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Policy:	Sustainable Housing Design Guide
Legal Requirements:	There are no legal requirements applicable to this policy.
Regulatory Standards:	<p>The Scottish Housing Regulator has set out Regulatory Standards for all Registered Social Landlords (RSLs) to ensure that RSLs deliver good outcomes and services for its tenants and service users through good governance and financial management.</p> <p>This policy evidences that the following Regulatory Standards are being met:</p> <p>Standard 1. The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users.</p> <p>Standard 2. The RSL is open about and accountable for what it does. It understands and takes account of the needs and priorities of its tenants, service users and stakeholders. And its primary focus is the sustainable achievement of these priorities.</p> <p>Standard 4. The governing body bases its decisions on good quality information and advice and identifies and mitigates risks to the organisation's purpose.</p> <p>Standard 5. The RSL conducts its affairs with honesty and integrity.</p>
Equality and Diversity:	<p>The Association is committed to Equal Opportunities and will endeavour to ensure that all services are carried out in an undiscriminating manner in line with the Association's Equality and Diversity Policy.</p> <p>In particular, the Association will not discriminate on the grounds of age, disability, marriage and civil partnership, pregnancy and maternity, race, religion or belief, gender, gender reassignment or sexual orientation.</p>
Complaints:	<p>Although the Association is committed to providing high levels of service, we accept that there may be occasions where customers may not be satisfied with the service they have received. The Association values all complaints and uses this information to improve the services that it provides. The Association's Complaints Policy describes our complaints handling procedure and how to make a complaint.</p>
General Data Protection Regulation (GDPR):	<p>The Association will treat all customers' personal data in line with its obligations under the current data protection regulations and our Privacy Policy. Information regarding how data will be used and the basis for processing data is provided in the Association's Fair Processing Notice.</p>
Policy Author:	Lesley Bryce
Policy Review:	In order to ensure that any change in circumstances is accommodated this policy will be subject to review every two years in the month of April.
Policy Approval:	This policy was last reviewed / approved by the Management Committee of Yoker Housing Association Limited at its meeting held on Wednesday the 28th of April 2021.



Statement of Policy Aims and Principles

Yoker Housing Association ("the Association") recognises that good sustainable design is the principle at the heart of all new build/rehabilitation projects. We concur fully with the following view:

"...well designed, well maintained housing can help support a sense of community. The location, layout and design of housing make a vital contribution to community cohesion and identity. Where your home is, what it is made of, how it uses resources like energy and water, and how it is connected to the rest of the world (public transport, walking or cycling) all have major socio-economic as well as environmental implications. The links too, between housing, health and well being, access to education and employment are well documented and undisputed." (Source: The Sustainable Housing Design Guide for Scotland).

The Association will maintain a Sustainable Housing Design Guide which will set out our minimum requirements regarding the incorporation of sustainable design principles throughout each project. This Design Guide will be made available to the Association's professional consultants. The Sustainable Housing Design Guide will:

- Define the expected quality of design and specification
- Set measurable targets
- Demonstrate an awareness of and commitment to sustainability issues

The Association's aim is that by following the principles set out in the Sustainable Housing Design Guide, we will provide warm, safe, energy efficient buildings whilst minimising the impact of their construction, renovation, maintenance, and eventual demolition on the natural environment.

Policy Details

Our Housing Design Guide will set out a range of design criteria which will inform each project design team of the Association's expectations in terms of the finished product. The Design Guide does not aim to be prescriptive – it is intended to encourage our designers to think about the environmental impact of their projects. It is intended to guide them to produce housing which is of sustainable high quality built form, to choose materials from renewable sources, and to adopt best practice for waste minimisation in design and construction.

Our Guide will be divided into three sections:

- Sustainable Buildings
- Sustainable Communities
- Sustainable Housing Design

It is hoped that this document will ensure that the Association can help to enhance the quality of life of the communities it serves and that it can adopt a "green" approach to its housing development work, which will deliver direct environmental benefits.



HOUSING DESIGN GUIDE

SECTION ONE

5 SUSTAINABLE BUILDINGS

Site Location

10 For a sustainable dwelling to be a successful home, it should be set in a successful and cohesive community with a sense of place. The Association wishes to ensure that our developments consider neighbourhood sustainability as well as dwelling sustainability. The following criteria will therefore be considered in the choice of site location:

- Primary consideration will be given to brownfield site developments;
- Where possible, sites will be selected where local amenities are easily accessible – for example, shops, post office, school, bank, medical centre, children’s play area and outdoor open access public area;
- Sites should be easily accessible by public transport and well integrated into safe and accessible walking and cycling networks, thus reducing the need to travel by car;
- Sites should be evaluated in relation to flood risk;
- Sites should be evaluated in relation to contamination.

Building Layout and Orientation

The building layout and orientation should be carefully designed with the following criteria in mind:

- Maximise options for passive solar gain, shelter/shading and natural lighting. Orient building to take advantage of solar energy for passive and/or active solar systems;
- Incorporate increased daylighting into the design to ensure daylight to all rooms if possible;
- Where practical to do so, locate home office space on the east side to allow morning pre-heat and to minimise afternoon heat gain;
- Where practical to do so, locate service spaces such as the kitchen, hall, bathroom and cupboards on the cooler north side and living rooms and bedrooms on the warmer south side of domestic properties;
- Where practical and cost effective to do so, include draught lobbies/porches to act as a thermal buffer to the building;
- Use careful detailing to prevent sound leakage through cracks and joints;
- Maximise options for soft landscaping and providing views to nature;
- Where practical to do so, provide secure space for cycle storage.

Building Materials

Careful consideration should be given to the choice of building materials. Criteria to be considered are as follows:

- Choose materials for their capacity to be recycled at the end of the life of the building;
- Where possible, choose materials (such as timber) from sustainable sources which are certifiable;
- Select materials such as steel that have good recycling characteristics;
- Use hygroscopic “breathing” materials and finishes to absorb moisture;
- Use low odour, water-based paints which have low toxicity;
- Use low energy double glazed windows with low emissivity glass;
- Avoid the use of potentially harmful/toxic materials;
- Where possible, source materials and products locally;
- Use tough, hard wearing, weatherproof materials on the most exposed parts of the building;
- Specify durable materials internally for areas that are subject to heavy wear and tear.



SECTION TWO

SUSTAINABLE COMMUNITIES

5 The Association concurs with the view presented by the Scottish Government in its report entitled “Choosing Our Future: Scotland’s Sustainable Development Strategy”:

10 “Thriving and healthy communities have strong individual identities that engender a sense of pride in those who live and work in them. They are well planned, well connected and well-kept places where people wish to live, are active in shaping local services and their local physical and cultural environment, and where the needs of everyone in the community are taken into account.”

15 The Association’s aim is to create communities that will be inherently sustainable because of their enduring appeal. These communities should fit in well with the local landscape, maximise the opportunities of the location and should be fully integrated with public transport networks.

Where it is practically possible, we will aim to achieve the following objectives within each of our development projects:

Well Connected Places

20 Thriving communities are built on the ability of people to connect with each other and to have ready access to a range of services. The Association will aim to design places in ways that support more sustainable choices by:

- Choosing locations close to public transport networks and with access to a range of services – work, shops, medical assistance and leisure;
- 25 • Providing good quality open spaces and streetscapes to encourage healthy and active living;
- Providing a safe, secure and pleasant environment through high quality urban design.

Regeneration of Local Environments

30 The quality of our local environment can have a major impact on the well-being of individuals and the wider community. The Association is well placed to take action to improve the local environment by:

- Ensuring that all our developments achieve “Secure by Design” accreditation to promote a feeling of safety and security within the local area;
- 35 • Liaising with the Local Authority on environmental programmes to deliver cleaner streets and public amenity areas.

People at the Heart of Change

40 The Association recognises that involving local people in the changes that are happening in their area can bring a range of benefits, both producing improvements in the local environment and building confidence and valuable transferable skills to those who get involved. To that end, we will commit to:

- Promote community consultation and participation involving all involved in the design process – the Association, the Designers, the Tenants, and Owner Occupiers;
- 45 • Promote mixed tenure, family types and age groups in our development;
- Provide access to local employment through construction training initiatives in partnership with our local contractors and main development contractors;
- Carry out resident satisfaction surveys – which will include questions on the local environment - to obtain and build on feedback so that future developments can benefit by learning from past mistakes and/or successes.

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SECTION THREE

SUSTAINABLE HOUSING DESIGN

5 Introduction

This Section is not intended to be prescriptive. The Association does not wish to limit designers to specifications which have been superseded by more sustainable options. The Association would like its designers to be innovative and imaginative and to acknowledge in their building design the principles of sustainability which have been outlined in this document.

10 However, there are certain key requirements which each new build project (and where possible, each tenement refurbishment project) must comply with:

15 Key Requirements

- Compliance with The Glasgow Standard (published by Glasgow City Council Development and Regeneration Services in October 2018).
- Housing for Varying Needs Part 1 and, where appropriate, Part 2.
- Secured by Design (Gold Standard).
- 20 • Compliance with Barrier Free Standards.
- Achieve the Scottish Housing Quality Standard, including designated SAP rating per current guidelines.
- Comply with all Statutory Acts, Building, Fire and Planning Regulations current at the time of the scheme design.
- Comply with the Sustainable Development Indicators set by Glasgow City Council under its Normative Standards.

25 Preferred Requirements

The following chart sets out the Association's preferred requirements in terms of the specification of each development. It has been drawn up in the form of a checklist outlining the sustainable design characteristics that the Association would like to see in all our projects. The check list focuses on areas such as layout, location, landscape and other factors related to design and construction. The check list is not exhaustive, and the Association would expect to enter detailed discussions with designers on component lists for each development.

30 It is expected that each design consultant will complete the checklist at scheme design stage in order that the Association can monitor whether the development will achieve our expectations.

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Sustainable Design Checklist

	For Completion by Designers		
	Compliance – has requirement been met? (Please tick)		Provide Explanation if non-compliance
	Full	Part	
<u>Site Location</u>			
Re-use existing site or brownfield site.			
Consider access to local amenities – shops, work, schools, medical facilities, place of worship, postal facility, and pharmacy.			
Consider access to public transport, cycle routes, footpath network, safe pedestrian access route to school(s)			
<u>Site Layout and Building Orientation</u>			
Dwellings should generally be sited to maximise solar gain. Living rooms and gardens should have a southerly aspect.			
As far as possible, each dwelling should offer “active” and “passive” views from windows, the “active” view being the public side, and this should be carefully designed to protect privacy.			
Consideration should be given to wind direction, shelter belts, cold spots and overshadowing when planning the housing layout.			
All external spaces must be well defined and their function clearly determined at the outset and designed accordingly.			
Every house should have a zone of private space around it and this should be made clear on the plans. Where possible, gardens and living rooms should not be overlooked.			
Draught lobbies should be included where possible to act as a thermal buffer to the building.			
The building layout should maximise the intake of natural light and minimise the requirement for artificial lighting.			



	For Completion by Designers		
	Compliance – has requirement been met? (Please tick)		
	Full	Part	Provide Explanation if non-compliance
<u>Site Layout and Building Orientation</u>			
Locate kitchens, halls and bathrooms on the cooler north side of the building and living rooms and bedrooms on the south side of domestic properties.			
Locate home office space on the east side where possible.			
No room should be entered from another room except a kitchen from a living room or a dining room. Combined living rooms/kitchens are not preferred.			
<u>Landscaping</u>			
Maximise options for soft landscaping and providing views to nature.			
Use trees, planting and external structures to protect from prevailing winds.			
New development should respect and, where appropriate, enhance existing vegetation and other natural features. Mature trees should be retained wherever possible and replanting should be undertaken where development involves their loss.			
<u>Parking/Transport</u>			
Where possible, provision should be made for taking the car to the dwelling and for providing parking within its curtilage. For flats, it is preferred that parking should be provided in small groups rather than large, grouped parking.			
Space for the safe storage of bicycles should be designed into the scheme layout.			
Where possible, new housing developments should be easily accessible by public transport and well integrated into walking and cycling networks.			



	For Completion by Designers		
	Compliance – has requirement been met? (Please tick)		
	Full	Part	Provide Explanation if non-compliance
<u>Clothes Drying</u>			
Drying space including adjacent paved area if possible, should be provided in a secure environment for every dwelling and for all flatted accommodation to encourage outdoor clothes drying.			
<u>Recycling Facilities</u>			
Where possible, suitable external space should be provided for containers for different types of waste. Consult with Local Authority on current Recycling Schemes and Initiatives.			
Provide recycling containers in kitchens to encourage residents to recycle household waste.			
<u>Circulation Areas</u>			
In family dwellings, space should be provided to park a folded pram or wheelchair without obstructing circulation areas.			
<u>Kitchens</u>			
Dining kitchens are preferred to give cognisance to the use of kitchens as an area for social activities.			
Maximise the number of wall units. Walls to be tiled or have backboard installed from the worktop to the underside of the wall units. Tiling or backboard to continue behind cooker space.			
Suitable spaces must be left for a cooker, washing machine, fridge/freezer and tumble drier. If possible, space can also be included for a dishwasher.			
The Association is to be consulted on the choice of kitchen units.			



	For Completion by Designers		
	Compliance – has requirement been met? (Please tick)		
	Full	Part	Provide Explanation if non-compliance
<u>Bathrooms</u>			
Where possible, provide a second WC in houses of more than one storey.			
An over bath electric shower (Mira Advance ATL 9.8kw or equal and approved) must be installed in all units, with white tiling or wet walls to the bath enclosure.			
Sanitary fittings to be white. Close coupled W.C. and WHB to be Ideal Standard or equal and approved. Bath to be enamelled steel – supplier to be approved by the Association.			
White tiled splash back or wet wall to WHB.			
Low flush or dual flush (4/6 litre) W.C.s.			
Taps must be flow restricted and approved by the Association.			
<u>Storage</u>			
Storage should be maximised and be well distributed throughout the house.			
A light should be provided in large, walk-in stores.			
Fitted wardrobes should be designed into the bedrooms.			
<u>Windows</u>			
Designers should carry out a cost/benefit/safety analysis of PVCu versus timber windows. High performance windows which comply with Secure by Design are essential.			
Windows should have a ten-year guarantee.			
Windows must be double glazed with low emissivity glass.			



	For Completion by Designers		
	Compliance – has requirement been met? (Please tick)		
	Full	Part	Provide Explanation if non-compliance
<u>Windows</u>			
All windows should allow for cleaning internally.			
<u>Doors</u>			
Entrance doors must comply with Secure by Design requirements.			
Internal doors to be flush plywood veneer finish – sample approved by the Association.			
Note the requirements of Housing for Varying Needs in relation to thresholds, widths, ironmongery and so on.			
<u>Roof Spaces</u>			
All roof spaces should be provided with a fully insulated access hatch of at least 550mm in width and fitted with draught seals. There should be a walkway to any areas of access with protective handrails as appropriate.			
<u>Insulation</u>			
All levels of insulation (wall, roof and floor) should as an absolute minimum meet the current requirements of the Scottish Building Regulations. However, designers are encouraged to maximise the amount of insulation, particularly in the loft area between and above joists.			
Designers are encouraged to use breathing, natural and low energy insulation materials.			
Designers should aim to increase airtightness through careful detailing and specification.			
<u>Daylighting</u>			
Designers should aim to maximise daylighting whilst minimising the use of energy by artificial lighting. Windows should be carefully designed to maximise sunlight penetration into rooms, without glare where possible.			



	For Completion by Designers		
	Compliance – has requirement been met? (Please tick)		
	Full	Part	Provide Explanation if non-compliance
<u>Artificial Lighting</u>			
Use energy efficient light fittings to all fixed internal light fittings in all habitable rooms. All units should be supplied with low energy bulbs for every ceiling light at project handover.			
Ensure all common areas are naturally daylit.			
In two storey properties, light switches and electric sockets should be sited at the top and at the bottom of staircases.			
A light switch should be sited at the front door area to illuminate the hall.			
<u>Ventilation</u>			
Ensure that there is adequate draught proofing to all windows and doors with controlled ventilation openings.			
Use passive ventilation systems where possible to reduce dependency on mechanical systems.			
<u>Heating and Hot Water Systems</u>			
The Association will consider commissioning a feasibility study to explore the possibilities for developing a district heating or combined heat/power (CHP) system.			
Where individual boilers are specified, it is expected that the boiler will be a condensing boiler, Category A rating, correctly sized for the dwelling.			
Specify heating controls that are easy for the occupier to understand and use. They should be positioned where they are easily accessible.			
Radiators should be positioned away from useable wall space.			
Consideration should be given to the installation of underfloor heating where the design of the dwelling allows.			



POLICY STATEMENT

	For Completion by Designers		
	Compliance – has requirement been met? (Please tick)		
	Full	Part	Provide Explanation if non-compliance
<u>Sound Insulation</u>			
A high standard of sound insulation shall be provided to party walls and party floors in all dwellings.			
Careful consideration should be given to the “stacking” of rooms to minimise sound transmission between social and quiet areas.			
<u>Water Utilisation and Management</u>			
All taps must be flow restricted and approved by the Association.			
Consideration should be given to SUDS (sustainable urban drainage system) to attenuate, treat and dispose of storm water to reduce localised flooding.			
Where possible, consideration should be given to the collection and recycling of rainwater by using water butts to collect water off roofing for the garden.			
<u>Communal Door Entry Systems</u>			
Blocks of flats shall be accessed via a door entry system to provide additional security. A key switch system which is compatible with the Association’s master key is preferred to a fob system. A performance specification must be drawn up for the Association’s approval.			
<u>Media Installation</u>			
The Association wishes to ensure full digital inclusion for all residents. Designers are expected to present proposals for the TV aerial, telephone, broadband, satellite and IT connections for the Association’s approval.			
<u>Durability</u>			
High priority should be given to the design and detailing for durability of building elements and components.			



POLICY STATEMENT

	For Completion by Designers		
	Compliance – has requirement been met? (Please tick)		
	Full	Part	Provide Explanation if non-compliance
<u>Durability</u>			
Externally, tough, hard wearing and weatherproof materials should be used on the most exposed parts of the building in response to the local climate.			
Internally, durable materials for all areas that are subject to heavy wear and tear should be specified.			
In general, all components and materials should have as long a life span as possible and require minimum maintenance.			
<u>Flexible Dwellings</u>			
The Association seeks to promote a more inclusive built environment that will address the changing needs of occupants over time. Internal layouts should be designed to allow space which will easily accommodate a variety of uses over time.			
Layouts should accommodate people choosing to work at home. Each unit should provide enough additional IT cabling and wireless/hub/Wi-Fi equipment to accommodate a home office space.			
<u>Reducing Construction Waste</u>			
The Association expects consultants and contractors to adopt best practice for waste minimisation in design and construction.			
<u>Local Sourcing of Materials</u>			
The Association would encourage consultants and contractors to source materials and products which are available locally.			