



**PLANNING POLICY, DESIGN AND ACCESS STATEMENT**

**EXTENSION AND ALTERATION OF A DOMESTIC OUTBUILDING TO FORM ADDITIONAL HABITABLE ACCOMMODATION**

**AT**

**OLD ORCHARD KETTLEWELL HILL WOKING GU214JA**

**REFERENCE: WOKBC/018/23**  
**NOVEMBER 2023**



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## **1.0 INTRODUCTION**

- 1.1 Instruction has been provided by Mr and Mrs Roles to submit this planning application for the extension and alteration of an existing, detached outbuilding in order to provide additional habitable accommodation at Old Orchard, Kettlewell Hill, Woking GU21 4JA.
- 1.2 The application property comprises a fairly large, detached, traditionally constructed, two-storey house situated within a spacious, landscaped residential plot.
- 1.3 The application building is located to the south-west of the house, within the front garden of the plot.
- 1.4 The application hereby submitted not only forms part of a vision to improve the property and its environs, and create an in-keeping and comfortable home for the applicants, conducive with modern family living, but also in connection with their specific family requirements.
- 1.5 Like so many other families, the applicants' grown-up children are facing very real difficulty in being able to find and afford their own homes, and the situation in terms of having sufficient living space at Old Orchard is acute and, thus, the need to provide additional habitable living space has necessitated the need to submit the application that is before you.



## **2.0 ENVIRONMENTAL IMPACT STATEMENT**

2.1 In accordance with the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (2017 No. 571) Part 2 4(3), the development scheme has been 'self-screened' to ascertain whether the proposed development comprises a project subject to EIA Regulations 2017.

2.2 The proposed development does not comprise of development within Schedule 1 of the EIA Regulations 2017. The development could be considered to comprise of development contained within Schedule 2 Column 1 10B development contained namely Infrastructure Projects and "Urban Development Projects, including the construction of shopping centres and car parks, sports stadiums, leisure centres and multiplex cinemas". However, the development does not meet the applicable thresholds and criteria within Column 2 of Schedule 2 as amended within The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (2017 No. 571):

*The development includes more than 1 hectare of urban development which is not dwellinghouse development; or*

2.3 The site does not include more than 1 hectare of urban development that is not a dwelling/housing development.

*The development includes more than 150 dwellings; or*

2.4 N/A. The development comprises extension to an existing outbuilding.



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*The overall area of the development exceeds 5 hectares.*

2.5 N/A. The proposal represents a modest development of around 55 square metres only.



### **3.0 SITE AND SURROUNDING AREA**

- 3.1 The application property comprises a fairly large, detached, traditionally constructed two-storey house situated within a spacious, landscaped plot at Old Orchard, Kettlewell Hill, Woking GU214JA.
- 3.2 The property lies to the east of this part of Kettlewell Hill, amidst an 'informal' row of similarly sized detached properties, situated within similar sized plots.
- 3.3 The area is residential in character, with most of the properties being of a traditional in appearance, but with a varied mix of architectural details, style of dwellings and differing materials and finishes.
- 3.4 The application site is located within the built-up urban area and has no special landscape or conservation designations placed upon it, although protected trees are present at the site.
- 3.5 The existing single-storey building, the building which is subject to this application, lies within the front, residential curtilage of the application site, to the south-west of the existing house.
- 3.6 The site's boundary is defined by a tall, mature hedge and which means that the house can only be glimpsed from the public realm, and the existing outbuilding, subject of this application, is only visible once one actually enters into the application site.



## 4.0 PLANNING HISTORY

4.1 The property's planning history is as follows:

<b>Application No.</b>	<b>Description</b>	<b>Decision and date of decision</b>
PLAN/2022/0251	Erection of a car port	Approved 13 September 2021
TREE/2020/8376	T1 and T2 - Oak Trees: Prune back to previous pollard points. (Works subject to TPO 626/0035/1963)	Approved 14 May 2021
PLAN/2010/0152	Erection of a single storey side extension and the erection of a detached garage to the front of the property.	Approved 27 April 2010
PLAN/2009/0824	Erection of a single storey side extension and the erection of a detached 3 bay garage to the front of the property.	Refused 26 November 2009
85/0715	Erection of extension	Approved (details unavailable on website)
84/0291	Erection of extension, garage annexe	Refused (details unavailable on website)
78/0361	Construction of dormer	Approved (details unavailable on website)



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75/1018	Extension	Approved (details unavailable on website)
75/0361	Erection of extension	Approved (details unavailable on website)





## **5.0 MERITS OF THE PLANNING APPLICATION**

### **USE: What buildings and spaces will be used for.**

- 5.1 The application proposal comprises the erection of additional floor space atop the existing detached outbuilding, in order to provide additional habitable accommodation in connection with the dwellinghouse known as Old Orchard.
- 5.2 The proposal would provide additional, ancillary residential accommodation to serve the dwellinghouse and the site would therefore remain in a single residential use.
- 5.3 The works would enable a light, bright and more spacious domestic environment, which would be compatible with the applicants' family's specific living arrangements and a vast improvement over the inadequate, current living arrangement at the site.
- 5.4 Thus, having carefully assessed the relevant land use policies, Central Government policy guidance, supplementary planning guidance, as well as having taken into account the planning history of the site and area, the principle of extending the existing building, as is submitted, is acceptable.
- 5.5 Accordingly the proposal that is before you will provide a modern, spacious, comfortable and functional living environment which would preserve and enhance the character, appearance, setting and integrity of the application building, application site and wider area.



**AMOUNT: How much would be built on the site.**

- 5.6 The existing building has a floor area of approximately 55 square metres. The proposal would see an increase in floor area of another approximate 55 square metres.
- 5.7 Whilst the proposal does represent an increase in floor space, it is considered to be in accordance with the provisions of the relevant Local Plan policies as the vast majority of the footprint of the proposal would remain as is currently existing.

**LAYOUT: How the building and public and private spaces will be arranged on the site and the relationship between them and the buildings and spaces around the site.**

- 5.8 The proposal represents an extension to the existing domestic outbuilding and, as such, its position within the application site will remain unaltered, as will the demarcation of boundary treatments. This means that there will be no ambiguity between what is private and what is public space.
- 5.9 The proposal has been carefully designed so that it is clear that the 'principal' building on the site is the dwellinghouse (known as Old Orchard), with its clear and defined principal elevation and point of entrance, and the outbuilding, the subject of this application, shall clearly remain as subservient and ancillary.
- 5.10 Such is the scale and design of the proposal that the spaces around it and the house, plot and neighbouring properties will be



maintained.

- 5.11 The result of the proposed development would mean that the development within the plot would continue to remain in-keeping with the grain and pattern of neighbouring residential development of the area, and its traditional, attractive - yet functional - design would, in our view, have a positive impact upon the character and appearance of the application site as a whole and the surrounding area in general.
- 5.12 By ensuring that the proposed development would be almost exclusively kept largely within the footprint of the existing building, the separation distance to neighbouring properties would, therefore, be maintained.
- 5.13 The proposed development has also been designed to ensure that none of the neighbouring properties would be overlooked; the proposal would ensure that the level of amenity currently enjoyed by neighbouring properties is maintained.
- 5.14 As the proposed development would be almost exclusively sited within the existing footprint of the application building, the semi-verdant character and appearance of the area would be unaffected.
- 5.15 It was also important to the applicants that the current proposal has also been designed to fully comply with the relevant sections of Part M of the Building Regulations.



**SCALE: How big the buildings and spaces would be (their height, width and length).**

- 5.16 As mentioned previously, the vast majority of the proposed development would not be set beyond the footprint of the existing building. The overall height of the proposal would be increased by 990mm only and the eaves height of the existing building not increased.
- 5.17 Furthermore, the width, depth and distances to boundaries of other domestic outbuildings in the vicinity are commensurate with the proposal, and which demonstrates that the proposal is acceptable within this location.
- 5.18 Further to this, here we point out that there are a number of similar developments within the immediate locality – i.e. domestic outbuildings with accommodation above and we can cite these at Mulberry Close to the north of the application site, the property known as Dogwood, also to the north, and on the corner of Orchard Drive and Woodham Rise as well as one at the opposite end of Woodham Rise, on the corner of Foxgrove Drive both to the south, and a further two examples at Ridgeway to the west, and these are just examples within the immediate locality.
- 5.19 The traditional, attractive and in-keeping design of the proposal, coupled with the overall scale, choice of materials and design of the development within the application plot is meritorious in all aspects, and which ensures that the proposal, as is submitted, is able to accommodate an extension of the form that is being proposed.



**APPEARANCE: What the building and spaces will look like, for example, building materials, architectural details.**

- 5.20 The overall form and appearance of the proposal has been carefully designed to be in-keeping with, and reflective of, this semi-verdant, urban setting and reflective of the important, traditional features of the existing development within the Town. The proposed development has also been designed to ensure that it accords with the policies set out within the Development Plan and also with the guidance set out within the Council's supplementary planning documents, whilst also providing sufficient space to meet the requirements of the applicants' family.
- 5.21 Whilst the gambrel roof design introduces a new design feature within the application site, both gambrel and mansard roofs are a traditional roof form and not uncommon in Woking.
- 5.22 It also considered that the proposed works are appropriate in the context of the dwellinghouse terms of materials pallet, scale and height, whilst the proportions of the dormers (which, in our view, gives the outbuilding very good balance and symmetry) are comfortably nestled within and subservient to the proposed roof arrangement.
- 5.23 It is also considered the proposed development would be a better solution in 'keeping tidy' the application site instead of seeking further extensions and alterations to the house or seeking further outbuildings for fear of the house and site having a piecemeal or an *ad hoc* appearance and arrangement.



- 5.24 It is submitted that the proposed design solution would result in an arrangement on this site in-keeping and reflective of the residential plots to be found on Kettlewell Hill and its immediate environs.
- 5.25 The use of the vernacular, traditional and in-keeping building materials represent an in-keeping feature of the area which reinforces the appropriateness of the development within this location. The way the building materials will be set out, the tile and timber for example, influences the character and appearance of the development and will be reflective of the existing forms of development within the locality and also in accordance with the guidance set out within the Council's supplementary planning documents.
- 5.26 The applicants also intend to use good quality building materials and competent and employ experienced craftsmen to ensure the highest quality of finishes - Mr Roles, himself, has worked in the building industry for many years, and, as such, the Council can take comfort that the development will be constructed and finished to the highest possible standards.
- 5.27 The good use of fenestration, along with the use of the different types of building materials and finishes, have been cleverly incorporated into the design to facilitate in breaking down the scale of the building into smaller component parts. The proposed development would also give the application building interesting and attractive façades, irrespective of the view-point they are being observed.



5.28 The use of the traditional building materials and good use of the fenestration also helps to allow good natural daylight to penetrate the rooms they serve. A well-lit room is also more energy efficient and is not likely to require the same degree of artificial lighting as one which is not. Further, the resultant building will provide an excellent degree of insulation and ventilation.

**LANDSCAPING: How open spaces will be treated to enhance and protect the character of a place.**

5.29 The site is located within the Built-Up Urban Area of Woking. The character and appearance of the area is semi-verdant and typified by detached dwellings with ancillary and incidental outbuildings within well maintained gardens. It is submitted that the in-keeping nature of the proposal, through its carefully considered design and use of in-keeping vernacular building materials, would ensure that the application site continues to enhance this setting, although it is important to bear in mind that with the high, mature hedging, the building, and its proposed extensions and alterations, will not be readily available from public view, and only really visible once one enters into the site.

5.30 In view of the nature of the proposal, no additional landscaping is proposed. The proposal would not affect any existing mature trees or other vegetation with the property.

5.31 Thus, no special landscaping proposal is submitted as part of this application. However, the applicants would be willing to comply with a reasonably worded landscaping condition.



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## **Planning Policy and Guidance Background**

### ***Planning Constraints***

5.32 The site is subject to the following constraints:

Built-Up Urban Area

Tree Preservation Orders

### ***Relevant Development Plan documents***

National Planning Policy Framework (NPPF) 2023

Woking Development Management Policies DPD (2016 - subject to review October 2021)

Woking Local Development Document Woking Core Strategy (2012 – review approved October 2023)

Woking Supplementary Planning Document 'Design' 2015

5.33 Paragraph 120 of the 2023 NPPF says:

*Planning policies and decisions should:*





- a) *encourage multiple benefits from both urban and rural land, including through mixed use schemes and taking opportunities to achieve net environmental gains – such as developments that would enable new habitat creation or improve public access to the countryside;*
- b) *recognise that some undeveloped land can perform many functions, such as for wildlife, recreation, flood risk mitigation, cooling/shading, carbon storage or food production;*
- c) *give substantial weight to the value of using suitable brownfield land within settlements for homes and other identified needs, and support appropriate opportunities to remediate despoiled, degraded, derelict, contaminated or unstable land;*
- d) *promote and support the development of under-utilised land and buildings, especially if this would help to meet identified needs for housing where land supply is constrained and available sites could be used more effectively (for example converting space above shops, and building on or above service yards, car parks, lock-ups and railway infrastructure)<sup>48</sup>; and*
- e) *support opportunities to use the airspace above existing residential and commercial premises for new homes. In particular, they should allow upward extensions where the development would be consistent with the prevailing height and form of neighbouring properties and the overall street scene, is well-designed (including complying with any local design policies and standards), and can maintain safe access and egress for occupiers.*

5.34 Paragraph 127 of the NPPF says:

*Plans should, at the most appropriate level, set out a clear design vision and expectations, so that applicants have as much certainty as possible about what is likely to be acceptable. Design policies should be developed with local communities so they reflect local aspirations, and are grounded in an understanding and evaluation of each area's defining characteristics. Neighbourhood planning*



*groups can play an important role in identifying the special qualities of each area and explaining how this should be reflected in development, both through their own plans and by engaging in the production of design policy, guidance and codes by local planning authorities and developers.*

5.35 Paragraph 130 of the NPPF says:

*Planning policies and decisions should ensure that developments:*

- a) will function well and add to the overall quality of the area, not just for the short term but over the lifetime of the development;*
- b) are visually attractive as a result of good architecture, layout and appropriate and effective landscaping;*
- c) are sympathetic to local character and history, including the surrounding built environment and landscape setting, while not preventing or discouraging appropriate innovation or change (such as increased densities);*
- d) establish or maintain a strong sense of place, using the arrangement of streets, spaces, building types and materials to create attractive, welcoming and distinctive places to live, work and visit;*
- e) optimise the potential of the site to accommodate and sustain an appropriate amount and mix of development (including green and other public space) and support local facilities and transport networks; and*



- f) *create places that are safe, inclusive and accessible and which promote health and well-being, with a high standard of amenity for existing and future users; and where crime and disorder, and the fear of crime, do not undermine the quality of life or community cohesion and resilience.*

5.36 Policy CS21 (Design) of the Core Strategy says:

*Proposals for new development should meet the criteria below:*

- *Create buildings and places that are attractive with their own distinct identity; they should respect and make a positive contribution to the street scene and the character of the area in which they are situated, paying due regard to the scale, height, proportions, building lines, layout, materials and other characteristics of adjoining buildings and land. Tall Buildings could be supported in Woking Town Centre, if well designed and can be justified within the context. The impacts of any proposal will be fully assessed and an Area Action Plan will be prepared to set out details of how it will be managed.*
- *Achieve a satisfactory relationship to adjoining properties avoiding significant harmful impact in terms of loss of privacy, daylight or sunlight, or an overbearing effect due to bulk, proximity or outlook.*
- *Be designed in an inclusive way to be accessible to all members of the community, regardless of any disability and to encourage sustainable means of travel.*
- *Incorporate landscaping to enhance the setting of the development, including the retention of any trees of amenity value, and other significant landscape features of merit, and provide for suitable boundary treatment/s.*
- *Protect and where possible enhance biodiversity within new developments (as set out in policy CS7 Biodiversity and Nature Conservation). The Council encourages the incorporation of built-in measures in new construction design. Examples of such measures may include green walls, brown roofs and the installation of bird and bat boxes.*
- *Ensure provision of well designed Suitable Accessible Natural Greenspace, (SANG) where necessary.*



- *Ensure schemes provide appropriate levels of private and public amenity space.*
- *Create a safe and secure environment, where the opportunities for crime are minimised. Incorporate measures to minimise energy consumption, conserve water resources, use the principles of sustainable construction and provide for renewable energy generation in accordance with policy CS22 Sustainable Construction and CS23 Renewable and Low Carbon Energy Generation.*
- *Incorporate provision for the storage of waste and recyclable materials, and make provision for sustainable drainage systems.*
- *Ensure the building is adaptable to allow scope for changes to be made to meet the needs of the occupier (life time homes and modern business needs).*
- *Be designed to avoid significant harm to the environment and general amenity, resulting from noise, dust, vibrations, light or other releases.*

5.37 The relevant, above policy criteria is discussed below.

5.38 The proposed development has been designed to ensure that it is of a high quality, and takes the form of a building with a traditional gambrel roof.

5.39 The development will use appropriate and in-keeping materials, roof to match existing outbuilding, and, where possible, the existing roof tiles are to be reused.



- 5.40 The dormers would be in zinc with a standing seam, and the elevations will continue to be timber-clad and sat atop of a facing brickwork plinth.
- 5.41 The proposed layout is of modest scale to reflect the local area, and maintains the sense of openness within the site, which leads to a feeling of in-exclusivity / inclusive design that responds to the 'distinctive', local character of the area in which it is located.
- 5.42 As set out above, there are a number of similar developments within the immediate locality – i.e. domestic outbuildings with habitable accommodation above to be found at Mulberry Close to the north of the application site, the property known as Dogwood, also to the north, and on the corner of Orchard Drive and Woodham Rise as well as one at the opposite end of Woodham Rise, on the corner of Foxgrove Drive both to the south, and a further two examples at Ridgeway to the west. All of these just within the immediate locality.
- 5.43 The proposal is of an inclusive, unambiguous design which responds to the local character of the area, and as the location of the building would not be altered coupled with its modest, low impact, sympathetic extensions and alterations, in-keeping with the characteristics of the wider area, will not have any undue detrimental impact upon the character, appearance and setting of the surrounding area.
- 5.44 It is also submitted that the proposal represents an attractive and in-keeping design solution which, in our view, enhances the character and appearance of the site.



- 5.45 With regard to ecology, the building will be sited on the existing footprint of the outbuilding, and within the built-up urban area. The proposal will not have a detrimental impact upon any protected species.
- 5.46 Turning to the matter of trees; again, the building will be sited on the footprint of the existing building. Thus, as the building is already in existence, the proposal will not have a detrimental impact upon adjacent trees' root system.
- 5.47 The proposed alterations to the domestic outbuilding are of a modest scale and situated a good distance of neighbouring properties to ensure there would be no undue loss of amenity.
- 5.48 With regard to flood prevention, the proposal would not increase the amount of build footprint or hardstanding at the site, being constructed on the footprint of the building. However, arrangements for rainwater harvesting (such as rainwater water butt diverters fitted to the downpipes and connected to water butts) can be made if the Council considered this to be necessary.
- 5.49 Having considered all of the relevant planning policy and guidance, it is also our submission that the proposal fully accords with the requirements of the Development Plan.



## 6.0 PLANNING LAW

- 6.1 When planning permission was granted for the existing building on the site (by virtue of application No. PLAN/2010/0152) it stated that the building was able to be used for ancillary purposes.
- 6.2 With specific regard to this, the matter of the level of the proposed development providing a level of self-containment and its 'ancillary' status; here we would draw attention to an important, landmark legal case, dating back from 1992. This case is, often referred to in matters of ancillary development and is known as the *Uttlesford Case* - namely Uttlesford District Council - v - Secretary of State and White 1992.
- 6.3 This case, in essence, concerned a garage attached to a dwelling that had been converted to a 'granny annexe'. Here the appointed Inspector had determined that where a domestic garage within a residential curtilage was used for living accommodation in connection with the dwelling, no material change of use had occurred.
- 6.4 The Court agreed with this conclusion, ruling that the fact that the elderly occupier of the annexe had living facilities that enabled the grandmother to live independently from the rest of the family did not amount to the creation of a separate planning unit that required planning permission.
- 6.5 The significance of this case is that even though accommodation in the garage was capable of independent use, the court judgement concluded that it was a question of the relationship between the occupier of the outbuilding and the main house which



determined whether a separate planning unit had in fact been created. Occupation of the garage by a close relative of the occupier of the main building was deemed to not constitute the creation of a separate planning unit requiring expressed planning consent.

6.6 Details of this case are attached at **Appendix 1**.

6.7 This will be the identical situation with the proposal in that the additional accommodation will be occupied by the immediate members of the applicants' family and within the residential curtilage of Old Orchard, and, as such, there will be no subdivision of the planning unit.





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## **7.0 ACCESS**

### *Vehicular Access and Parking*

7.1 There would be no alteration in the amount of parking or parking and access arrangements by virtue of the application.

### *Inclusive Access*

7.2 The proposed development has been designed to fully comply with relevant sections of Part M of the Building Regulations



## **8.0 CONCLUSION**

- 8.1 The application represents a straightforward proposal for the proposed extension to an existing outbuilding which is in full accordance with the provisions of the Development Plan and supplementary planning documentation.
- 8.2 We submit that the proposal is a high-quality and sustainable form of development. The siting, scale, form, design and appearance of the development has had due regard to the character of the area and the setting of site.
- 8.3 We consider the proposal can be satisfactorily accommodated within the site, with the resulting development continuing to represent an ancillary and subordinate outbuilding when viewed within the context of the existing property and its large, spacious plot.
- 8.4 The space and facilities that will be provided within the building are considered to meet the reasonable needs of the applicants and their family. The property occupies a large plot and, therefore, additional habitable space for the family would not be unreasonable.
- 8.5 There would no material impact upon the wider landscape setting and that the amenities of nearby neighbouring properties would be safeguarded. The proposal is not considered to give rise to any other issues, such as in relation to car parking, traffic, nature conservation or drainage matters.



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- 8.6 We consider the proposed development accords with the local Development Plan for the area and there are no adverse impacts that would significantly and demonstrably outweigh the benefits when assessed against the Framework as a whole in accordance with the NPPF. We would therefore welcome the support of the Council.
- 8.7 We trust that we have provided you with sufficient information on which to determine the application. However, if you require any additional information, or if we can be of any further assistance in this regard, then please do not hesitate to contact us.