

## **Design and Access Statement**

for: **Conversion of existing Storage Building into single unit of Holiday accommodation, and Erection on site of a single storey unit of fully accessible Holiday accommodation**

at: **Wayside Farm, Felbrigg, Norfolk NR11 8PP**

### **Introduction**

This application is submitted as a full application to convert a an existing storage outbuilding into a self-contained Holiday let unit, with a further unit of detached Holiday accommodation located on the site, providing two self-contained Holiday let units on site.

This document should be read in conjunction with the submitted drawings and details forming the application.

### **The Site**

Wayside Farm lies along the B146 Highway, set back from the junction with the A148 Holt Road. It comprises of a main Dwelling with attached indoor Swimming Pool building and a number of outbuildings. There is also a fully accessible attached annexe for a family member. The site itself is isolated along this part of the Public Highway, with no immediate neighbours to overlook, and the predominant boundary is close boarded fencing, aiding the shielded view of the site from the Highway. The site itself is surrounded on three sides by significant woodland, none of which is directly affected by the proposals contained in this application.

### **Planning History**

A previous owner of the site made several applications to the site in recent years, with two being the erection of a replacement barn to house a Swimming Pool (approved in 2004) and then for conversion of the Outbuildings on the site into five units of Holiday Accommodation which was also approved. References for these two are PF/040505 and PF/14/0008 respectively. With the latter application, there is clear evidence that the principle of Holiday accommodation on the site is acceptable. The current owner, having purchased the site a number of years ago, proceeded with an application to convert an outbuilding to ancillary self-contained annexe for a disabled family member, together with a link extension and pitched roof addition to a further outbuilding. This application, ref: PF/14/1634, was approved in 2014 and undertaken shortly after.

## **Current Status**

The works under planning approval ref: PF/14/1634 were undertaken and completed successfully between 2014 and 2015. As time has progressed, and with the addition of the current Covid situation, the applicant has looked at previous permissions granted on the site, with respect to Holiday accommodation, and would like to gain approval for two Holiday let units to assist with ongoing costs on the site and promote tourism in the area, particularly a market for fully-accessible Holiday accommodation for all guests.

## **Proposal**

The proposal submitted in this application relates to one existing outbuilding used for storage, and the addition of another building, both of which are dedicated to Holiday let use, to generate income for the applicant and promote local tourism, particularly looking to a time where more people may choose to spend holiday time in the UK, and close to one of the primary settlements in the District, namely Cromer. The proposed Holiday units are intended solely for holiday accommodation purposes, and not as the sole or main residence of the occupiers.

## **Aims**

The aim of the proposal is to offer a fully accessible Holiday let unit, together with a further let from a converted storage building, to offer short breaks to visitors to the area, being close to the local amenities in Cromer and the surrounding towns and village in the area, helping to promote tourism locally. A previous application for conversion of buildings into five units of holiday accommodation was approved in 2014, and the proposal herein proposes only two units in total, which will be located in a dedicated part of the site and provide suitable parking and turning facilities for visitors, to enable all to exit the site in forward gear onto the highway.

## **Use**

The new detached building, and converted storage building, will be used for holiday accommodation purposes only. The accommodation can be made available for at least 140 days a year, with no individual let to exceed 31 days, as conditioned in the original approval granted in 2014. (ref: 14/0008) Likewise, a register of lettings, occupation and advertising can be maintained at all times to be available for inspection by the Local Authority Planning Section, upon request.

## **Amount**

The details of the proposed conversion, together with the size, scale and location of the proposed detached holiday unit, are shown on the submitted drawings. The proposed block plan indicates the location of the both units, and they can be accessed via existing entrance from the public highway, and have dedicated parking areas allocated. As previously stated, the amount of development proposed here, for holiday accommodation, is less than that approved in the first application for holiday lets, approved in 2014. It is hoped in this sense, the principle and amount of development proposed can be viewed favourably.

## **Layout**

The existing storage building to be converted is located towards the rear of the site, with views onto the surrounding woodland. The proposal seeks to also locate the proposed detached unit of holiday accommodation to also benefit from the woodland views beyond the site, and be shielded from the view and impact of the adjoining highway.

## Scale

The scale of the proposed development is smaller than that already present on the site, and certainly less with regard to number of proposed holiday units to let. The building to be converted is not to have significant external works that would increase footprint, and the addition of rooflights to provide light into the upper areas reduces the need for dormer windows or similar, helping to keep the overall scale of this element in balance with the existing form.

The detached holiday unit proposed is single storey, to promote a fully accessible layout internally, so this can be marketed to those visitors requiring such accommodation, being fully wheelchair accessible in particular.

Given the existing constraints of ridge and eaves heights in particular which are present on the site, the proposed development does not significantly impact these particular elements of scale already present.

## Design

The design route has been to balance the proposals in terms of enhancing the functional space, whilst also maintaining the design style present in the existing buildings within the affected areas of the site.

The building to be converted is currently faced with some dark stained timber cladding to gable ends, render to external walls and red pantiles to the roof. Aside from the addition of new doors and windows into walls and roof to allow natural light into the habitable areas, the materials will not change, and neither will the scale, form and massing of the accommodation. A small timber balcony and staircase is proposed from this building which allows unrestricted views across to the woodland, and new windows to the bedrooms, in particular, do not face back onto the existing residential parts of the site.

For the detached single storey holiday let, the location and positioning of this building ensures it's impact is not detrimental to the other built form on site, being shielded from the highway, and of relative low height to the surrounding buildings. Being fully accessible internally across all areas, the footprint is such that it allows for good internal circulation by all user types. Externally, and to ensure the building visually appears subservient to the other main built form, the proposal uses dark stained timber cladding as external facing material to walls (on a timber frame structure) with felt (or similar) shingles to the roof, giving the appearance of an ancillary building to the main form present.

All windows and doors are to be in timber, painted finish.

## Landscaping

There is minimal landscaping on the site, and no changes to the existing are proposed within this development. All proposed building and conversion works occur within, and adjacent to, developed area. The site is surrounded by natural woodland on three sides, but no part of that is affected by the proposals contained in this application.

## Access

There is no change to the existing access, parking or turning areas on the site, and all vehicles are able to be safely parked on the site, with ample room for turning and being able to exit in forward gear.

Specific parking areas for each holiday unit (at least one space each) can be provided on the existing hardstanding area adjacent to each of the proposed holiday units.

## Constraints/Comments

Balancing the proposals as submitted against those approved for five holiday units in 2014, this proposal sees less intensification in use of the existing access point to the site from the Public Highway, which in turn will improve safety in this area over the long term, whilst still allowing the site to generate a small income and promote local tourism in the area in a quiet setting.

The existing site is served by septic tanks for all foul drainage, given its remote location from other residential and developed areas. The converted building will be connected to this existing system, with the detached holiday let potentially having its own dedicated collection tank. The site offers ample access and space for all collection vehicles to enter the site and be within 30m of any part of the site for access to the tanks present, together with sufficient turning area.

On the previous application, for the annexe and link extension, as well as the new roof to the storage building, a full bat survey was undertaken, which identified constraints associated with the site, and how the development needed to be conducted with due regard to the recommendations. This former document is attached at the end of this statement for reference, and all measures were undertaken. The storage building, with the replaced roof, has no current evidence of bats, and the new building has little impact on existing form. The applicant will be looking to install appropriate measures to encourage wildlife diversity, which could include bat boxes and similar. The applicant is willing to work proactively with the Local Authority, as may be required, to ensure the development can be successful in this matter.

This concludes the Design Statement. There now follows a set of photographs which show the existing dwelling and affected surrounding area. Should you have any questions or require any further information upon reading this document or any of the submitted details, please contact Norfolk and Norwich Architecture Ltd.

Prepared by

*No signature as sent direct from Computer*

### **Simon Pegg**

Director and Architectural technologist  
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## Photographs









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29<sup>th</sup> March 2015

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Dear Simon,

**Development of buildings at Wayside Farm, Felbrigg, Norfolk.**

Three buildings at Wayside Farm, Felbrigg, Norfolk, are the subject of a development proposal for their conversion and change of use.

The presence of protected species is a material consideration when local planning authorities consider development proposals – in order to prevent a net loss of species and habitats, the National Planning Policy Framework (2012) states that the planning system should contribute to and enhance the natural and local environment by minimising impacts on biodiversity and providing net gains in biodiversity where possible.

As the presence of bats has been considered a possibility, a bat survey of the buildings was carried out on the 24<sup>th</sup> March 2014 by Chris Vine BSc, CMIEEM, M.S.B. (see BAT SURVEY, March 2014).

During the survey, droppings of brown long-eared bats (*Plecotus auritus*) were found within the roofs of two of the buildings; **Unit 1** (garage building) which appeared to be used as a temporary night time roost and **Unit 2** (single storey, brick and flint building), the roof of which appeared to be used as an occasional day roosting site.

No evidence of bats was found within **Unit 3** (timber summer house) but a potential bat roosting site was identified behind some external timber cladding which could be used by bats at any time.

It was concluded that the proposed development of the three buildings may result in the disturbance of bats and possibly the loss of bat roosting sites but that, as it was understood that the bat roost within the roof of **Unit 2** was **not being disturbed by development works and was to remain**, the potential for disturbance and impact on bats was considered to be low and the proposed development was unlikely to adversely affect bat populations.

Bats and their roosting sites are strictly protected by law and it was recommended that the proposed conversion and change of use of the three buildings is carried out as planned but only with appropriate care and precautions to ensure that bats are not disturbed by any development works and that existing bat roosting sites are maintained.

Advice was given on carrying out the development to ensure that any possible disturbance to bats is minimised, the course of action that must be taken if bats are encountered at any time and a suggestion of the provision of further bat roosting sites, such as the installation of purpose made bat roosting boxes, for which further help can be given.

I understand that a new proposal for **Unit 2** involves the extension of the building, which requires the partial removal of the existing roof covering, to link to a proposed new family room extension onto an existing indoor swimming pool building.

Without appropriate mitigation measures, this latest proposal may result in the disturbance of bats if they are present when works to the roof are carried out and may adversely affect bat populations at the site and in the local area.

The following is intended to provide updated information to North Norfolk District Council of the bat mitigation measures to be carried out to minimise the impact of the proposed alteration works on bats, to avoid damage and disturbance and to ensure the maintenance of bat populations at the site at a favourable conservation status.



## Development of Buildings at Wayside Farm, Felbrigg, Norfolk. NR11 8PP

### Bat Mitigation Strategy (March 2015)

1. Bats are not thought likely to be present during the day time within **Unit 1**. However, as a precaution, prior to any works to this building, a check will be made for the presence of bats which may possibly be present within the roof of the building. Development works to this building will only continue in the absence of bats.
2. All works carried out to **Unit 2** will be carried out with appropriate care to ensure, as far as possible, that bats are not disturbed and that the bat roosting site within the roof of the building is retained. Brown long-eared bats may be present within the roof space or under the roof tiles of the building at any time.
3. Although the existing roof of **Unit 2** is thought to be used as an occasional roosting site by brown long-eared bats and the building is not used as a summer maternity roost, where adult females give birth and rear their young, to avoid any possibility of disturbing adults with young the part removal of the existing roof coverings will be carried out between October and March (inclusive), outside of the bat maternity period.
4. Prior to the commencement of any works to the roof of **Unit 2** a further check by a licensed bat ecologist will be made to check for the presence of bats. The removal of roof coverings and the exposure of the existing roof space will only proceed in the absence of bats. Should bats be found to be present, further advice will be sought from the licensed bat ecologist on how to proceed with the works; it may for example be possible to fix a plastic sheet or similar to partition off the northwest end of the roof where works are being undertaken.
5. The part removal of the existing tiled roof coverings of **Unit 2**, only as necessary for the extension of the building, will be carried out with great care to minimise any possible impact on any bats which may be present under roof tiles. Roof tiles, particularly the ridge and hip tiles will be lifted as carefully as possible, by hand and in an upwards direction. This work will be carried out in the presence of and under the direct supervision of an experienced and licensed bat ecologist in case bats are encountered. In the event of bats being encountered during this work, these will either be left to relocate or may be removed by the licensed ecologist for safe release outside, as appropriate.
6. The newly extended roof of **Unit 2** will have a matching tiled roof covering lined with bitumastic roofing felt, as per the existing roof; a modern breathable membrane will not be used as this type of roof lining should not be used in areas used by roosting bats.
7. The extended roof of **Unit 2** will have a 'cold roof space' as per the existing roof; insulation material will only be laid on the floor of the roof space.
8. All of the existing roof space of **Unit 2**, as well as the additional roof space created by the extension of the building at the northwest end, will continue to be available for bats to use for roosting. The volume of roof space available to brown long-eared bats following the development will therefore be greater than existing.
9. To ensure bats have continued access into the newly extended roof of **Unit 2** at least one ridge access point will be created under a ridge tile by forming a small approximately rectangular gap, of between 40mm and 50mm wide by 20mm high, in the mortar under a new or re-fitted ridge tile (see Photo 1.). The exact location of this will be in a position considered to be least likely to be subject to disturbance from artificial lighting, most likely on the western side of the roof. A slot of approximately 30mm x 100mm will be cut in the roofing felt, close to the ridge just inside the ridge access point, to allow bats access through the roofing felt and into the roof space.
10. As bats are not thought to use **Unit 3** as a roosting site, development works to this building will be carried out as planned but only with appropriate care with any works affecting the potential roosting site behind the external timber cladding at the southeast end of the building.

11. Should any of the external timber cladding at the southeast end of **Unit 3** be removed and / or the gap present in the external cladding at the southeast end be closed or repaired, this will only be done following a further check for bats by a licensed bat ecologist. Should bats be found using any cavities behind the timber cladding further advice on how to carry out the works and to retain bat roosting sites within the building will be given.
12. All those involved with any work to any of the three buildings will be informed that bats have been found to be present at the site and of their legal obligations – in the event of bats being encountered at any stage of any works, work will immediately stop and advice from a licensed bat consultant will be sought.



**Photo 1.** Example of bat access point under newly fitted ridge tile.