Appendix 1 - Components of the SSDM Portfolio
25.01.2011
Rev D

Summary guide

Over-view document explaining how the various parts of the portfolio work together, the basics of our quality system and establishing the strategic design objectives and policies that will form part of key procedures.

Introductory guides

A series of short guides providing the absolute basics on the SSDM that are likely to be of interest to particular user groups such as residents and businesses, developers and their agents and council officers. These may be updated at anytime.

Regulating plan

This plan identifies which of 4 'specification areas' a given location in the borough falls into. These dictate which hard landscaping products and details can be used in improvement schemes. The plan also shows 'minor variant' areas (not listed here) within which some alternative products may be used for certain elements on account of established local character.

Specification areas

| Standard |
| Town centres |
| Heritage |
| Strategic cultural area |

Part 1 (General Interest)

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Part 2 (Technical Information)

Typical details register

Individual illustrative detail drawings for the construction and surface landscaping of common built components of the street, such as footways, entry treatments, dropped kerbs, tables and refuges. These are provided to show how the requirements of other registers can be met. They are not mandatory however and where those requirements can be met using bespoke details, this will be acceptable.

Separate sets of details drawings are provided for each of the 4 specification areas identified in the regulating plan, with some additional for minor variant areas where required. The materials shown on the drawings are referenced to those in the street elements register for the relevant specification area and so must be read in combination.

The drawings DO NOT include illustration of issues such as the arrangement of road markings or traffic signs. For these, refer to the design standards register.

Detail drawings may be revised periodically to fit with any changes to the design standards register or position statements register.

Design standards register

Individual standards setting out our requirements for the broader design of the public realm in respect to particular issues such as the use of yellow lines, the prioritisation of different types of entry treatment details or the placement of items of street furniture. These are grouped into the sub-registers indicated below for ease of reference.

These standards must be followed unless departure authorisation is asked for and approved.

Notes will include references to relevant position statements, technical drawings and street elements where appropriate.

Standards will be added and reviewed regularly.

Sub-registers

| Engineering issues |
| General layout issues |
| Traffic signs |
| Parking |
| Accessibility |
| Street lighting |
| Street greening |
| Sustainability |
| Miscellaneous |

Procedures register

Individual procedures related to aspects of the design development, review and approval process. Some important procedures include:

- Project inception procedure
- Design departure approval procedure
- Design review procedures
- Street element approval procedures
- New content development procedure

New procedures will be added or existing procedures revised periodically.

Forms and check-lists schedule

This lists various forms and useful check-lists that are to be used with the contents of the procedures register as well as our current "design indicators". Some of these are paper based for downloading and returning to the Council. Others can be completed and submitted directly on-line.

We may update the list and the forms it contains regularly.

Key

| ☐ | Division between parts 1 and 2 of the SSDM |
| · · · · · | Document adopted by cabinet |

Street elements register

Palettes setting specifications for various surfacing and foundation materials, items of street furniture and planting elements.

Different palettes of surfacing and street furniture elements are provided for each specification area. Permitted variations from these are also set out for minor variant areas whilst a "special items" register is also included listing elements that may be used throughout the borough in exceptional circumstances – but only with pre-approval. Foundation materials, street trees and other vegetation are typically generic to all areas. Elements are cross-referenced on appropriate typical detail drawings.

Where relevant, only products that meet these element specifications may be approved for use on the borough's street without needing departure authorisation. For the most part this applies to surface materials and street furniture only. Those which are currently approved are listed on the approved products schedule.

Elements may be added or removed and specifications revised regularly.

Palettes

| Surface material |
| Street furniture |
| Foundation materials |
| Trees and other planting |

Position statement register

Individual statements on contentious technical design and layout issues - for instance: the use of particular traffic signs or road markings or; the absence of kerb delineation from footways.

Position statements will only be developed when there is a proven need to do so due to consistent difficulties implementing the requirements set out in our design standards register.

The development and adoption of position statements will be subject to procedures set out in the procedures register. The contents of other parts of the SSDM portfolio will be periodically updated to fit with any changes to these statements.

Position statements may be added or reviewed at any time.

Approved products schedule

This lists the surface material and street furniture products that have been approved for use against different element specifications contained in the street elements register. Only these products may be used on the borough's streets without departure authorisation. The procedures register provides details of how to obtain approval of products for addition to the schedule.