

Sustainable Suburbs Toolkit

List of Tool Names and Definitions

	Tool Name	Definition
		1. Reinforcing the Role of Local Centres
1.02 (B.3)*	Town Centre Health Check	A Town Centre Health Check is a quick study, using standard information (both quantitative and qualitative), to assess how well a centre is doing compared to equivalent places. It should cover not only retail and leisure, but also the wider range of functions that town centres perform.
1.14	Empty Property Strategy	Temporary and longer term uses for empty shops can be promoted through planning policies and incentive schemes.
1.01	Supporting Local Centres	Development Frameworks and other local authority policy documents may contain policies which aim to support and enhance existing local centres. These usually designate locations where retail (A1) and other specified uses should be retained at ground floor level, and set strict conditions for any change of use, especially in defined 'primary' (or 'core') areas.
1.12	A Healthy Evening Economy	The Evening Economy is made up principally of leisure activities that take place after 'normal' working hours. It has grown strongly as people have become more affluent and want to enjoy themselves more. But if not properly managed, it can bring serious problems as well as benefits.
1.03	Town Centre Management	Town Centre Management (TCM) is a concerted effort to co-ordinate and improve a town centre's services, so that more people will use it. It is usually initiated and overseen by a partnership of local retailers, businesses, the local authority and other stakeholders, and delivered by a Town Centre Manager.
1.05	Combatting Threats to Shopping Parades	Parades are small rows of shops in residential areas which provide convenience shopping, including food shopping, for residents who live close by. With more and more people shopping at supermarkets by car, small local parades are often under threat.

1.11	Business Improvement District	A Business Improvement District (BID) is a mechanism for raising additional money from businesses in a defined area - to pay for additional services or improvements in that area. It operates like an additional business rate, but the amount of money raised, and how it is spent, are controlled by the participating businesses not the local authority.
1.13 (8.05)*	Community Hubs	Community Hubs are little clusters of services, such as a school, library or health centre and other facilities (including if possible neighbourhood shops) which form enough of a centre to be served by public transport.
1.15	Defining Smaller Town Centres	The Town Centre is the part of the town in which many public activities are concentrated – such as shopping, entertainment, employment, public administration and transport. Apart from its 48 major and metropolitan centres, London has 156 district centres and over 1,200 local centres. Local centres are at the heart of most suburban communities and a focus for some of the Mayor’s key policies. It is important to be able to define them.

	Tool Name	Definition
		2. Making New Development Sustainable
2.06	Housing Intensification	Housing Intensification means redeveloping residential areas to higher densities than they previously were. It can improve the look of places as well as their sustainability. It is usually achieved by increasing the number of storeys, or by giving less space over to parking.
2.18	Masterplans	A Masterplan sets out a strategy for redeveloping a site or area in a detailed and co-ordinated way. It will include a three-dimensional representation of how it is planned that the area will change, backed up by solid social and economic analysis and a clear set of design principles.
2.19	Development Brief	A Development Brief is a document which sets out how a particular site should be developed. It is likely to include a vision for the future of the site, its proposed uses and densities, as well as the design principles that should guide the development. It might also contain information on infrastructure, constraints, transport proposals and other relevant matters.
2.20	Sustainability Checklists	Sustainability Checklists provide useful reminders – often by asking a series of questions – of the wide range of issues that need to be considered when planning or undertaking developments
2.24 (5.03)*	Renewable Energy Policies	Requirements in planning policies that new development should be reliant on non-renewable energy sources and have low carbon emissions.
2.01	Making Use of Space Above Shops	A concerted effort to renovate empty space above commercial premises (especially shops) for residential use.
2.04	Housing Density Matrix	The Housing Density Matrix sets out a strategic framework for the density of housing that is appropriate for different type of location in London.
2.14	Triple-Win Mixed-Use Redevelopment	The opportunity for Triple-Win Redevelopment arises in underused industrial estates, where a carefully controlled move to mixed-use residential (private and affordable) and business (including light industrial) can lead to “more homes, more jobs and a better environment”.

2.15	Socially Responsible Investment (SRI) Assessments	SRI Assessments are processes used by some investors to assess development proposals in terms of their sustainability as well as their financial return. Each proposal is evaluated against a set of sustainable development indicators, and its actual performance is monitored during construction and initial occupancy. The terms on which finance is provided is linked to performance.
2.02	Housing Capacity Study	A Housing Capacity Study is an assessment of the potential for providing new housing, usually based on a sample of sites of different types.

	Tool Name	Definition
		3. Improving the Existing Housing Stock
3.03	BREEAM	The Building Research Establishment Environmental Assessment Method (BREEAM) is a long-established method for assessing the environmental performance of buildings, resulting in a single overall “BREEAM rating”, which is widely accepted as a standard throughout the UK building industry.
3.05	First Steps to Energy Efficiency	First steps to Energy Efficiency is a starter pack, with a list of useful tips, that gets people thinking about how to save energy.
3.08 (5.03)*	CHP - Combined Heat and Power	CHP is an efficient technology for generating electricity and heat together. A CHP plant is an installation, which generates heat and power (usually electricity) in a single process.
3.01	HECA	The Home Energy Conservation Act (HECA) requires all local authorities with housing responsibilities to publish a strategy for improving energy efficiency in both public and private housing, so as to reduce CO ₂ emissions by 30% over ten years. It makes local authorities take a lead in reducing the amount of energy used in houses throughout their areas.
3.02	National Home Energy Rating - SAP	The National Home Energy Rating is an energy calculation method, using computer software, for the costs of space and water heating. A simplified version of this model is the Standard Assessment Procedure (SAP), which can be calculated by hand.
3.04	Energy Calculator	The Energy Calculator shows the environmental impact of the everyday use of energy in a household.
3.06	Energy Labelling	Energy Labelling is a government-backed scheme for rating the energy efficiency of domestic electrical appliances. The rating is clearly marked on the appliance, so that consumers can easily see it and make comparisons between different makes.
3.11	Solar for London	Solar for London is a five-year programme providing a one-stop service for people interested in solar water heating systems.

3.15	Neighbourhood Energy Plan	The Neighbourhood Energy Plan enables community groups and others to assess the effectiveness of different sustainable energy strategies they are interested in implementing in the area.
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	Tool Name	Definition
		4. Promoting Alternatives to Travel by Car
4.12	Cycling Campaign	Cycling campaigns are local initiatives undertaken by local groups, with the support of the local authority and usually a national cycling organisation, which aim to raise the proportion of journeys made by bicycle to the levels found in European towns. They consist of a combination of measures to make cycling easier and safer and to raise enthusiasm for it.
4.22	Transport Interchanges	Transport Interchanges are places at which people can change from one form of transport to another, such as underground or railway stations.
4.30	Sustainable Transport Policies	The transport section of a Local Development Framework can include policies for discouraging car use, and promoting more sustainable alternatives.
4.31	School Travel Plan	A School Travel Plan is a document setting out a package of measures for reducing the number of car trips made to a school, or group of schools, by parents and staff and for improving safety on the school journey.
4.01	Smart Parking Policies	New developments are required to provide for the parking they generate. Smart parking policies can save space, and improve the look of the public realm.
4.07	Controlled Parking Zone	A Controlled Parking Zone (CPZ) is an area in which the space available for car parking is regulated (e.g. through parking meters, residents' parking bays etc). In a CPZ parking is only allowed under specified conditions.
4.09	Car Clubs	Car Clubs provide their members with the use of a car (or perhaps a second car) whenever they want it, without them having to own it. The cars are kept within a short walk of where members live or work, and are usually available at short notice. They can be 'hired' for as long, or as short, a time as they are needed.
4.11	Home Zones	Home Zones are designated parts of residential areas where it is intended that, there will be a different balance on the streets between vehicular traffic and everyone else who uses the street - pedestrians, cyclists, business people and residents. The speed limit is set very low (typically 10 mph) and drivers are expected to give way to pedestrians and cyclists.

4.13	Quality Bus Corridors	Quality Bus Corridors (QBC) are bus priority schemes, which aim to make significant improvements to the quality, reliability and journey times on key routes so as to provide a genuine alternative to travelling by car.
4.15	Measuring Walkability	Measuring Walkability is an established, systematic method of assessing whether an area has a good environment for walking which is readily available to all.
4.16	Footway Hierarchy	A Footway Hierarchy is a way of ranking the importance of local footways in order to prioritise and plan their maintenance and improvement.
4.19	Local Walking Strategy	A Local Walking Strategy sets out a broadly based plan to encourage people to get out and walk more. It is usually prepared by the local authority, but draws on the support of other public agencies and community groups.
4.21	Walking Bus	Walking Buses are groups of children who walk to school in ‘crocodile fashion’ escorted by trained adult volunteers along a safe route.
4.23	Transport Development Areas	Transport Development Areas (TDAs) are areas of higher density development around a transport node, such as a major station, in which part of the increased land value is used to help pay for related transport improvements.
4.26	Pedestrian Signage and Maps	There is a need to provide information for journeys on foot, just as there is for vehicles. Provision of signs and maps adds certainty to journeys so people can confidently navigate without getting lost or fear of getting lost.
4.29	Safe Routes to Stations	Safe Routes to Stations is an initiative to encourage more people who travel by rail to walk or cycle to railway stations.
4.32	Reallocation of road space	The space between buildings given over to roads and pavements can be reconfigured to make parking easier, while also making it safer and more attractive to walk and cycle.

	Tool Name	Definition
		5. Improving Environmental Sustainability
5.03 (3.08)*	CHP	Combined Heat and Power (CHP) is an efficient technology for generating heat and electricity together in a single process, and distributing them to local consumers.
5.04 (2.24)*	Renewable Energy Policies	Requirements in planning policies that new development should be reliant on non-renewable energy sources and have low carbon emissions.
5.10	Waste Minimisation Clubs	Waste Minimisation Clubs allow companies to share ideas and experience on how to reduce waste, and to gain access to a range of sources of help.

	Tool Name	Definition
		6. Protecting and Promoting Suburban Employment
6.03	Business Incubators/ Start-up Space	Business Incubators provide workspace on ‘easy-in easy-out’ terms for people who are starting up in business and do not want to take on a long term property commitment. The premises are usually let on weekly or monthly licences, and business services are often provided as well.
6.05	Live-Work Accommodation	Live-Work Accommodation is housing that also contains space to work at home. This reduces the need to travel to work, and is potentially useful to self-employed people, craftsmen etc.
6.15 (8.01)*	Time Banks	Time Banks are mutual volunteering systems, encouraging those who are normally the subject of volunteering to get involved alongside doctors, teachers or community workers supporting neighbours.
6.16 (8.03)*	Helping Minority Groups	There are a range of sources of help for ethnic minority businesses, which are available in the suburbs.

	Tool Name	Definition
		7. Improving the Quality of Design and the Public Realm
7.02	Conservation Areas/Local Distinctiveness	Protected by legislation, Conservation Areas are places of particular quality where efforts are made to protect and enhance local distinctiveness and the appearance of the area. The same principle can be used to focus efforts on areas of special character and opportunity.
7.04	Parks and open space improvements	Parks and smaller open spaces provide access to the countryside in town, and are particularly important to mothers with young children and people with time on their hands. They also provide a refuge for wildlife.
7.14	Trees for London	Trees for London is concerned to planting a million more street trees, and to look after existing ones better.
7.01	Design Guidance	Guidelines covering what a scheme should look like in terms of density and massing, plot ration or coverage, materials etc
7.05	Civic Pride/Pride of Place initiatives	People feel pride when an area looks cared for, and action to improve local character and identity can be promoted as a campaign or programme focussing on a particular street or neighbourhood eg town centre.
7.11	Reallocation of Road Space	The space between buildings given over to roads and pavements can be reconfigured to make parking easier, while also making it safer and more attractive to walk and cycle. In Home Zones drivers have to give way to pedestrians, with traffic calming measures, and possibly play areas or pocket parks.
7.14	Trees for London	Trees for London is concerned to planting a million more street trees, and to look after existing ones better.
7.16	Public Realm Improvement Programme	A Public Realm Improvement programme is a co-ordinated effort to improve an area. It will include measures to improve the identity, security and general appearance of an area, covering streets and squares, and including lighting, surfaces, crossings, signing, and street furniture.
7.17	National Design Service	The National Design Service (run by the Glass House) provides help to projects where good design is a key issue.
7.18	Design Champions	Design Champions are people who promote a particular interest, and provide links with sources of information and advice, such as CABI (the Commission for Architecture and the Built Environment).

7.19	Waterfront Revitalisation	Canals and minor rivers are being rediscovered, and appropriate development promoted alongside to help bring them back to life, as well as restoration of forgotten waterways in ways that balance conflicting interests.
7.20 (B.5)*	Placecheck	Placecheck is a method of assessing the qualities of a place, based on all aspects of local character. It was developed by the Urban Design Alliance

	Tool Name	Definition
		8. Enhancing Social Cohesion and Safety
8.01 (6.15)*	Time Banks	Time Banks are mutual volunteering systems, encouraging those who are normally the subject of volunteering to get involved alongside doctors, teachers or community workers supporting neighbours.
8.03 (6.16)*	Helping Minority groups	There are a range of sources of help for ethnic minority businesses, which are available in the suburbs.
8.04	School Projects/youth engagement	School Projects engage young people in how their communities function, and what needs to happen to make them better, including the scope for personal action eg litter and recycling.
8.05 (1.13)*	Community Hubs	Community Hubs are little clusters of services, such as a school, library or health centre and other facilities (including if possible neighbourhood shops), which form enough of a centre to be served by public transport.

	Tool Name	Definition
		A. Defining and Analysing Suburban Areas
A.15	Socio-Economic Maps	Socio-Economic Maps are produced by commercial information firms, to show the demographic profile of areas, and hence the characteristics of the catchment areas around town centres. They are based on Census and other consumer data.
A.16	London Green Map	The London Green Map is a website aimed at Londoners that highlights community projects and services for sustainable living.
		B. Diagnosing Issues and Potential Actions
B.3 (1.02)*	Town Centre Health Check	A Town Centre Health Check is a quick study, using standard information (both quantitative and qualitative), to assess how well a centre is doing compared to equivalent places. It should cover not only retail and leisure, but also all the other functions town centres perform.
B.4	Local Evaluation 21	Local Evaluation 21 is a self-evaluation process through which local authorities can monitor the effectiveness of local processes for sustainable development, including Local Agenda 21.
B.5 (7.20)*	Placecheck	Placecheck is a method of assessing the qualities of a place, based on all aspects of local character. It was developed by the Urban Design Alliance
		C. Reaching Agreement
C.1	Action Planning	Action Planning is a process for building consensus (e.g. on a new vision or a specific project) by bringing the stakeholders together in a carefully structured way. It has a number of variants, such as ‘charettes’, urban design action teams (UDATs), and round table conferences.

C.2	Impact Analysis	Impact Analyses are assessments of different ways of developing a site against a range of objectives. Various techniques have been devised for measuring and valuing the outcomes, and the analyses can be used to trade-off benefits and losses between stakeholders.
		D. Involving Stakeholders
D.1	Stakeholder Involvement/Compact	Stakeholders are people whose support is required for progress to be made on a project, or whose lives will be affected by it. They normally include property owners/developers, major public agencies, businesses, representatives of community groups, and the different tiers of government. A compact is a formal agreement among stakeholders.
		E. Securing Resources
E.1 (F.1)*	Development Trust	A Development Trust is a community based organisation that seeks to use land or property to improve an area, and provide a longer-term income. It is usually constituted as a company limited by a guarantee.
		F. Managing and Monitoring
F.1 (E.1)*	Development Trust	A Development Trust is a community based organisation that seeks to use land or property to improve an area, and provide a longer-term income. It is usually constituted as a company limited by a guarantee.
F.2	Area Development Framework	An Area Development Framework is an agreed set of prioritised projects for an area, broken down into themes, and indicating responsibilities and potential sources of funding or partners.
F.3	Key Performance Indicators	Key Performance Indicators (KPI) area manageable set of measurements, derived from readily available sources of information, which can be used to assess progress over a period of time. Together, the indicators should give a good overall picture of what is being achieved. Having a set of indicators is important in a field like sustainability, which covers such a wide range of issues.

*Note that some tools fall under two or more themes. The numbers within brackets indicate any other themes.