

17 December 2020

FAO Chief Planning Officer
Planning Department
Guildford Borough Council
Millmead House,
Millmead,
Guildford,
Surrey
GU2 4BB

Dear Sir/Madam,

Planning and Heritage Statement

Re: Installation of new windows at Clifford James building, High Street, Ripley, Woking, GU23 6AF

Introduction

I am pleased to enclose a proposed application for planning permission regarding the installation and alternation of windows at the above address.

A prior approval has already been accepted at the site for a change of use from Office to residential under application reference 20/W/00074.

In order to enhance the outlook and natural lighting for the future residential occupiers, this full application is submitted to provide for two enlarged windows and one new window in the ground floor east elevation. This will serve the bedrooms in Ground Floor apartment 1. A Juliet balcony is also added to the south elevation and a double door reduced to a single door with window panel.

The application site lies within the Guilford Conservation Area, thus any development requires planning permission. The new development will provide a hybrid mix of maintaining privacy for neighbouring buildings whilst allowing for appropriate levels of design, insulation and daylight standards. In doing so, the development will preserve the character and appearance of the Conservation Area in accordance with NPPF requirements. The proposed development includes changing the placement of the existing windows. The new windows will be made to match those already in place, thus no detriment to external appearance will occur and are simply being repositioned in order to provide more adequate natural lighting to the respective flats. The new windows will be high quality double glazed that will improve the overall finish of the building and ensure high standards of safety and heat insulation.

Site Location and Description

The site is located within the identified/defined settlement boundary of Ripley Town. As part of a semi-rural village centre, the site lies along the High street amongst a cluster of small shops and cafes. It lies within the Conservation Area, adjacent to a small alleyway. Although the building itself is not listed, neighbouring buildings either side are. It is noted that there are several listed buildings in the vicinity. This gives the street scene a traditional appearance.

The property is a two storey detached building, with exposed brickwork employed as the primary external material. The roof is of a hip to gable nature, with skylights along the side elevation facing the alleyway. The building has been used as office space and has not been vacant.

Planning History

1. 20/W/00074/HR. Application under Regulation 75 (habitats and species regulations 2017) for a proposed change of use from Offices (Class B1(a)) to Dwellinghouse (Class C3) creating 1 x 3 bed, 2 x 2 bed and 1 x 1 bed apartments. Awaiting decisions. It is noted that this application relates to application 20/W/00074 (below)
2. 20/W/00074. Prior notification under Schedule 2, Part 3, Class O of the Town and Country Planning (General Permitted Development) Order 2015 (as amended) for a proposed change of use from Offices (Class B1(a)) to Dwellinghouses (Class C3) creating 1x 3 bed, 2x2 bed and 1x1 bed apartments. Approved 30 July 2020.
3. 14/D/00173/3. Discharge of conditions 7 and 10 re: 14/P/01787. Approved 07 July 2015.
4. 15/P/00892. Variation of condition 8 of planning permission 14/P/01787 approved 09/04/2015 to remove the code for sustainable homes applicable to the new build plot 5 on the development. To be replaced with water efficiency and BREEAM measures. Approved 08 July 2015.
5. 14/D/00173/2. Discharge of conditions 4, 7, 8 and 10 re 14/P/10787. Part approved, part refused 21 May 2015.
6. 14/D/00173/1. Discharge of conditions 4 re: 13/P/01652. Approved 21 November 2014.
7. 14/P/01787. Variation of Condition 2 of application 13/P/01652, approved 25/06/2014, to allow the drawing numbers to be altered; new drawings to show the addition of rear extensions to the backs of plots 1-5 and render to the front elevation of plots 1-5. Approved 09 April 2015.
8. 14/D/00173. Discharge of conditions 4 & 6 re: 13/P/01652. Part approved, part refused 13 October 2014.
9. 13/P/01652. Proposed two storey side extension, first floor side extension, alterations to existing roof and conversion of existing building to create 5 no. 2 bed 2 storey cottages following part demolition of existing building and demolition of existing rear single storey flat roof extension. Approved 25 June 2014.
- 10.11/T/00230. 2 field maples to be felled (Ripley Conservation Area). Tree Application Approved. 24 November 2011.

Principle of Development

Guilford Borough Council's Development Plan includes the following:

- Local Plan 2003 (Saved Policies)
- Local Plan Part 1 2015-2034
- Residential Design Guide SPD (2004)
- Residential Extensions and Alterations SPD 2018.

The site is located within a defined settlement area of Ripley. Policy S1 of the Local Plan Part 1 suggests that planning applications which accord with policies in the Local Plan and neighbourhood plans will be approved without delay, unless material considerations indicate otherwise.

Paragraph 5.20 of the Residential Design Guide SPD proves a high demand for housing within the Guilford borough, with particular reference to a shortage of 1 and 2 bedroom flats. Whilst the change of use to residential has already been established, the new window design will increase the appeal of the flats in such a way that potential residents will find the development a more attractive place to live through the addition of the new windows and improved daylight.

The primary focus of the Principle of Development is the positive effect on residential amenity for both neighbouring properties and new residents within the building. Paragraph 5.25 of the Residential Design Guide SPD gives an indication into the requirements for residential amenity. There is an emphasis on retention of privacy for both adjoining properties and those of new residents. The new windows will be facing the access and existing carpark alongside the property, and so will not allow for a direct view into neighbouring properties any more so than is already there, given that the site is well screened by boundary fencing. The new windows will have a positive effect on amenity for residents within the building through improved access to natural lighting. Paragraph 2.2 (impact on neighbours) of the Residential Extensions and Alterations SPD provides a further criteria in relation to amenity: *'care should be taken in the design of new residential extensions and alterations to ensure that adequate levels of natural light and sunlight can be achieved to both existing and new properties'*. The new window design can only be seen to allow for an augmentation of natural light levels, and thus accordance with this section can only be seen as valid.

Policy D1 of the Local Plan (2003) requires high quality design that responds to distinctive local character of the area. The fitting of new windows can be seen to maintain the character of the area, as they will match the existing design. The windows will be openable, providing ventilation as well as natural lighting. This policy also mentions local design within a Conservation Area, of which this application relates. It is important that new developments correspond with the distinct local character. The new windows will promote a sense of continuity throughout the development as they will be consistent with the windows that are being maintained and so will not be discordant with the overall appearance of the conversion and the wider character of the area. The windows will be placed upon a side elevation of the building (east). Therefore, the changes will not be in full view of the street scene.

Paragraph 5.43 of the Residential Design Guide SPD gives rise to the importance of visual interest at street level. The windows in question are at street level and so accordance with this section is vital. Additional natural surveillance of the street

is provided through the addition of windows, which can only be seen as a positive visual interest in the context of residential development. Paragraph 5.68 suggests a preference of windows finished in white, which can be seen on the provided plans. This will be seen to match the windows of other buildings in the area and so accordance with the design of windows in the general area is clear.

Conclusion

Following the acceptance of the change of use application for the property in question, it follows that the proposed windows allows for maximum benefit of the conversion in question. The windows allow for greater residential amenity through higher levels of natural light entering the building, without causing detriment to loss of privacy or having an overlooking impact on neighbouring properties. It is therefore reasonable to suggest the proposal is acceptable on the grounds of amenity. The windows are of the same design as those already present. They add to the continuity of the building and promote a higher level of neatness. They will not cause detriment to the character of the surrounding area and will preserve the character and appearance of the Conservation Area. It is respectfully requested the application is approved.

I trust the above information assists with the assessment of the application. If there are any queries, please don't hesitate to get in touch.

Yours faithfully



Charlie Rollet-Manus BSc (Hons)
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