
Sussex Building Consultancy Limited



Design and Access Statement for Conversion of Outbuilding for Use as Annexe Accommodation for Family Use Only.

Norton Glebe, Norton Lane, Norton,
Aldingbourne, PO20 3NH.

Date : 26 November 2019

Ref : SBS/NGNL/02

Revision :

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1.0 Introduction

- 1.1 The existing detached garage and storage building, originally used for stables, has been in existence since 1900 and has been used by the current owner for garage and domestic storage since it was purchased in 1983.
- 1.2 Due to the needs of an ever increasing family size the applicants seek approval for the conversion of the existing building into ancillary accommodation for members of their family.
- 1.3 The work proposed in converting the building will add no additional area to the existing footprint and other than some minor fenestration changes, will only add two small dormers to the front of the building and a rear facing flat roofed dormer to facilitate accommodation for a bedroom within the roof space.

2.0 Site Description

- 2.1 The existing dwelling is a 3 storey detached house set in comfortable grounds within the village of Norton, however, the site is located **outside** of the Norton Lane Conservation Area and the South Downs National Park.
- 2.2 The main dwelling is serviced by the garage and storage building which is the subject of this application as well as another large detached double garage built in 1982 immediately adjacent to the house.
- 2.3 The main house is a face brick construction with painted render to the upper walls, the roof is covered with plain clay tiles. The dwelling has wooden framed casement windows and wooden doors.
- 2.4 The detached double garage is face brick construction with a false pitched roof with plain tiles and a flat roof behind, the garage doors are metal 'up and over' types.
- 2.5 The detached garage and store which is the subject of this application is again face brick construction with a plain concrete tiled roof. Windows are white PVC framed double glazed units. The double garage doors are wooden 'ledged and braced' type, other personnel doors are white PVC double glazed units.
- 2.6 The sub-plot, within which the subject building sits, also includes its own potentially separate parking and turning area which is also separate in appearance from the main curtilage, accessed between the garage and the hedgerow.
- 2.7 The subject building is not generally visible from the surrounding area due to the extensive screening and being set back from the road towards the rear of the plot.

3.0 Planning History.

Pre 1987

Reference	Location	Proposal	Type	Status
AL/25/71	Norton Glebe Norton Lane Aldingbourne	Alterations and additions	Planning	Approve Cond

<u>AL/26/59</u>	Land at Norton Glebe Norton Aldingbourne	Outline for residential development	Planning	Withdrawn
<u>AL/26/59/A</u>	Land at Norton Glebe Norton Aldingbourne	Outline for 6 dwellings with garages	Planning	Refuse
<u>AL/26/59/B</u>	Land adjoining Norton Glebe Norton	Outline for 3 dwellings with garages	Planning	Refuse
<u>AL/26/59/C</u>	Land adjoining Norton Glebe Norton	Outline for 1 dwelling	Planning	Refuse
<u>AL/3/65</u>	Stable adjoining Norton Glebe Norton Aldingbourne	Outline for conversion to cottage	Planning	Refuse
<u>AL/3/65/A</u>	Adjoining Norton Glebe Norton Aldingbourne	Outline for 1 dwelling	Planning	Refuse
<u>AL/56/82</u>	Norton Glebe Norton Lane Aldingbourne	Detached double garage	Planning	Approve Cond
<u>AL/56/82/B</u>	Norton Glebe Norton Lane Aldingbourne	Detached double garage	Building	Permitted
<u>AL/58/82/CF</u>	Norton Glebe Norton Lane Norton	Notice of intent cavity wall insulation	Building	No Dec On Fiche
<u>AL/70/82</u>	Coach House at Norton Glebe Norton Lane Aldingbourne	Change of use from stables to a residential house	Planning	Refuse
<u>AL/8/77</u>	Norton Glebe land adjoining Norton Lane Norton	Outline erection of single dwelling bungalow	Planning	Refuse

Post 1987

Reference	Location	Applicant	Accepted	Proposal	Type	Status
<u>AL/84/14/HH</u>	Norton Glebe Norton Lane Norton PO20 3NH	Mr & Mrs R Beresford	05-11-14	Alterations & raising the roof level & pitch to the existing detached workshop, garage & storage building	Planning Householder	ApproveConditionally
<u>AL/34/14/CLE</u>	Norton Glebe Norton Lane Norton PO20 3NH	Mr R Beresford	10-06-14	Application for certificate of lawfulness for an existing use for alterations to outbuilding	Planning Cert Lawful Use	Withdrawn
<u>AL/92/04/BR</u>	Norton Glebe Norton Lane Aldingbourne		13-09-04	Garage to be built adjacent to existing	Building Bldg Regs-Ex Of Time	Passed

				g garage.		
AL/39/03/	Norton Glebe Norton Lane Aldingbourne	Mr R Beresford	09-05-03	Extension to existing garage	Planning Plan Application	Approved Conditionally
AL/37/02/BR	Norton Glebe Norton Lane Norton		12-04-02	Conversion and extension	Building Bldg Regs-Ex Of Time	Passed Condit'n
AL/2/02/	Norton Glebe Norton Lane Norton	Mr R Beresford	04-01-02	Conversion of outbuilding to granny flat dwelling	Planning Plan Application	Approved Conditionally
AL/35/92/BN	Norton Glebe Norton Lane Aldingbourne		11-05-92	Building Notice for connection of soil pipe to main drainage	Building Bldg Notice	Accepted

- 3.1 The pertinent planning applications are:-
- 3.2 AL/3/65 – Conversion of coach house – Refused, 10 June 1965.
- 3.3 AL/56/82 – Detached double garage – Approved Conditionally, 14 July 1982.
- 3.4 AL/70/82 – Change of use from stables to residential house – Refused, 29 September 1982.
- 3.5 AL/2/02/ - Conversion of outbuilding to granny flat dwelling – Approved Conditionally, 15 February 2002.
- 3.6 AL/39/03/ - Extension to existing garage – Approved Conditionally, 25 June 2003.
- 3.7 AL/34/14/CLE – Certificate of lawfulness for an existing use for alterations to a building – Withdrawn, 3 July 2014.

- 3.8 Alterations and raising the roof level and pitch to the existing detached workshop, garage and storage building – Approved Conditionally, 22 December 2014.
- 3.9 It is evident that the principle of the conversion of the outbuilding into ancillary living accommodation has already been accepted by the local authority with the approval of the application in 2002.

4.0 Planning Policy

- 4.1 The site is located within the open countryside and outside of the built up area. The proposals being considered are the conversion of the outbuilding to ancillary living accommodation to the main dwelling known as Norton Glebe for visiting family members and also to form holiday accommodation when not in use by family members, the relevant policies in the Adopted Arun Local Plan 2003 are:

Policy GEN2 – Built Up Area Boundary

The boundaries of the built-up area for the purposes of the West Sussex County Structure Plan and this District Local Plan are defined on the Proposals Map. Development or redevelopment will be permitted within the built-up area boundaries, subject to the other policies in this plan. Outside the built-up area boundaries, development or redevelopment will not be permitted unless it is consistent with other Local Plan policies.

Policy GEN3 – Protection of the Countryside

Outside the Built-Up Area, as defined on the Proposals Map, the countryside will be safeguarded for its own sake. Development will not be permitted unless:

- (i) it meets the operational needs of agriculture, forestry, the extraction of minerals or the deposit of waste; or
- (ii) for quiet, informal recreation; or
- (iii) for the diversification of the rural economy; or
- (iv) for essential road schemes; or
- (v) it is in accordance with a policy in Sections 2 and 3 of the plan referring to a specific use or type of development.
- (vi) Permission will not be given for the extension of isolated groups of buildings or the consolidation of linear or sporadic development unless the proposal accords with criteria (i) to (iii) or (v).

GEN7 – The Form of New Development

Planning permission will only be granted for schemes displaying high quality design and layout. Development proposals involving new buildings or significant extensions or alterations must be accompanied by an illustrated written analysis of the site and its immediate setting, together with its relationship with the relevant townscape, landscape, wildlife and movement characteristics of the wider area. Development will be permitted provided it:

- (i) makes efficient use of land or buildings and, in the case of new residential development, achieves net densities of at least 30 dwellings per hectare;

- (ii) demonstrates that it responds positively to the identified characteristics and resources of the site and the area to create attractive places and spaces with the needs of people in mind and respects and enhances local distinctiveness;
- (iii) promotes sustainable development, including the effective use and conservation of energy and reducing the need to travel, particularly by private car;
- (iv) does not have an unacceptable adverse impact on adjoining occupiers, land, uses or property and, where relevant, facilitates the development of adjoining sites;
- (v) takes account of any unacceptable adverse impacts that may arise from adjoining land uses or property;
- (vi) retains significant open or wooded areas which, in their own right, make a material contribution to the local environment;
- (vii) allows for the safe movement of pedestrians and vehicles, giving priority to pedestrians;
- (viii) provides for vehicle parking in accordance with Policy GEN12 and Appendix 2 and open space in accordance with Policy GEN20.

SD SPD2 – Built Up Area Boundary

Built Up Area Boundaries are defined for the main towns and villages in the District and shown on the Policies Maps. Development should be focused within the Built Up Area Boundaries and will be permitted, subject to consideration against other policies of this Local Plan.

SD SPD3 – Countryside

Outside the Built-Up Area Boundaries (as identified on the Policies Maps)
Development will not be permitted in the countryside unless it is:

- a.) for the operational needs of agriculture, horticulture, forestry, the extraction of minerals or the management of waste as part of a waste site allocation within the West Sussex Waste Local Plan; or
- b.) for, informal recreation; or
- c.) for green infrastructure; or
- d.) for the diversification of the rural economy; or
- e.) for road and/or cycle schemes; or
- f.) in accordance with other policies in the Plan which refer to a specific use or type of development.

The local authority will take into account cumulative impact of development in the consideration of planning applications. To ensure better management of the rural-urban fringe in those areas where significant new development is proposed, early consideration will need to be given to landscape and biodiversity enhancement, woodland management, recreation provision and access routes.

Policy D SP1 – Design

All development proposals must make efficient use of land and reflect the characteristics of the site and local area in their layout, landscaping, density, mix, scale, massing, character, materials, finish and architectural details. Development proposals should have been derived from: a thorough site analysis and context appraisal; adherence to objectives informing sustainable design (inclusivity, adaptability, security, attractiveness and usability, health and wellbeing and climate change mitigation); and the influence these objectives have on the form of the development. All development proposals must reflect the efficient use of land,

layout, landscape and its setting, density, mix, scale, massing, character, materials, finish, architectural details and nearby habitats of the site and local area.

Policy D DM1 – Aspects of Design Form & Quality

When considering any application for development the Council will have regard to the following aspects:

1. Character

Make the best possible use of the available land by reflecting or improving upon the character of the site and the surrounding area, in terms of its scale, massing, aspect, siting, layout, density, building materials (colour, texture), landscaping, and design features.

2. Appearance/attractiveness

Demonstrate a high standard of architectural principles, use of building materials, craftsmanship and hard and soft landscaping to reflect the local area.

3. Impact

Have minimal impact to users and occupiers of nearby property and land. For example, by avoiding significant loss of sunlight, privacy and outlook and unacceptable noise and disturbance.

4. Innovation

Raise standards of design by embracing appropriate innovative design, new technologies and construction techniques, where a development proposal has the potential to do so.

5. Adaptability

Acknowledge diversity and difference. Buildings and places should be flexible to future adaptation, including the changing needs of occupants (for example ageing users, family circumstances), changes in wider work and social trends, and be able to accommodate potential differing uses of public space.

6. Crime prevention

Provide security measures that make places feel safer. This shall be achieved through natural surveillance and human presence by locating buildings and play areas along public routes and spaces, and making a clear division between private and public land to foster a mutual protection through territorial belonging. With respect to crime prevention, regard shall be had in particular to the document 'Secured by Design' and the 'Safer Places - The Planning System and Crime Prevention'.

7. Trees and woodland

All new development will be expected to incorporate existing and new tree planting as an integral part of development proposals.

8. Solar gain

Within the constraints of the site and local context development proposals should, maximise sunlight and passive solar energy. Ideally development should be

positioned (within a 15-20 degree margin) broadly south, with streets having an east-west pattern.

9. Public realm

Provide or enhance layouts, streets and public spaces so that they are attractive, socially inclusive, safe and secure, adaptable, with appropriate provision for planting, street furniture, and facilities for bicycle storage to create a place with attractive and successful outdoor areas.

10. Layout - movement

Utilise existing networks or improve access via delivery of a variety of integrated networks, to and from residential areas, commercial zones, open spaces, facilities and public transport. Development schemes should carefully consider walking and cycling as an integral part of the overall design concept.

11. Layout - legibility

Deliver or contribute to the ease of navigation within a new or existing development scheme through use of focal points (landmarks, gateways, vistas, corner buildings, active edges, existing topography), and/or a variety of detail within the public realm (sculpture, planting, street furniture, building materials, building detail, signage).

12. Public art

Public Art should be incorporated into schemes where there is capacity to do so. Public art can encompass a wide variety of elements to include art as part of the design of buildings and developments, landscape and planting, street furniture, signage and lighting in the public realm which is accessible to all. This can also result in physical, permanent artworks and sculptures.

13. Density

The density of new housing will make efficient use of land while providing a mix of dwelling types and maintaining character and local distinctiveness. Higher densities will be more appropriate in the most accessible locations. Proposals should take into account the density of the site and its surroundings. The density of large sites should be varied to guard against uniformity.

14. Scale

The scale of development should keep within the general confines of the overall character of a locality unless it can be demonstrated that the contrary would bring a substantial visual improvement.

15. Aspects of form and design quality

Development should also comply with the Arun District Council Design Guide.

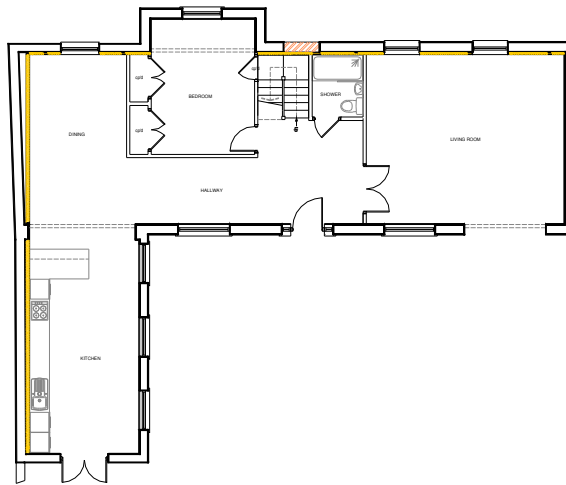
5.0 Design Proposal.

- 5.1 As previously stated, it is understood that the proposals being considered are the conversion of the outbuilding to ancillary living accommodation to the main dwelling known as Norton Glebe for visiting family members.

- 5.2 The proposal as indicated on the drawings shows that the character and appearance of the outbuilding will not change to any significant degree. The screening of the site which exists means that in any event, little or no impact would result. In this regard, the small dormers as proposed on the inward looking roof plane and as such it is considered that it results in no visual impact of any significance and should to be acceptable.
- 5.3 Accommodation proposed is at both ground and first floors. It will be comprised of:

Ground Floor

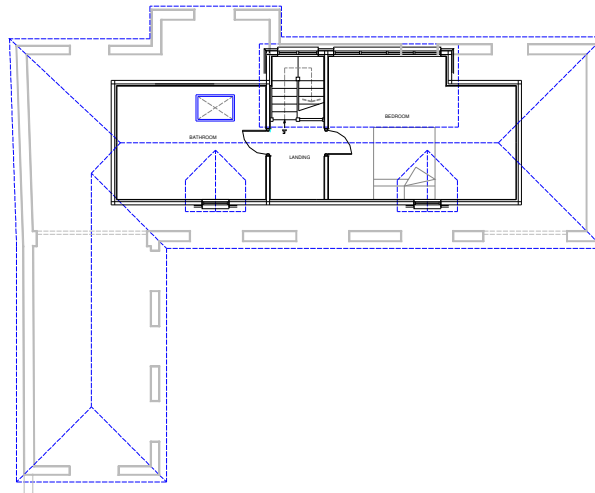
Living room, Kitchen/breakfast area, Dining area, Shower room, 1 Bedroom and Hallway.



Pic. – Proposed ground floor plan.

First Floor

Bedroom, Bathroom and Landing.



Pic. – Proposed first floor plan.

6.0 Use

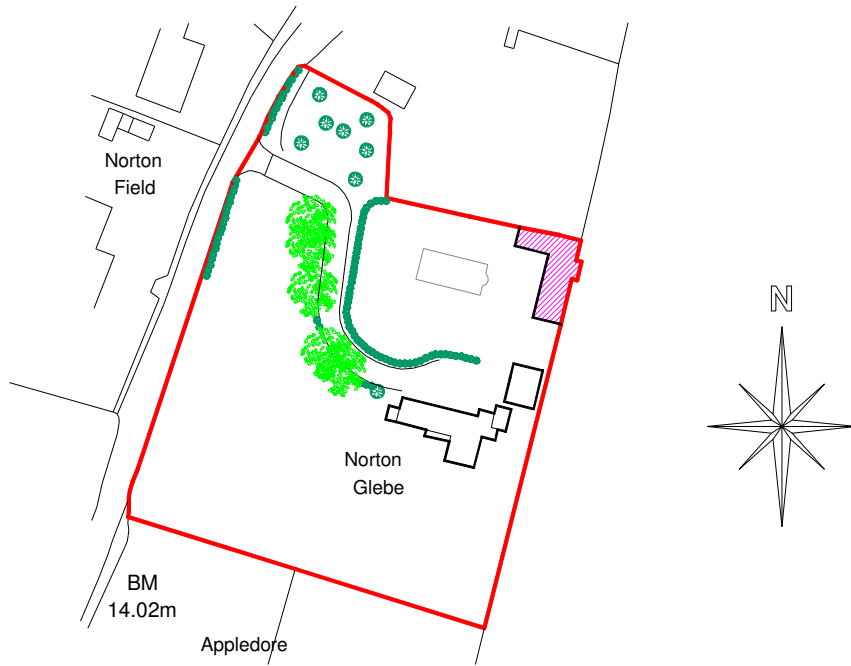
- 6.1 The development involves the establishment of an ancillary unit of living accommodation for family members visiting the Norton Glebe is something which is considered to be consistent with policy.
- 6.2 The site is such that such a use would be most unlikely to give rise to harm to the amenity of other occupiers in the locality.

7.0 Amount

- 7.1 The residential floor space created by the development is 109 m2 on the ground floor and 44 m2 on the first floor, giving a total habitable area of 143 m2.
- 7.2 The only external additions to the building are the provision of the two small pitched roof dormers to the front and the rear flat roof dormer on the first floor to improve headroom in the bedroom and stairway areas.
- 7.3 The conversion creates a two bedroomed property with kitchen, dining and living areas.

8.0 Site Layout

- 8.1 The outbuilding is 'L' shaped and is set within its own distinct sub-curtilage (effectively a 'sub-plot') within the wider dwelling curtilage. It is well screened by a northern boundary wall of brick and by substantial ever green hedging to the front (west) and south. The rear of the building backs onto open farmland to the east. To the front (west) of the outbuilding is a swimming pool. The outbuilding shares the main single site access to Norton Glebe, which runs alongside a laurel hedgerow.
- 8.2 It is apparent that the proposed use as ancillary living accommodation can be readily accommodated within the site as a whole and that the outbuilding is well related to existing development at the site. The site enjoys good screening and good separation from surrounding development. The use of the outbuilding as ancillary living accommodation is most unlikely to give rise to harm to the amenity or adjoining occupiers or to amenity of the locality in general. No undue intensification of the use of Norton Glebe will result. The proposal even with the dormers is not considered to give rise to overlooking or privacy loss to adjacent properties.



Pic. – Site plan of the plot indicating the position of the outbuilding.



9.0 Scale

- 9.1 The proposal as indicated on the drawings includes the small dormer extensions to the front portion of the roof of the outbuilding and as such its character and appearance when viewed from this side will not change externally to any significant degree.
- 9.2 To the rear, the flat roof dormer faces open arable fields and is not visible from the streetscene or any adjacent property.
- 9.3 The screening of the site which exists means that little or no impact would be caused by these additions to result in visual impact of any significance and is considered to be acceptable in terms of design and appearance.

10.0 Landscaping

- 10.1 There are no changes proposed to the existing landscaping arrangement.

11.0 Trees

- 11.1 No trees are deemed to be affected by this proposal and none will be removed as part of any proposed works.

12.0 Appearance

- 12.1 The appearance of the proposed dormer extensions are sympathetic to the existing outbuilding and the nature of the village setting. The siting will not be overbearing to any adjoining properties nor will they detract from the street-scene in any way.

13.0 Materials

- 13.1 The new dormers to the front will be pitched roof examples with matching plain tiles and dormer cheeks will be clad with plain tiles also.
- 13.2 Windows and personnel doors will be white PVC framed double glazed units to match existing.

14.0 Access

- 14.1 Vehicular and Transport Links – there will be no changes to the existing arrangements. Ample parking space is available on site either adjacent to the subject building or against the main house.
- 14.2 The nearest bus stop is at the end of the lane in Nyton Road.
- 14.3 Inclusive Access – The access arrangements to and within the new extensions will comply with the requirements of Approved Document 'M' to the Building Regulations.

15.0 Sustainability

- 15.1 All materials will be sourced from a sustainable source where possible and the construction of the extensions will comply with the requirements of Approved Document 'L' of the Building Regulations for energy use.

16.0 Flood Risk

- 16.1 The site is located within Flood Zone 1 as indicated on the Environment Agency plans and therefore outside of the areas of extreme flood.
- 16.2 Floor levels will be raised by about 100 mm above existing.

17.0 Drainage

- 17.1 Foul water drainage – new drain runs will be taken to existing private drains which are then taken to the public foul water sewerage system.
- 17.2 Surface water drainage – already discharge into soakaways located within the site, no additional roof area is created by this development.

18.0 Conclusion

- 18.1 It is clear that the proposed development within the curtilage of the existing site serving Norton Glebe for living accommodation for family members with the minor first floor additions is in keeping with the rural village of Norton and will not give rise to any loss of privacy to adjoining occupiers nor is it considered overbearing or out of character in any way.
- 18.2 The principle of conversion of the building into annexe accommodation has already been previously accepted with the approval of the unimplemented application in 2002.
- 18.3 The applicant is happy to accept a condition placed on the approval restricting the use to family members if the local authority if this is deemed appropriate.