse (Use Class B8). It is a building used mainly for the storage of goods prior to distribution and sale elsewhere. Any wholesale sales that do take place on such premises must, to be permitted, be ancillary to the use of the building as a warehouse. In this context 'wholesale' is taken to mean selling, generally in bulk, to retailers in the trade for resale elsewhere or selling to manufacturers, professional builders and the like but not to the general public.

**Zonal Lorry Ban** - A scheme whereby lorries in excess of a specified weight are excluded from a defined area except for loading and unloading.

**NOTE:**

1. Some of the terms used in this glossary are given a statutory definition in various Acts or Statutory Instruments and reference should be made to these where appropriate.

References to the Secretary of State mean the Secretary of State currently responsible for the function or designation referred to.