



**WINCER
KIEVENAAR**

Householder Application for
Alterations and extension to:
Cygnet House, Boxford

**DESIGN, ACCESS
AND HERITAGE
STATEMENT**

Ref: 5816_DAS
NOV 2023

▶ 5816

Householder Application:

Address:

Cygnets House, Swan Street, Boxford

Local Authority:

Babergh District Council

Client:

Mr. and Mrs. Renshaw

Date:

November 2023.

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PROPOSAL SUMMARY

Wincer Kievenaar Architects were appointed to prepare this Design and Access Statement in support of a Householder Planning Application for extensions and alternations made to Cygnet House, Boxford.

This statement and supporting documentation is prepared in accordance with The Communities and Local Government publication "Guidance on Information requirements and validation" (March 2010) which sets out in Section 6 the requirements for Design and Access Statements.

A further amendment to the requirements for Design and Access Statements was made via The Town and Country Planning (Development Management Procedure) (England) (Amendment) Order 2013 No. 1238. Article 4 states the following new requirements for Design Access Statements:

(2) An application for planning permission to which this article applies shall be accompanied by a statement ("a design and access statement") about—

- (a) the design principles and concepts that have been applied to the development; and
- (b) how issues relating to access to the development have been dealt with.

(3) A design and access statement shall—

- (a) explain the design principles and concepts that have been applied to the development;

(b) demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account;

(c) explain the policy adopted as to access, and how policies relating to access in relevant local development documents have been taken into account;

(d) state what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation; and

(e) explain how any specific issues which might affect access to the development have been addressed.

The proposal outlined within this document is comprised of alterations and extension to an existing dwelling. This application follows pre-application advice. Please see section 16.0 for further information.

2.0 SITE CONTEXT

EXISTING SITE

Boxford is a village within of Babergh District Council and situated along the A1701 between Hadleigh (8km) and Sudbury (9km).

Cygnets House, outlined in red, is comprised of a two storey dwelling set within a rectangular plot. The dwelling was built in the 1960's and is situated in Swan Street.

Access to the house is achieved via a gravel drive straight off Swan Street. The house is set back and screened by vegetation along the roadside.

Swan Street has a number of Grade II listed buildings with most properties have a prominent frontage facing the road with access out onto the street.

The proposal site and existing house are currently shrouded from view from the street by dense vegetation along the road side, visible only from the site access.

The buildings on Swan Street exhibit distinct architectural characteristics, encompassing elements like dual pitched roofs, chimneys, external finishes of render or brick, and painted timber windows. These features contribute to the vernacular style found in the buildings along Swan Street.



2.0 SITE CONTEXT

PLANNING CONTEXT

SITE CONTEXT

The site is outlined in red on the Boxford Local Plan below.

The site is located within the boundary (Purple Line) of Boxford settlement. The site is also entirely within the Boxford Conservation Area (dotted brown line).

The site is positioned along Swan Street - a street lined with a number of grade II listed properties on both sides.

PLANNING POLICY - New Joint Local Plan

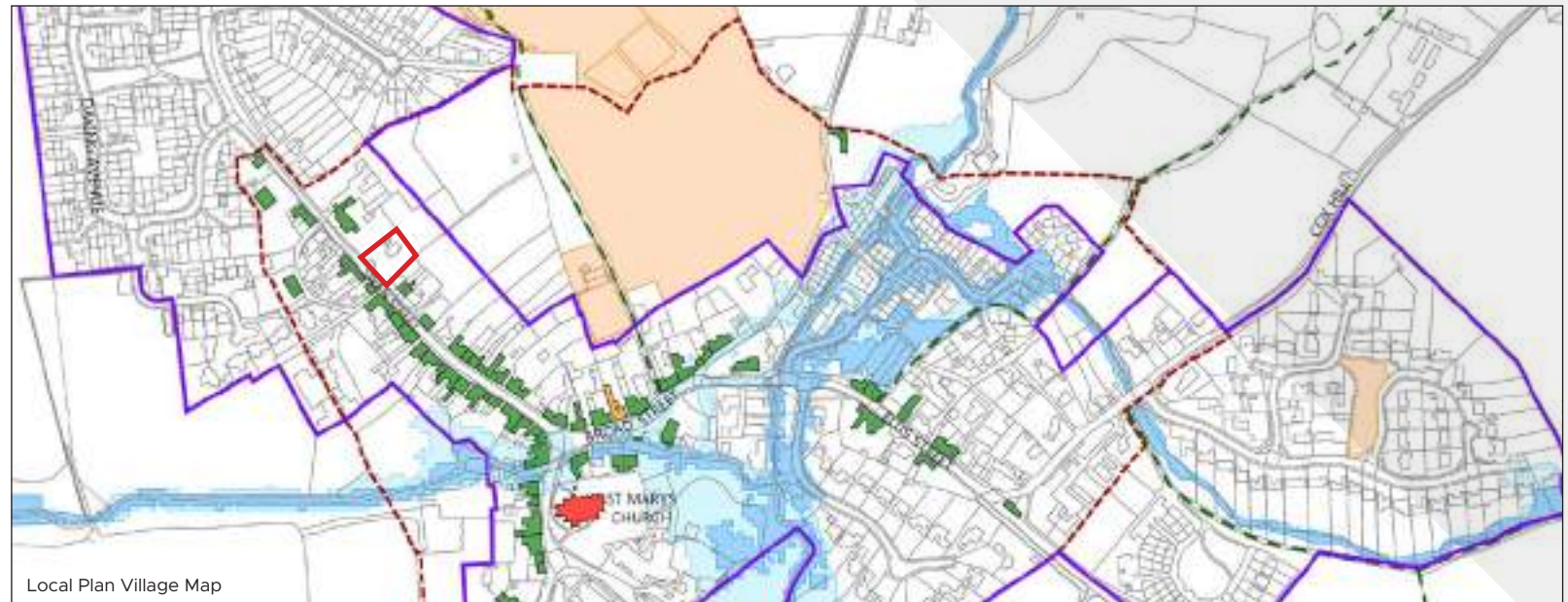
Policy HS33: Extensions to Existing Dwellings
Planning permission will be granted to extend a dwelling if:

- a) the scale, mass, external materials and architectural details of the proposed extension blend in with those of the dwelling and its wider setting;
- b) the extension reflects and respects the relationship of the site and its setting, and those of adjoining dwellings;

- c) the proposal does not reduce the level of amenity enjoyed by occupants of neighbouring property;
- d) the proposal would not cause the felling of, or damage to any significant trees that contribute to the environmental quality and visual amenity of the locality; and
- e) a safe vehicular access can be achieved and sufficient space remains available to park vehicles in the curtilage of the dwelling.

KEY

- Environmental Assessment (LPA01) (EPA)
- Multiple Employment Sites (MSES)
- Settlement Boundaries (SP03)
- District Boundaries
- Parish Boundaries (where settlements span multiple parishes)
- Key Infrastructure Requirements
- Areas of Outstanding Natural Beauty (LP20)
- Local Nature Reserve
- Protected Habitats and Species Sites (SPA, SAC and Ramsar)
- Sites of Special Scientific Interest
- Designated Open Space (LP09)
- Gypsy and Traveller Sites (LP09)
- Public Rights of Way
- Flood Zone 2 (LP29)
- Flood Zone 3 (LP29)
- Ancient Woodland
- Conservation Area
- County Geodiversity Sites
- Listed Buildings**
 - Grade I
 - Grade II*
 - Grade II
- Registered Parks and Gardens
- Scheduled Ancient Monuments



SITE PHOTOGRAPHS

The application site is a single C3 dwelling designed and constructed in the 1960's with drive access from Swan Street.

The house is enclosed on two sides by crinkle-crankle walls. The wall running along the north west boundary separating Cygnet House and Wynne House is a later addition, built to separate the land when Cygnet House was being constructed.

SCALE AND MASSING

The existing house is comprised of bidirectional intersecting rectangular forms that are readable from each elevation. Each level follows its own singular lines resulting in window heads, eaves and ridges all match the heights of their corresponding components creating uniformity throughout the design.

MATERIALITY

The house is masonry construction with exposed/painted brick or rendered finish externally. All original windows have historically been replaced with UPVC windows. The single storey garage is single leaf masonry with a felt covered flat timber roof. The proposal looks to remove the garage and replace this with an extension that is more in keeping with the style of the existing house and wider context.

2.0 SITE CONTEXT



Site frontage facing the street.

View of the house from the north west of the site



Front elevation as viewed from the front garden

South West elevation from garden



3.0

ARCHITECTURAL & HISTORIC CONTEXT

Cygnets house sits within the Conservation Area and is within the setting of a number of listed buildings.

1) Wynne House, Swan Street, Boxford,
Heritage Category: Listed Building Grade II
List Entry Number: 1351427

A timber-framed and plastered building with a cross wing at the south-east end, probably of C16-C17 origin but much altered in the C18. Two storeys. Four window range of double-hung sashes with glazing bars. The cross wing has tripartite windows. A 6-panel door has a wood doorcase with panelled pilasters and an open pediment with fret ornamentation. Roof tiled with slate at the eaves. The cross wing has a chimney stack with 2 octagonal shafts.



1) Wynne House

2) 40 and 42 Swan Street, Boxford.
Heritage Category: Listed Building Grade II
List Entry Number: 1037369

One of a pair of mid C19 red brick houses with rusticated white brick quoins and window dressings. Two storeys. Roof tiled, with a ridge chimney stack. A raised white brick band extends across the front between the storeys, each of which has two sash windows. It has a modern entrance porch.



2) 40 and 42 Swan Street

3) 43 and 45 Swan Street, Boxford
Heritage Category: Listed Building Grade II
List Entry Number: 1193829

A timber-framed and plastered building with a brick front (painted) with C18 external features. The south-east end breaks forward slightly and is plastered. Two storeys. Six window range of double-hung sashes with glazing bars. The ground storey has a large splayed bay. Roof tiled with a sawtooth brick eaves cornice and a ridge chimney stack.



3) 43 and 45 Swan Street

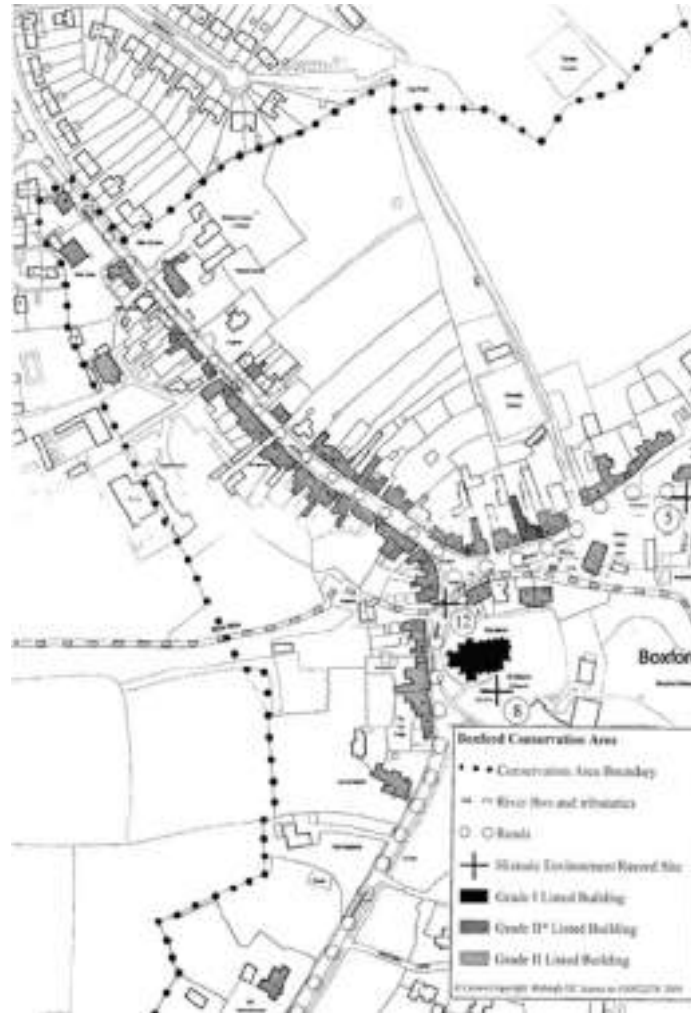
3.0

ARCHITECTURAL & HISTORIC CONTEXT

The village of Boxford lies in south Suffolk about 5.2 miles south-west-west of the market town of Hadleigh.

Swan Street runs north-west from the centre of the town and sits within the conservation area.

Boxford has a range of vernacular based on the age of the building. Most have a rendered finishes or are fronted with soft red facing brickwork. Slate roofs, plain tiles and pan tiled roofs are seen throughout Boxford on more recent buildings, extensions and outbuildings.



Historic Map of Swan Street - 2011



Historic Map of Swan Street - 1838



Historic Map of Swan Street - 1840



Historic Map of Swan Street - 1902

▼
3.0

ARCHITECTURAL & HISTORIC CONTEXT

HISTORICAL CONTEXT

As previously stated in this document, the site sits completely within the conservation area of Boxford. Historically, the site was formerly part of Wynne House's curtilage.

The house was designed and constructed in the 1960's. During this time, the crinkle crinkle wall to the north west of the house was also constructed to separate the grounds from the neighbouring Wynne House.



Historic Map of Wynne House - 1949

HERITAGE SIGNIFICANCE

Whilst Wynne House is a listed heritage asset, Cygnet House and its boundary wall with Wynne House was built between 1960's and 70's to separate the two dwellings. It is of no historic significance.



Existing Boundary Crinkle Crankle Wall

PROPOSAL

Although not listed, the proposal will retain the existing boundary wall. The garage is to be removed and the extension will be offset further from the wall allowing for better access alongside and maintenance of the wall. The existing tree (pictured) is also proposed to be removed.



Proposed Elevation relative to Crinkle Crankle Wall

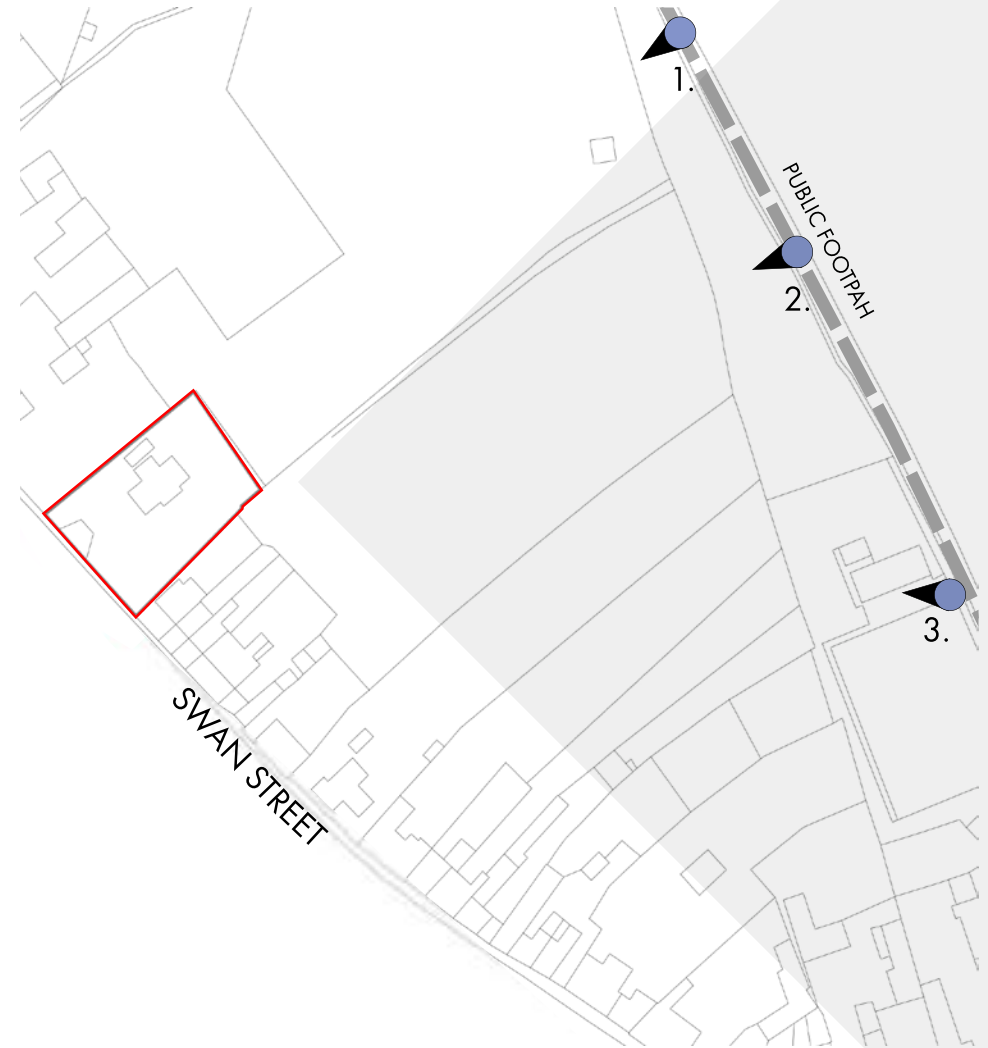
4.0

SITE VISIBILITY FROM FOOTPATH

After reviewing the pre-application comments, viability of the proposal from the public footpath was reviewed.

A thick covering of vegetation runs along the edge of the footpath, removing any possibility of direct line of sight from the public spaces. As demonstrated by the photographs captured along the footpath, the residences along Swan Street remain completely obscured from view at any vantage point along the footpath or from the bowls club as shown in image no. 3.

It is therefore reasonable to state that the proposed development will have no impact on the local public amenity areas. The existing and the proposed extension will not be visible from public areas.





5.0

DESIGN DEVELOPMENT & PRE APP RESPONSE

A pre-application was submitted on the 20th July 2023 followed by a response received on 10th August 2023.

Application Reference: DC/23/03422

Overall, it was determined that the design aligns well with the existing dwelling's character and meets many design-focused criteria.

It was recommended that a change should be made to the three-pane Juliet balcony, which has been altered to a French door set. It was also advised to include screening for the repositioned oil tank.

Concerns were raised regarding potential impacts on residential and public amenities, such as overlooking, overshadowing, and added mass from the two-story extension. Further drawings have been provided to assess these impacts, including viewpoints from the footpath and shadowing analysis.

Both existing and proposed floor plans are required to demonstrate changes in bedroom count, as well as site plans showing on-site parking, manoeuvring, and turning provisions. Approval from the planning team is contingent on providing this additional information, and support is subject to no objections from the Heritage team regarding impact on historical assets.



▼
6.0
USE AND AMOUNT

USE

The application site is currently C3 Residential and is located entirely within the village settlement boundary.

The use of the site will remain C3. The application looks to extend the existing dwelling, providing additional living space and an improved master bedroom suite.

AMOUNT

The proposed development is comprised of a single two-storey extension on the north western side of the existing dwelling.

Site area: 1059.35 sqm

Existing GIFA: 156.56 sqm

Extension GIFA: 88.7 sqm

Area Demolished: 19.44 sqm

Percentage Increase: 44.23 %





7.0

SUNLIGHT ANALYSIS

Sunlight model shows how the proposals sit within real-world co-ordinates and how the sun path and times of year is viewed with the development.

This review has been focused on the impact of the development of Cygnet House on the grounds of Wynne House. A model was created for March 21st at varying times of day to show the shading of the adjacent private amenity space. As shown in evidence below, no more than a quarter of the garden is prevented by receiving sunlight at any time ny the extension.

Wynne House has a side private amenity area of 1097.16 sqm. As shown, the impact of the proposal does not exceed 25%.

On March 21st the shading created by the proposed extension on the side private amenity space is:

9am - 227sqm of shade created by the extension equating to 20.67%.

10am - 128sqm (11.7%) of shade.

11am - 85sqm (7.7%) of shade.

12pm - 61sqm (5.6%) of shade.

1pm - 28.45sqm (2.6%) of shade.

2pm - 9.16sqm (0.8%) of shade.

3pm - No Effect (0%) of shade.

5pm - No Effect (0%) of shade.



7.0

SUNLIGHT ANALYSIS

21st March - Sunlight Model



MARCH 9AM



MARCH 12 PM



MARCH 3PM



MARCH 6PM

8.0 LAYOUT

DWELLINGS

The extension has been carefully designed to complement the existing dwelling, taking into consideration its scale and architectural form.

On the ground floor, the extension will introduce several enhancements, including a new study, upgraded bathroom facilities, and an enclosed living space. Additionally, a single-storey linking boot room will be positioned between the kitchen and principal extension, providing improved access to the rear garden and additional storage. The existing portion of the ground floor has also

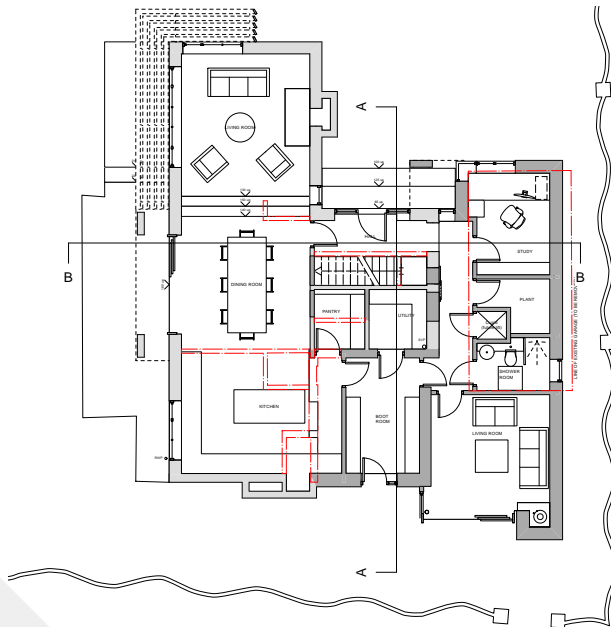
been updated to create a more open plan living area, enhancing the overall quality of space.

Moving to the first floor, the extension will feature a bedroom, dressing room, and en-suite. Alterations are also proposed to the existing first floor to enhance its functionality and align with the new extension.

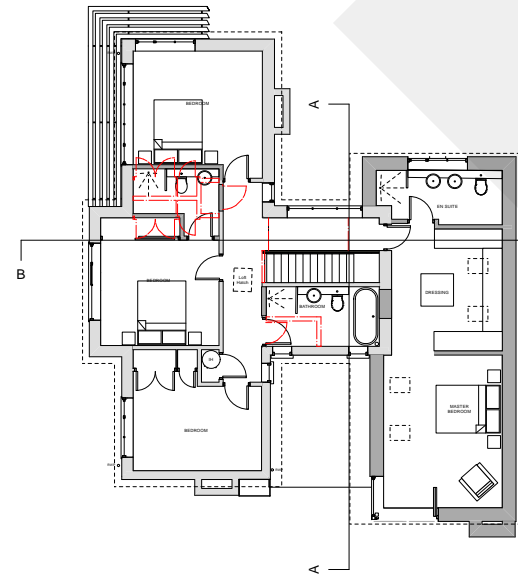
Openings on the western boundary have been intentionally limited, with a single window in the shower room on the ground floor. Two

conservation rooflights are proposed in the dressing room, these are at high level and are for natural light only and do not allow any overlooking into the side garden of Wynne House. With the proposed first floor addition, the layout has meant that an existing clear glazed window that overlooks Wynne Houses side garden will be removed.

Overall, the extension carefully integrates with the existing dwelling, offering functional and aesthetically pleasing spaces while maximising privacy and capturing the surrounding views.



GROUND FLOOR PLAN
Scale: 1:100



FIRST FLOOR PLAN
Scale: 1:100

SCALE

As identified in the site analysis imagery, the various levels of the design follow consistent lines throughout the house, ensuring that all eaves, ridges and window heights are consistent.

The scale of the proposed extension has been considered this and has been continued throughout the design. Altering the lines of the existing would only disturb the harmony of the whole house.

MASSING

The massing also looks to mirror the existing. The extension matches the parameters of the other wings in height, width and roof pitch so to keep balance between the three intersecting components.

The extension has been set back in line with the position of the existing garage. In doing this, the extension is kept subservient to the existing and does not detract from it.



9.0

SCALE AND MASSING

Whilst the materiality has been selected from the pallet of the original house, creating a change in materials from ground and first floors also helps in limiting the visual impact of extension.



ARCHITECTURE

As stated the design of the extension looks to emulate the style, scale and materiality of the existing dwelling. The design mirrors the lines of the existing, incorporating the same scale and massing of the current house.

The proposal also looks to improve the existing house by replacing the existing windows with new composite frame windows to match the

colour and style of those being installed in the extension. In doing this, not only will there be cohesion throughout the design but the aesthetic and performance quality of the existing house will be improved and more sympathetic in a conservation area.

In addition to this, a new external brise soleil will be installed to reduce over heating in the south

10.0 APPEARANCE

facing living room at the front of the house. Overall, the extension's design carefully integrates with the existing dwelling, drawing from its architectural elements and incorporating improvements that enhance both the aesthetic appeal and performance of the entire house.

The three bay window to the master bedroom has been reduced to 2 bays as per the comments made in the Pre-Application response.



▼
10.0
APPEARANCE

MATERIALS

A palette of materials has been selected to ensure the proposed extensions blends with the existing house matching both materiality and tone



▲
White render to match existing on eastern face

Red Brick to match existing columns and chimneys



▲
Clay plane tiles to match existing



▲
Aluminium composite glazing to all windows - new and existing

Glazed Juliet balcony



11.0 STREET ELEVATION



PROPOSED STREET ELEVATION
Scale: 1:100

The proposed two-storey extension is designed to harmonise with the proportions of the current house. Additionally, it will be positioned further away from the crinkle crinkle wall than the existing garage.

Cygnet House is situated along Swan Street. The position of the house is set back from the road, it offers a reserved presence compared

to neighbouring houses that line the street.

A 1.4 metre tall wall lines the front of the property, primarily serving as a boundary marker. Above the wall, a hedge adds a natural screening element. The wall and hedge, along with planted trees and vegetation within the grounds of the house obscure it from the street. The existing boundary wall to the street will conceal the

relocated oil tank from view and furthermore, a new willow screen will surround it for additional screening.

Whilst the house is set at a higher position to those in its immediate vicinity due to the topography, being set back from the road provides additional privacy for the property whilst also obscuring it from view.

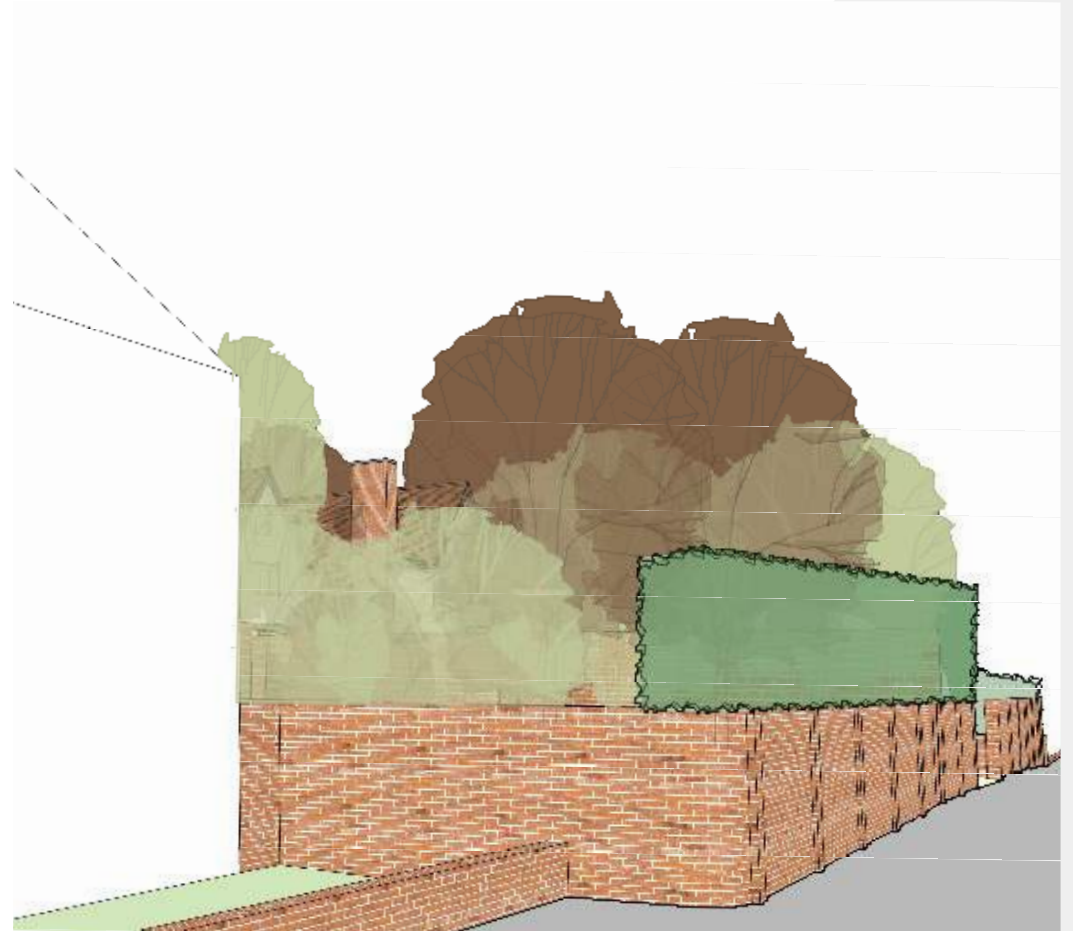


11.0

STREET ELEVATION



EXISTING VIEW FROM SWAN STREET IN FRONT OF WYNNE HOUSE



PROPOSED VIEW FROM SWAN STREET IN FRONT OF WYNNE HOUSE

12.0

LANDSCAPING

There are minimal changes to the landscaping as part of the proposal. The existing oil tank will be relocated closer to the street to allow for accessibility improvements.

As stated, this will be enclosed by willow fencing to screen it from view along with the existing vegetation that also does this.

1 no. tree is proposed to be removed as it is currently positioned between the garage and crinkle crinkle wall and is not benefiting from its position.

13.0

ACCESS AND PARKING

The existing access and parking arrangements remain unchanged. The existing garage is not used for parking due to its size not being suitable under current standards and does not accommodate modern vehicles. The parking on site will not be affected by its removal. An existing shed on site will continue to provide secure cycle storage.



14.0

SUSTAINABILITY

Given Cygnet House was constructed in the 1960s, the current dwelling is lacking in terms of sustainability by current standards. It currently experiences issues of overheating during the summer days. The proposal aims to rectify these issues and improve the overall performance of the existing structure, while also providing a high-performance extension.

SOLAR GAINS AND SOLAR SHADING

At present, the majority of the glazing faces the south or south east - all of which is single glazing. The result of which is that the existing dwelling overheats in the summer.

This proposal looks to replace the existing windows with double glazed aluminium composite glazing, which will reduce heat loss at night and the overheating during the day. This will in turn reduce the need for secondary active heating and cooling systems.

Furthermore, a brise soleil is proposed to further reduce overheating in the summer months to the most affected windows whilst not diminishing the potential for winter solar gains.

IMPROVED THERMAL ENVELOPE

The proposed extension has been designed to accommodate a wall thickness of 430mm, allowing for a large insulated cavity and providing optimal thermal qualities.

As stated, the glazing is to be replaced throughout the existing to match the proposed extension. Given the amount of glass, this will greatly improved the thermal envelope of the existing.

▼ 15.0

JUSTIFICATION

The proposal includes the removal of a garage that is no longer fit for use and that has no impact on the site setting within the conservation area. In its stead, a two storey extension is proposed that will provide improved accommodation to suit the clients needs.

The scale and design of the extension reflect that of the existing house and is in keeping with its context. The choice of materials are reflective of those along Swan Street, blending the design with local architecture.

The proposed development will also improve the overall performance of the existing dwelling. Replacing the existing windows combined with the high fabric performance of the extension will improve the overall efficiency of the dwelling.

In summary, this extension will compliment the existing house with additional flexible accommodation whilst improving its energy efficiency.

PRE-APPLICATION RESPONSE



PRE-APPLICATION ENQUIRY DC/23/03422



Cygnet House, Swan Street, Boxford, Sudbury Suffolk CO10 5NZ

Reference No: DC/23/03422

Pre-application Enquiry

This advice is provided as part of the Council's pre-application advice service.

The advice provided here represents a professional officer opinion based on the material submitted and is given in good faith. The Council as Local Planning Authority must consider every planning application on its own merits after having regard to all material planning considerations. The advice provided here is not in respect of a planning application, has not been subject to public consultation or appropriate statutory consultations and is not necessarily accompanied by all the required supporting material and on that basis the advice is not binding on the Council as the Local Planning Authority.

This advice does not pre-determine the outcome of any subsequent planning application based on the submitted material and/or the advice provided.

In providing this advice the Council is seeking to proactively and constructively provide support to potential applicants seeking to deliver sustainable development as encouraged by the Government within the National Planning Policy Framework [NPPF] and National Planning Practice Guidance [NPPG]

The Council is permitted to charge for this advice under the provisions of the Local Government Act 2003. The intention is to recover the cost of providing the service and not to deter applicants and their agents from engaging in pre-application discussions.



The Proposal

The proposed development is for:

Proposed extensions and external alterations to a detached dwelling upon article 2(3) land.

Which includes:

- demolition of a detached single storey flat roofed garage;
- erection of a two-storey side extension (northwest facing elevation);
- combined with two-storey front extension (southwest facing elevation);
- combined with a single-storey rear extension (northeast facing elevation);
- alteration to fenestration arrangement and replacement of windows and external doors;
- repositioning of an oil tank upon land forward of the principal elevation of the dwelling;

PRE-APPLICATION RESPONSE

Reference No: DC/23/03422

The supporting material comprises:

Proposed Site Plan 5816 SK_01 B - Received 20/07/2023
 Application Form - Received 20/07/2023
 Defined Red Line Plan 5816 LP_01 Site Location 1:1250 - Received 20/07/2023
 Floor Plan - Proposed 5816 SK_02 A Ground & First - Received 20/07/2023
 Elevations - Proposed 5816 SK_03 B Front & Rear - Received 20/07/2023

Relevant Planning History

REF: B/16/01531	Reduce 2no. Lawsons Cyprus trees and 1 no. Birch tree in height.	DECISION: GRA 06.12.2016
REF: B/13/01320	Reduce and remove various Poplar, Sycamore, Willow and Leyland Cypress Trees.	DECISION: GRA 10.12.2013
REF: B/09/01223	Remove or reduce various Poplar trees, Sycamore trees, Leyland Cypress trees, Willow trees and Field Maple trees as required.	DECISION: GRA 17.11.2009
REF: B/01/01255	Erection of a shed	DECISION: GRA 11.10.2001

The Proposed Development and Site - information supplied by agent.



Reference No: DC/23/03422

The Proposed Development and Site - information supplied by agent.



Reference No: DC/23/03422

Planning Policy

Emerging Local Plan – New Joint Local Plan

The Joint Local Plan will replace the current Local Plan, for both Babergh and Mid Suffolk District Councils.

The Joint Local Plan has been at examination for review by an Inspector. Following a meeting with the Inspector in December 2021 it is proposed to split the Plan into two parts.

Part 1 will include policies, setting out development which is acceptable, and restrictions to development. These Part 1 policies will then be reviewed and subject to change by the Inspector through examination. During this process the policies will gain more weight. This will mean they become more relevant when determining planning applications.

Once Part 1 of the Plan moves towards adoption, and then becomes adopted, the Councils will have an up to date plan. This may affect the advice given in this pre-app enquiry.

Part 1 of the Joint Local Plan will be followed by the preparation of Part 2 as soon as possible. Part 2 will be an allocations document, detailing sites across the district for development.

You are advised to look at the progress of the Joint Local Plan as it comes forward. The new policies may impact on your proposal. Details are available on the link below:

<https://www.midsuffolk.gov.uk/planning/planning-policy/new-joint-local-plan/>

National Planning Policy Framework (NPPF)

The NPPF was revised in 2021, and includes, at its heart, a presumption in favour of sustainable development, however this does not affect the statutory status of the development plan (Local Plan) as the starting point for decision making.

The Council's Adopted Development Plan is:

- The Babergh Core Strategy (2014)
- The Babergh Local Plan (2006) and Proposals Map
- Boxford Neighbourhood Development Plan (October 2022)

<https://www.babergh.gov.uk/planning/planning-policy/adopted-documents/babergh-district-council/>

5

Reference No: DC/23/03422

Relevant Policies include:

NPPF - National Planning Policy Framework:

<https://www.gov.uk/guidance/national-planning-policy-framework>

NPPG-National Planning Policy Guidance:

<https://www.gov.uk/government/collections/planning-practice-guidance>

The Babergh Core Strategy (2014) policies:

CS01 - Applying the presumption in Favour of Sustainable Development in Babergh
CS15 - Implementing Sustainable Development

<https://www.babergh.gov.uk/planning/planning-policy/adopted-documents/babergh-district-council/core-strategy/>

The Babergh Local Plan (2006) policies:

CN01 - Design Standards
CN08 - Development in/near conservation areas
TP15 - Parking Standards - New Development
HS33 - Extensions to Existing Dwellings

<https://www.babergh.gov.uk/planning/planning-policy/adopted-documents/babergh-district-council/babergh-local-plan/>

Boxford Neighbourhood Development Plan - Formal adoption (October 2022) policies:

BOX 7: The Design of New Development
BOX 8: Historic Environment and Conservation Area
BOX 10: Boxford Historic Views
BOX 11: The River Box Area of Local Landscape Sensitivity (ALLS)
BOX 13: Protection and Enhancement of natural features
BOX 14: Local Green Spaces
BOX 15: Localised Flooding
BOX 16: Environmental Design

<https://www.babergh.gov.uk/assets/Neighbourhood-Planning/Boxford-NP-Ref-Version.pdf>

The Emerging Joint Local Plan – Part 1 draft policies with examination stage Reg 25 modification:

SP09 - Enhancement and Management of the Environment
SP10 - Climate Change

LP03 - Residential Extensions and Conversions
LP15 - Environmental Protection and Conservation
LP16 - Biodiversity & Geodiversity
LP17 - Landscape
LP19 - The Historic Environment
LP23 - Sustainable Construction and Design
LP24 - Design and Residential Amenity
LP29 - Safe, Sustainable and Active Transport

6

PRE-APPLICATION RESPONSE

Reference No: DC/23/03422

<https://www.babergh.gov.uk/assets/Strategic-Planning/JLPEXamination/CoreDocLibrary/J-ModsConsultDocuments/J07-Full-Mods-JLP-document-tracked-changes-March-2023.pdf>

Adopted Supplementary Planning Documents (SPD):

Suffolk Guidance for Parking Technical Guidance

<https://www.suffolk.gov.uk/planning-waste-and-environment/planning-and-development-advice/parking-guidance/>

GPDO 2015 (as amended, last checked for updates 2022) – General Permitted Development Order:

Part 1 - Development within the curtilage of a dwellinghouse –
 Class A - enlargement, improvement or other alteration of a dwellinghouse
 Class E – buildings etc incidental to the enjoyment of a dwellinghouse

<https://www.legislation.gov.uk/uksi/2015/596/contents>

<https://www.gov.uk/government/publications/permitted-development-rights-for-householders-technical-guidance/permitted-development-rights-for-householders-technical-guidance>

Plan Site Constraints

Babergh Mid Suffolk

Suffolk

Indicative Site Location

For further GIS mapping see links below:

Reference No: DC/23/03422

<https://www.babergh.gov.uk/planning/pre-application-advice/free-online-planning-guidance/interactive-mapping-service/>

<https://babermidsuffolk.opus4.co.uk/planning/localplan/maps/march-23-jlp>

Setting/Settlement:

This site is situated within the built-up-area boundary line of the core village of Boxford.

Highways:

It is beneficial to include details for the existing and proposed number of bedrooms in a Design and Access Statement, and to show outline of parking spaces upon the proposed and existing site plan.

Residential Amenity:

The detached dwelling shares boundaries with other dwellings. Development will need to respect adjacent property and not cause undue disturbance, loss of light, or loss of privacy to other property.

It can be beneficial to include product data sheets for consultation with the Environmental Health team, such as for the oil tank and details of any foul water drainage alterations that are part of the works.

Heritage:

It is noted that the property appears to fall outside of the locally protected viewpoints of Swan Street. But this site is located within the Boxford Conservation Area, see the appraisal for further details.

<https://www.babergh.gov.uk/assets/Conservation-Area-Appraisals/Boxford2011CAA.pdf>

Although this dwelling is considered unlikely to be of historic interest itself, indicated by modern style casement windows, it would be helpful to confirm that the interior walling indicated to be altered does not possess any remnants of historic fabric with a photo schedule and Heritage Statement to detail the history of the site and dwelling's construction that is not recorded by the planning history.

The brick boundary wall appears to be of significant age and may possess historic interest or considered curtilage listed, if associated with the listed buildings that neighbour either side of the site. If this is to be altered, it is advisable to seek confirmation from the Heritage team of this wall's status.

Landscape and Trees:

Some trees dependent upon size are protected from felling and harm within the Conservation Area. It is beneficial to identify any trees of potential significance (typically when tree stem size over 7.5cm in diameter, measured 1.5m above the ground) which are within impact range of the development.

This site is set within the River Box Area of Local Landscape Sensitivity setting; potential for impact on its character should be considered by the proposal in respect to external lighting, light spillage from skylights and expansive glazing that can give rise to light pollution. As well as the site's prominence and impact to the wider landscape and any visibility to the nearby PROW/Open Space. Although this plot is enclosed and well-screened by planting, there is a public footpath route and designated local green space known as The Croft to the northeast beyond the settlement boundary.

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Flood Risk:

The proposal site is located within Flood Zone 1 and at a Very Low risk of Surface Flooding events. However, Environment Agency GIS mapping indicates that Swan Street is liable to surface water flooding events, and the Neighbourhood Plan details that Boxford has experienced in recent times disruptive flooding events that has raised the importance of surface water management for all scales of development.

Ecology/Biodiversity:

Proposals must protect and enhance biodiversity as considered by policy CS15 and NPPF p.180. This host building is of substantial age and the condition of the building is not confirmed. Roof voids and defects may be suitable roosting habitat for bats or other species, and there is woodland at reasonable distance to the site to the northwest that could act as potential foraging habitat for bats.

Before submission of a planning application a Preliminary Phase 1 Habitats Assessment Survey should be undertaken and any follow-on surveys recommended by the findings of that report, and the final report and surveys included as part of the planning application submission.

https://www.planningportal.co.uk/info/200187/your_responsibilities/40/other_permissions_you_may_require/10

Planning Advice:

Principle of Development

There is no recorded planning history that indicates that permitted development rights are not intact. Minor development including extensions and alterations to a dwellinghouse can be 'permitted development' under the General Permitted Development Order (GPDO) 2015 as amended. Schedule 2 of the GPDO provides under Part 1 for Development within the curtilage of a dwelling. Subject to compliance with the limits set by the legislation a planning application is not required.

"Class A – enlargement, improvement or other alteration of a dwellinghouse"

Permitted Development - A. The enlargement, improvement or other alteration of a dwellinghouse."

In consideration of the allowances, these proposed extensions attach with one-another and therefore the cumulative extension is to be treated as a whole and the total would then not likely comply with Part 1, Class A, A.1 (ja). Due to conflict with other criteria since forward extension beyond the principal elevation is not allowed, also as this site is located in a conservation area designated article 2(3) land side extension is not allowed, and because the single-storey rear extension is part of the side extension its width exceeds more than half the width of the original dwelling and is not allowed. The alterations to the fenestration will result in a change of appearance because it looks as though the proportions of the front ground storey windows are to be enlarged.

A planning application is therefore necessary for the cumulative proposed front, rear and side extensions, as well as for the alterations that would result in a change of external appearance.

The proposal will need to be assessed under the Babergh Local Plan policies CN01, CN08, TP15, and HS33 because the host dwelling is set within a Conservation Area. As well as the Core Strategy policies CS01 and CS15, alongside the expectations of the NPPF. Also applicable are the relevant policies of the Neighbourhood Plan taken to be BOX7, BOX8, BOX11, BOX13, BOX15, and BOX16.

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Consideration will be given to the emerging Joint Local Plan part 1 modified policies LP03, LP15, LP16, LP17, LP19, LP23, LP24, and LP29. However, at time of enquiry these carry the least weight.

These policies protect residential amenity and ensure the natural and historic environment is maintained and enhanced with consideration of the design of the local area. They also ensure adequate parking and manoeuvring provision of vehicles is provided in accordance with the adopted parking standards. The policies support a presumption in favour of sustainable development and renewable technologies. Subject to compliance with the details of these policies a proposal is considered to be acceptable in principle. Limited detail has been provided at pre-application stage and the design approach is not yet fully presented. Further information will be required to support a planning application and to aid assessment of the proposal against all the criteria of these policies.

Design and Residential Extensions

There are several policies that collectively account for design assessment of new development, a proposal is not expected to respond to all of the criteria but should amount to a respectful design.

Policy CN01 of the development plan sets the expectation of what can be considered as acceptable design when accessing development proposals. The policy calls for all new development to be of appropriate scale, form, detailed design and construction material for the location. A key measure is if the proposal creates an interesting and attractive public/private space in/around the development.

"CN01 All new development proposals will be required to be of appropriate scale, form, detailed design and construction materials for the location". Proposals must pay particular attention to:

- *the scale, form and nature of adjacent development and the environment surrounding the site;*
- *the materials forming the external elevations and roofs of the buildings;*
- *retaining and incorporating local features, both natural and built;*
- *existing and proposed hard and soft landscaping;*
- *creating interesting and attractive public and private spaces in and around the development; and*
- *the content of any adopted Village Design Statements.*

"In some locations, contemporary, modern designs with flair and imagination incorporating modern materials will be appropriate."

Whereas Policy BOX 7: The Design of New Development gives guidance upon specific local design:

"The design of all new development in Boxford should reflect the parish's local distinctiveness and character and seek to enhance its quality."

Consideration of Context

All proposals for new development should respect the existing context of the proposed development and that of the immediate locality including the character of adjacent properties where this provides a positive contribution. Consideration should be given to the guidance contained within the specific Design Code for each of the three main character areas in the Boxford Design Guidelines and Codes (March 2021)."

<https://www.babergh.gov.uk/assets/Neighbourhood-Planning/Boxford-NP-Design-Guide.pdf>

This site is situated in the streetscape at the character transition of Swan Street from Village Core to Linear Neighbourhoods. Therefore, it is advisable to not lose the vernacular character of this dwelling in particular the roofline with red tile finish and gapping between the neighbouring buildings with landscape. A sympathetic traditional Suffolk colour palette, elegant simple architectural detailing should be used, however there is a preference for variety of appearance within the streetscape.

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On review of the design presented at pre-application stage, the extensions and alterations appear to maintain a vernacular form and materials palette, the fenestration is well balanced with contemporary flair which may create subtle interest and added variety to facades in the street context, the H-layout arrangement and gabled form enhances the dwellings features. It is suggested to reduce the three-pane Juliette balcony to a French door set, so that there is more relief between the opening and bargeboard and the gable mimics a traditional jetty.

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REAR ELEVATION
Scale: 1:100



REAR ELEVATION
Scale: 1:100

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Policy BOX 16: Environmental Design encourages a holistic approach to sustainable design:

"Proposals for all forms of development that incorporate measures into new development that will help to offset or mitigate climate change whilst minimising visual impact will be encouraged."

Whilst this Policy does not apply local technical standards or requirements relating to the construction or performance of new dwellings, support will be given to proposals that include (but are not limited to) one or more of the following technologies:

- a) Grey water recycling and rainwater capture
- b) Air Source Heat pumps
- c) Green Roofs
- d) Permeable Pavements
- e) Solar panels (subject to design policies)
- f) Ground source heat pumps
- g) Passive ventilation¹⁵
- h) Thermal mass¹⁶
- i) Layouts that take account of daylight, sunlight, wind and temperature
- j) Electric charging points
- k) Passive solar gain
- l) Include features that allow for increased energy efficiency performance and renewable energy provision.

The expectation for a holistic approach to sustainable design is echoed by the emerging Joint Local Plan policy LP23 with modification that calls for proposal's a design and construction to be climate-change resilient but is not prescriptive in given ways for how this could be achieved by development.

"1. All new development is required to minimise its dependence on fossil fuels and to make the fullest contribution to the mitigation of climate change through adopting a sustainable approach to energy use."

On review of the pre-application design no sustainable measures have been indicated, minimisation of surface water run-off is a priority of the Neighbourhood Plan so it would be beneficial to consider inclusion of a discrete rainwater harvesting tank or traditional oak rain-butts as part of the design.

As well as the broad-stroke policy expectations for how good design can be achieved in general, policy HS33 outlines the basis for which a proposed extension's design is acceptable when:

"the scale, mass, external materials and architectural details of the proposed extension blend in with those of the dwelling and its wider setting;

• the extension reflects and respects the relationship of the site and its setting, and those of adjoining dwellings;"

The equivalent emerging Joint Local Plan policy LP03 with modification has similar measures but with the additional consideration:

"1) Proposals for extensions to existing dwellings or conversions of buildings to ancillary use within the curtilage of residential dwellings will be supported where they:

b) Will not result in over-development of the plot and will retain suitable amenity space. The cumulative effects of a number of extensions or conversions within the plot will be taken into account."

On review of the pre-application design of the extensions, it is considered that they are suitably blended to reflect and enhance the character of the dwelling. Although the plot is large, and the extension will not result in overdevelopment they are considered to be of substantial size and mass comparative to the original scale of the dwelling and the garage to be removed to allow extension.

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This gives rise to concern that the extension comes in such close proximity to the shared northern boundary that it could be overbearing and result in a disrespectful built relationship to the neighbour.

Residential Amenity, Safe and Secure Communities

A two-storey side extension is at a distance approximately a metre from the shared boundary to the neighbour north-west. Although there seems to be private garden between these dwellings the second storey would create further light blocking mass, that may cause overshadow to the neighbour's garden.

Therefore, it is advisable to prepare a solar study to confirm the impact is of an acceptable level. The British Research Establishment's Light Guide advises that the shadow impact should not prevent less than half the garden receiving at least two hours sunlight on the 21st of March:

"It is recommended that for it to appear adequately sunlit throughout the year, at least half of a garden or amenity area should receive at least two hours of sunlight on 21 March. If as a result of new development an existing garden or amenity area does not meet the above, and the area which can receive two hours of sun on 21 March is less than 0.8 times its former value, then the loss of sunlight is likely to be noticeable. If a detailed calculation cannot be carried out, it is recommended that the centre of the area should receive at least two hours of sunlight on 21 March."

No side elevation drawings have been provided to fully appreciate the impact the extension and alterations would pose to overlooking potential; there is only a small single window serving a bathroom within the extension and the risk of impact to the north-west neighbour is likely small. Since Cygnet House's own garden is to the south with approximately 10 m distance to the south-east neighbour, impact of enlarged openings upon that side elevation of the dwelling will be less.

It appears that the Juliette balcony proposed at the rear of the extension would overlook onto a smaller walled garden in the ownership of Cygnet House, and that the land beyond this is local green space where there is an intervening belt of trees that is likely to screen visibility of the public footpath.

However, it is advised to confirm that the impact is minimal by a drawing from that public footpath viewpoint. The pronounced chimney stack extension is thought to further restrict the angle of view from the balcony.

Highways, Access and Parking

Transport and travel focused policies TP15 and LP29 direct to consideration of the SPD. The adopted Supplementary Planning Guidance (SPG) is Suffolk County Council's Parking Standards. These set out the minimum expectation for on-site parking provision by the number of bedrooms a dwelling has; for dwellings with four or more beds it is three spaces, for two or three beds, two spaces.

Those spaces need to meet specific sizing requirements usually at least 2.5m x 5.0m and there should be adequate space within the site for safe egress in forward gear and turning of vehicles. It is acknowledged that sometimes it is not feasible to fully accord with the parking standards when a site hosts a heritage asset or access is restricted by some other site constraint. However, if a site is in a location that is susceptible to traffic safety issues it may be necessary to control construction works.

With this in mind it can be beneficial to detail in a planning statement the site's access arrangement, such as whether deliveries, building materials and contractor parking can be accommodated on site. Surface water drainage and tracking of mud from the site onto public highways should be mitigated.

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Full floor plans to confirm the dwelling's number of existing and proposed bedrooms, and a site plan to detail existing and proposed parking arrangements in accordance with the standards, should be included within a formal submission.

The Historic Environment

Please note that the emerging Joint Local Plan policy with modification requires that:

"5. When considering applications where a level of harm is identified to heritage assets (including historic landscapes) the Councils will consider the extent of harm and significance of the asset in accordance with the relevant national policies. Harm to heritage assets (regardless of the level of harm) will require clear and convincing justification."

A proposal that includes the curtilage or setting of a Listed Building or works to a Listed Building must respond to this significant consideration. The duty imposed by the Listed Buildings Act 1990 imposes a presumption against the grant of planning permission which causes harm to a heritage asset. A finding of harm, even less than substantial harm, to the setting of a listed building must be given "considerable importance and weight". (*Bath Society v Secretary of State for the Environment* [1991] 1 W.L.R. 1303)

This site is located within a conservation area and may contain a boundary wall of historic interest. Policies CN08 and BOX8 are used to measure the impact of a proposal to the conservation area.

"CN08 Proposals for the alteration in a conservation area or which have an impact on views into or out of a conservation area should:

- *preserve or enhance the character of the conservation area or its setting;*
- *retain all elements and components, which contribute to the special character of the area;*
- *be of an appropriate scale, form, and detailed design to harmonise with its setting;*
- *include fenestration which respects its setting;*
- *use materials and components that complement or harmonise with the character and appearance of the area;"*

"BOX 8: Historic Environment and Conservation Area

Proposals for development within the historic village centre and Conservation Area will be supported where they respect the historic character and appearance of the Conservation Area and protect the significance of listed buildings, protected trees and other heritage assets.

The special character of the Conservation Area and its setting will be protected and reinforced. This will be achieved by:

- a) Encouraging the retention and maintenance of buildings which contribute to the overall character of the Conservation Area,*
- b) Ensuring that new development is sympathetic to the special qualities and character of the Conservation Area through the use of appropriate, high-quality materials.*
- c) Protecting the setting of the conservation area including views into or out of the area where it contributes to its character and appearance."*

On review of the proposal at pre-application stage there is concern that the forward placement of the oil tank would be more impactful to the conservation area and therefore it is advisable to screen this. The enlargement of the dwelling may reduce the gaps felt between the properties in the streetscape, although it is acknowledged that there are trees and an existing garage that restricts views. Therefore it is likely to be more important to keep a sense of openness through the southern garden.

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A street scene showing the proposal in the context of the immediate listed building that neighbour is advisable, and the local planning authority reserves the right to full comment on these technical consideration at application stage in the absence of consultation with the Council's Heritage team. A Heritage Statement to describe any potential features of historic significance should be supplied.

The Natural Environment, Ecology and Biodiversity

Barbergh Core Strategy policy CS15 and the NPPF paragraph 180 encourage proposals to deliver biodiversity enhancement, such as consideration of the integration of hibernacula blocks or nesting boxes within the extension's design that would offer potential for small net biodiversity gains on site.

The presumption in favour of sustainable development does not apply when there is significant harm to biodiversity or irreplaceable habitat that cannot be avoided, mitigated, or compensated for loss. Please note that the emerging Joint Local Plan policy with modification requires that development:

"3) Development which would have an adverse impact on species protected by legislation²⁶, or subsequent legislation, will not be permitted unless there is no alternative, and the local planning authority LPA is satisfied that suitable measures have been taken to:

- a. Reduce disturbance to a minimum; and*
- b. Maintain the population identified on site; and*
- c. Provide adequate alternative habitats to sustain at least the current levels of population.*

²⁶ *Legislation including but not exclusively - The Conservation of Habitats and Species Regulations (2017), the Wildlife and Countryside Act (1981), the Protection of Badgers Act (1992), and listed as Priority Habitats and Species (s41 Natural Environment and Rural Communities Act (2006))."*

Although it is felt that there is less potential of protected species and habitat local to this site, given that the proposal may require significant roof alteration and the roof's condition is unconfirmed, a preliminary ecological habitat survey should be undertaken and supplied with a planning application. This is needed to assess if the work is likely to cause any impact and avoid doubt in determination.

Conclusions/ Planning Balance

As presented at pre-application stage this proposal requires a householder planning application. In general, the proposed design of the scheme is reflective of the character of the dwelling and is considered to respond positively to many of the criteria of the design-focused policies. It is suggested to amend the three-pane Juliet balcony to a French door set to provide relief to the eaves, to consider screening of the oil tank forward of the dwelling, and to include traditional rainwater butts.

A Design and Access Statement with precise product and material specification should be submitted.

Also, a Heritage Statement is required to evaluate any significance and known history of the building, and a streetscene drawing showing the proposal's context between the neighbouring listed buildings.

Additional information will be required to inform decision-making in regard to protected species (bats) given the age of the property and the unconfirmed condition of the building, and that there will be a significant amount of roof alteration and demolition involved to allow for extension.

There is some concern for potential residential and public amenity impacts such as overlooking, overshadowing, and overbearing issues arising from the added mass of the two-storey extension,

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due to the proximity to the boundary and balcony facing onto local green space and public footpath. Further drawings to illustrate the proposal from the viewpoint of the footpath, analyse shadowing, and fully present the side elevations of the dwelling are required to aid assessment of these impacts.

Both existing and proposed floorplans are needed to show changes to the number of bedrooms, and existing and proposed site plans to show the on site parking, manoeuvring, and turning provision.

Consequently, the planning team officers are not likely to support this proposal without further detail, and this support is subject to no concerns being raised by the Heritage team for impact to assets.

Expected Supporting Material in the Event of a Planning Application

Our Joint Local Validation Checklist sets out the details required for each application and this is available at <https://www.babergh.gov.uk/planning/development-management/apply-for-planning-permission/national-and-local-validation-requirements/>. However on the basis of the information provided I would particularly draw your attention to the need to provide:

- Householder Application Form + fee
- Site Location Plan
- Existing/Proposed Roof Plan
- Existing/Proposed Floor Plan
- Existing/Proposed Elevations
- Existing/Proposed Block Plan- show parking arrangements and site vehicular access.
- Existing/Proposed Site Plan- show any significant trees in proximity to development.
- Combined Planning / Design and Access Statement- material specification details
- Ecological Phase 1 Preliminary Habitats Assessment (for significant roof alterations)
- Street Scene Elevation (to aid assessment of impact to conservation area setting)
- Site Section Drawing (to aid proposed Juliette balcony overlooking assessment)
- PROW Viewpoint Drawing (to aid balcony impact to public green space behind site)
- Heritage Statement with Photo Schedule (to confirm if site has features of historic interest)
- Product Data Sheets/Precise Specification Details for Existing/Proposed Plant/Services
- Shadow Study (to aid assessment of impact to private garden of northwest neighbour)

This is not an exhaustive list of all documents and information which need to support your application, as mentioned above please consult the Joint Local Validation Checklist.

- For Householder development (not suitable for joint Listed Building Application) you can submit electronically on our website <https://www.midsuffolk.gov.uk/planning/development-management/apply-for-planning-permission/>
- For all types of development you can submit electronically via the Planning Portal https://www.planningportal.co.uk/info/200232/planning_applications (please note that applying via this site may incur a submission charge)
- For all types of development you can download the relevant application form from the Planning Portal and send to us by email or post https://www.planningportal.co.uk/info/200126/applications/61/paper_forms

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Application Progress

If you submit a formal application we recommend you track its progress by searching using your application reference on our [Public Access webpage](#) and reviewing any comments received.

Technical Consultees are expected to provide formal comments within 21 days from the validation date but may do so sooner. By tracking the progress of your application this can allow you to review comments and provide any additional information during the course of the application.

Note: Pre-applications are not available to search online.

You can register and sign up to receive alerts for your application and any others in your area. Details of how to register can be found on our website via this link:

<https://www.babergh.gov.uk/assets/DM-Planning-Uploads/ldox-PA-3.1-for-Planning-User-Guide.pdf.pdf>

Contributions

Community Infrastructure Levy

Applications for development are subject to Community Infrastructure Levy (CIL).

All new build development over 100sqm (internal), including residential extensions and annexes and all new dwellings regardless of size must pay CIL.

CIL is payable on Permitted Development as well as Planning Permission development

CIL is payable when the development is commenced and you must notify of commencement using the appropriate forms

Failure to submit a Form 6 Commencement Notice and give a minimum of 1 day's notice of commencement will result in the loss of exemptions, relief and/or the right to pay CIL by instalments.

As part of any application you will need to submit the appropriate CIL form. Further information is available on our website:

<https://www.midsuffolk.gov.uk/planning/community-infrastructure-levy-and-section-106/community-infrastructure-levy-cil/>

The CIL forms are also available online:

https://www.planningportal.co.uk/info/200126/applications/70/community_infrastructure_levy/5

The phasing of community infrastructure levy (CIL) payments may be very important to your cash flow and viability of a development, especially for major developments and any development with Self Build Housing aspirations. If it is intended at any time that your development will be phased then you will need to ensure such phasing is expressly detailed in the planning application prior to determination. You should ensure phasing is clear within the description of development, any conditions imposed and any planning obligations. You will need to also ensure the planning case officer is fully aware of the intention to phase the development and include a phasing plan that shows the relevant phases of the development as well as a clear linear sequence of such phases that would align with the phasing of CIL payments you would find acceptable.

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