

# **PLANNING STATEMENT INCLUDING DESIGN & ACCESS**

**FOR:**


**PLANNING APPLICATION FOR A LOFT EXTENSION TO CREATE A  
LIVING SPACE TO A DWELLINGHOUSE WITH A JULIET BALCONY  
AND HIP TO GABLE ENLARGEMENT (RETROSPECTIVE) AND  
PROPOSED SIDE EXTENSION**

**AT:**


**LEAS VIEW  
EPSOM ROAD  
WEST HORSLEY  
SURREY  
KT24 6AP**

**APPLICATION SUBMITTED ON BEHALF OF:  
MR M MELLSTROM**

**January 2024**

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## **1. INTRODUCTION**

1.1 This statement is submitted on behalf of our client, Mr Mellstrom in support of an application for a hip to gable loft enlargement with a Juliet balcony (retrospective) and proposed single storey side extension at the property addressed Leas View, Epsom Road, West Horsley, Surrey KT24 6AP.

1.2 The detached property is one of a series of dwelling across Epsom Road south-east of West Horsley in the Green Belt outside of any settlement area in a generous plot of land. The dwelling is one of a series of dwellings across this part of Epsom Road.

1.3 The site is within the Green Belt and Area of Great Landscape Value (AGLV) however outside of the Area of Outstanding Natural Beauty (AONB). There are no other planning constraints on site.

1.4 Within this statement it will be explained why, for the purposes of NPPF 2023 and Guildford Borough Council's Strategy and Sites Local Plan 2019 and Development Management Plan policies 2023, the retention and construction of the proposed development is acceptable and planning permission should be granted. Below we explain the application proposal, history of the property, and how the proposal is able to comply with the terms of the local and national policy.

1.5 The remainder of this statement is set out as follows:

- 2) The Application Property
- 3) The Application Proposal
- 4) Policy Context & Planning Assessment
- 5) Summary

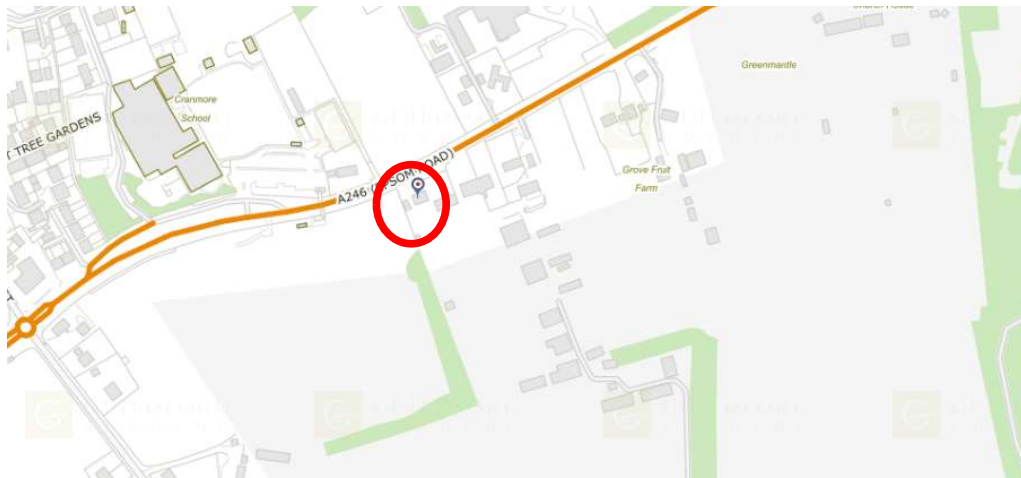
1.6 The application is accompanied by the following documents

- Site Location Plan
- Site Plan
- Existing Plans

- Proposed Plans

## 2 THE APPLICATION PROPERTY

- 2.1 Leas View is a two storey dwelling detached dwelling located off Epsom Road. The dwelling sits within the AGLV and is directly south east of the West Horsley Settlement Area. The site however falls outside of the settlement area and is within the Green Belt.
- 2.2 The dwelling is one out of a set of three similar dwellings across Epsom Road. Each of the dwellings have undergone various different changes however were originally very similar in regards to design and scale. Below is an excerpt of the planning mapping system showing the site location and context.



*Map showing site location circled red. Source – Guildford Planning Map*

- 2.3 The site only has one neighbour to the East, Fairacre House. To the West of the property is the Henderson playing Fields and to the north is Cranmore School and associated parking and Squires garden centre. To the rear/south of the dwellinghouse is open space.
- 2.4 Given the lack of neighbouring dwellings and largely extended dwellings across this area of Epsom Road there is no prevailing character outside a general pattern of large detached dwellings.
- 2.5 The building has a very large garden space and the property has undergone several improvements to make it more habitable for the presenter occupier. This has included

the demolition of the previous side garage with a replacement side extension with utility room as well as a second storey extension above a replaced rear element which was original.

2.6 The most recent planning application at the site is for the side extension and hip to gable conversion which is the subject of this application. The certificate of lawfulness application for these works has been submitted as they're possibly permitted however this application has been submitted as a fallback in case it is found to not be permitted.

2.7 Below are a few recent site photos showing the various works to the dwelling including those related to this application



*Rear View of the property with a clear view of the gable roof*



*Side view of the dwellinghouse at location of proposed side extension*



*View of the front of the dwellinghouse*

2.8 The relevant Planning History Applications are tabulated below

Planning Reference	Proposal	Decision
23/P/01894	Certificate of lawfulness for a proposed development to establish whether the erection of a single storey side extension and conversion of loft space to habitable accommodation would be lawful.	Awaiting Decision
23/P/00548	Certificate of Lawfulness for a proposed development to establish whether a two storey rear extension is lawful	Approved 16/05/2023
22/P/01243	Certificate of Lawfulness for a proposed single storey side extension	Approved 09/09/2022
22/P/00167	Certificate of Lawfulness for a proposed development, to establish whether a single storey side extension, following demolition of existing garage, would be lawful.	Refuse 15/06/2022
20/P/02250	Certificate of lawfulness for proposed development to establish whether the erection of a home office/music room and a new garage is lawful	Part Approved, Part Refused 13/03/2021
19/P/02249	Certificate of lawfulness to establish whether a proposed two storey rear extension is lawful.	Refused 27/03/2020
19/P/02248	Erection of a two storey west side extension.	Approved 26/03/2020
18/P/01342	Proposed two storey west side extension and changes to fenestration	Refuse 31/08/2018 Appeal Dismissed 07/12/2018



17/P/02178	New two storey west side extension and change to east side fenestration.	Refuse 14/12/2017
13/P/02208	Proposed change of use at rear of Leas View to an area for educational purposes, and erection of a detached outbuilding for educational purposes (description amended 12/02/2014)	Approved 17/02/2014

*Full Planning history*

2.9 Despite the various works the dwellings scale has not been greatly increased as the alterations either slightly pushed out existing elements or replaced demolished original features (such as the previously partially attached garage).

2.10 Below is an older site photo showing the original dwelling prior to any of the works. The photo unfortunately is not dated but it is likely from around the 1970s. It should be noted that the garage is attached to the dwelling as there is clearly an existing rear element that was later replaced with a two storey rear element. Given the traditional in keeping design of the garage and lack of any planning history, the below image is clearly the original dwelling.

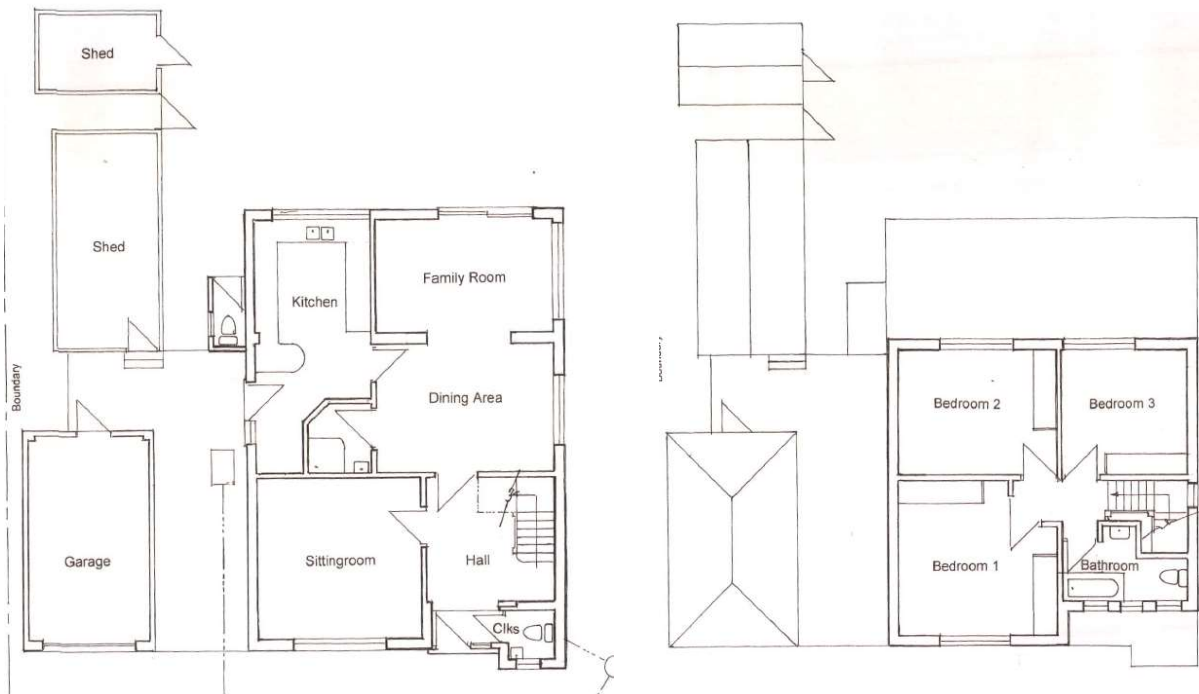


*Photo taken of site in 1970*



2.11 From this photo, when compared with existing plans and existing photos, it's clear that the overall footprint of the dwellinghouse has not been greatly altered despite the recent planning history.

2.12 From these photos it is also possible to ascertain the original dwellinghouse's design which has shown in the below "existing" floor plans from the 2017 application (earliest relevant application).



*Ground and First Floor Plans of Original Dwelling*

2.13 The garage was connected to the dwelling by a roofed linking structure which whilst not roofed would be considered part of the built form and as such part of the overall original dwelling. Furthermore the plans also show the original single storey rear element shown in the previous original building photo.

2.14 As such for the purposes of the Green Belt assessment these plans should be considered the "original" dwellinghouse as defined by policy P2 of Guildford Local Plan Strategy and Sites.

### **3 THE APPLICATION PROPOSAL**

3.1 This application is for approval of retrospective works which were completed at the end of 2023 as well as proposed side extension (not commenced). These works are at the time of this application undergoing assessment as permitted development under a separate application.

Should the works not be permitted development, this application would be relied on as an alternative fall back

3.2 The roof enlargement includes of a loft extension with the previously hipped roof altered to a rear facing gable roof and a Juliet balcony. Prior to this application the loft space was existing with the enlargement extending the habitable floor area.

3.3 Aside from the Juliet balcony no other fenestration works have been done to the roof of Leas View.

3.4 The proposed roof enlargement would have a total height of 8 metres (approximately 0.3 metres lower than the ridge height of the main dwelling. The roof enlargement would have a modest depth out from the existing building as would only alter the hipped 2<sup>nd</sup> storey extension to a gable.

3.5 Below are existing and proposed elevations of the dwelling



*Previous Rear Elevation*



*Proposed Rear Elevation*



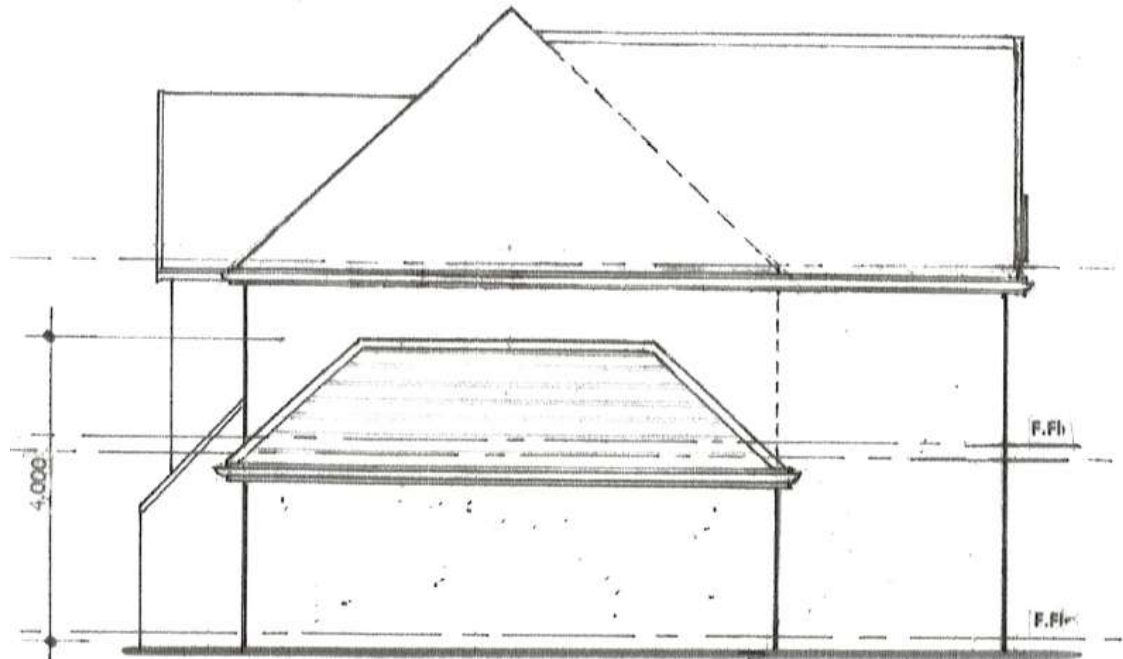
*Existing Front Elevation*



*Proposed Front Elevation*



*Previous West Side Elevation*



*Proposed Side Elevation*

3.6 The proposed loft room has been altered into a study/office room. However Guildford would consider an office loft room of this type to be easily converted to a bedroom under permitted development. As such this has been considered however the existing dwelling has sufficient parking even if the dwelling had an additional double bedroom from this proposed development.

Ground Floor Extension

3.7 The ground side extension would be a simple single storey extension with false pitched roof with a flat top to match that of the eastern side of the dwelling. The extension would have a ridge height of 4 meters and eaves of 2.3 meters

3.8 Much like the extension on the other side, the extension would have front facing windows to mirror the eastern extension. The extension would also have bifold rear doors.

3.9 The proposed extension would be relatively modest with a total square area of 24 square metres and would serve as a family room. As stated in the above sections the proposed extension would likely fall under permitted development. However this would be further explored in the below sections.

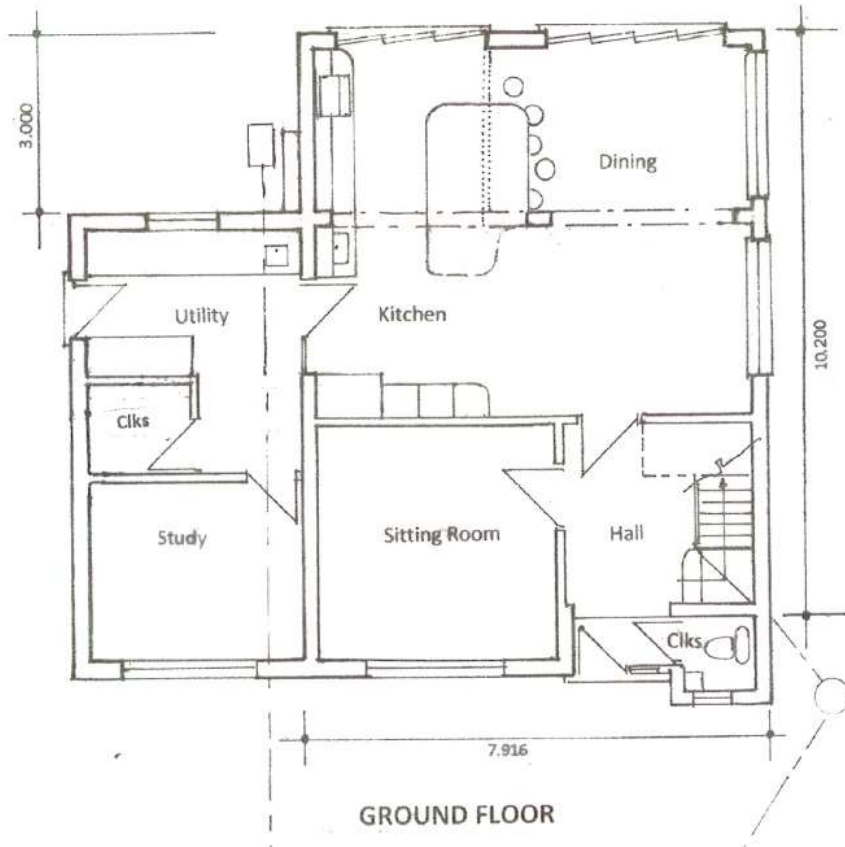
3.10 The total floor area of the original, existing and proposed dwelling has been totaled in the below table.

	Original	Existing (not incl roof)	Proposed (incl roof)
Ground Floor	121	120	145
First Floor	60.41	85	85
Loft	19.76	19.76	35.17
Total	201.17	224.76	265.17
Uplift (%)	N/A	11.7%	31.8%

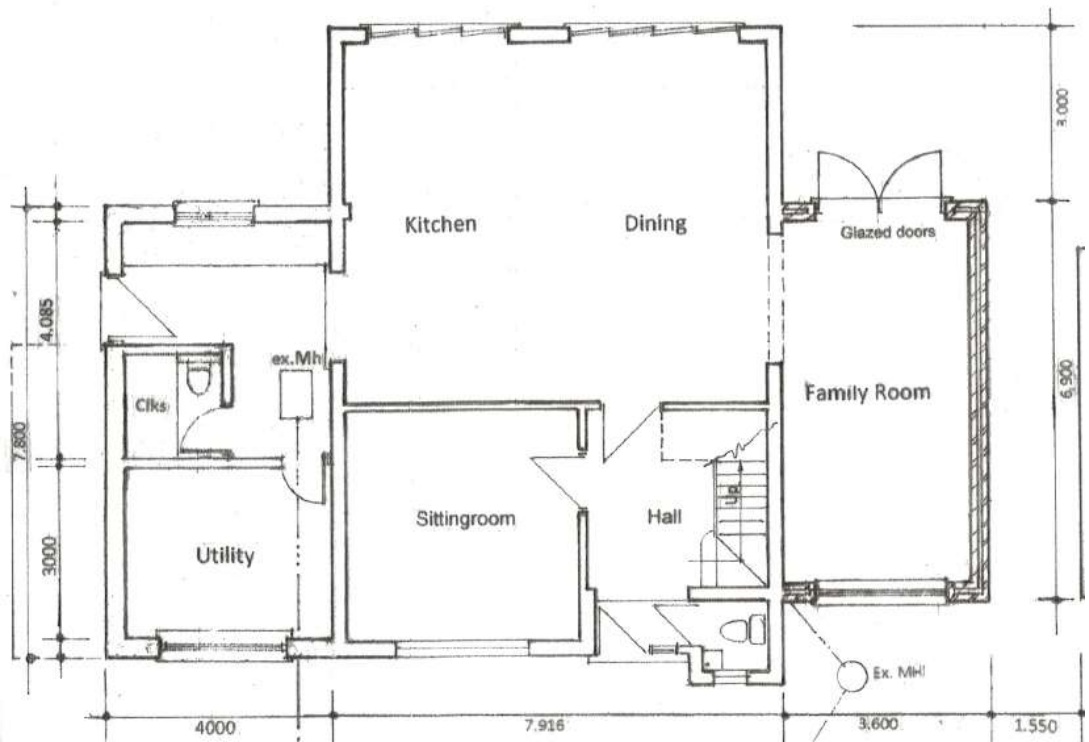
3.11 Below are the previous/existing/proposed floor plans



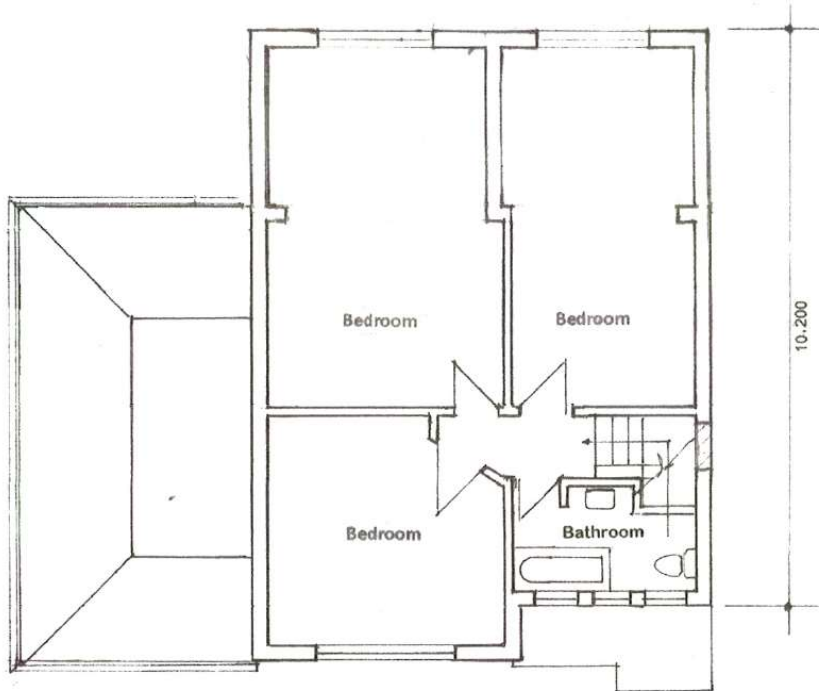




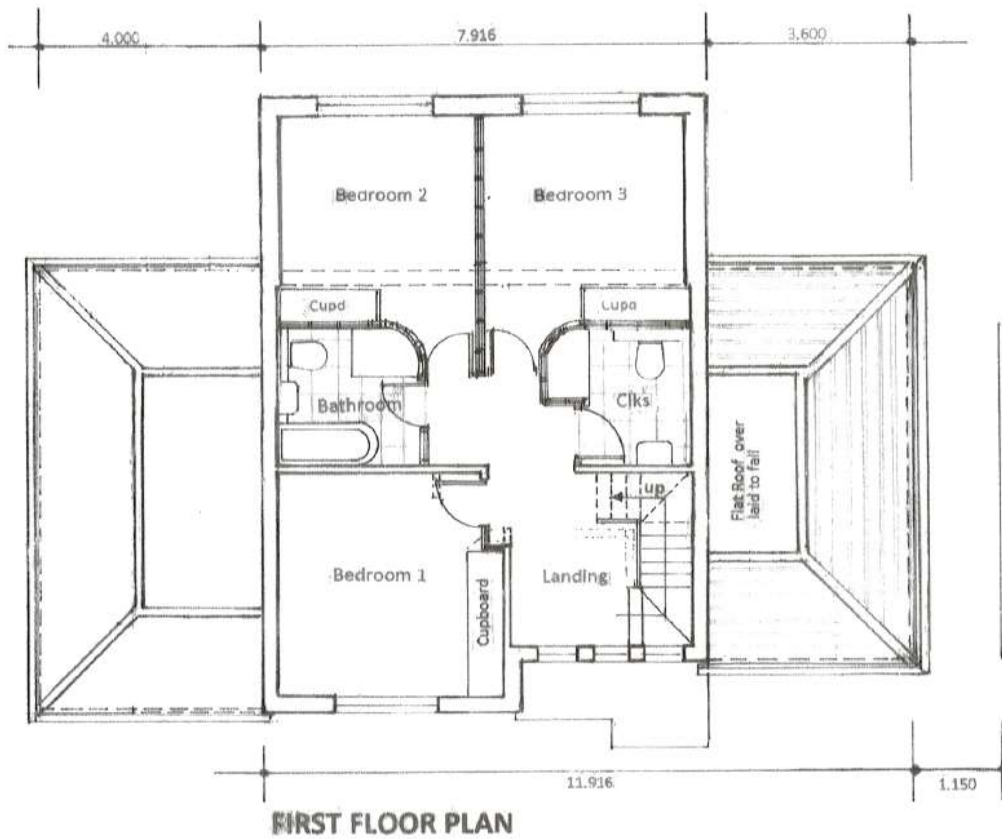
Ground Floor existing/previous plan



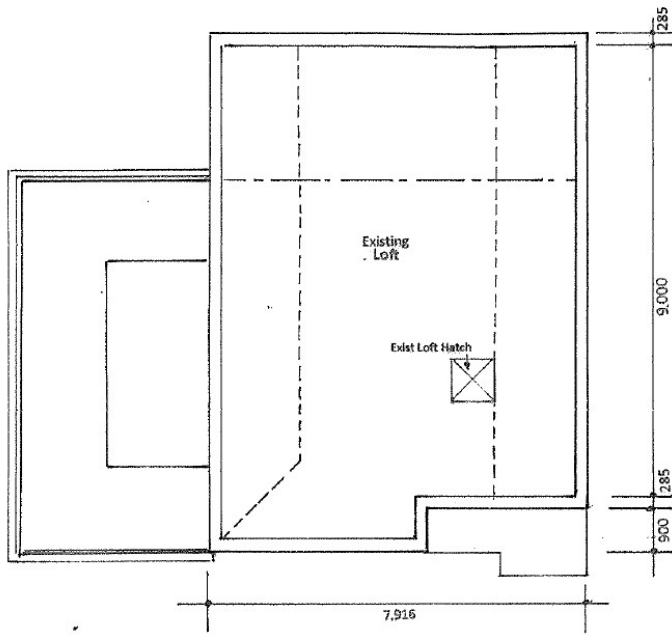
Ground Floor Proposed Plan



*First Floor Existing/ Previous Plan*

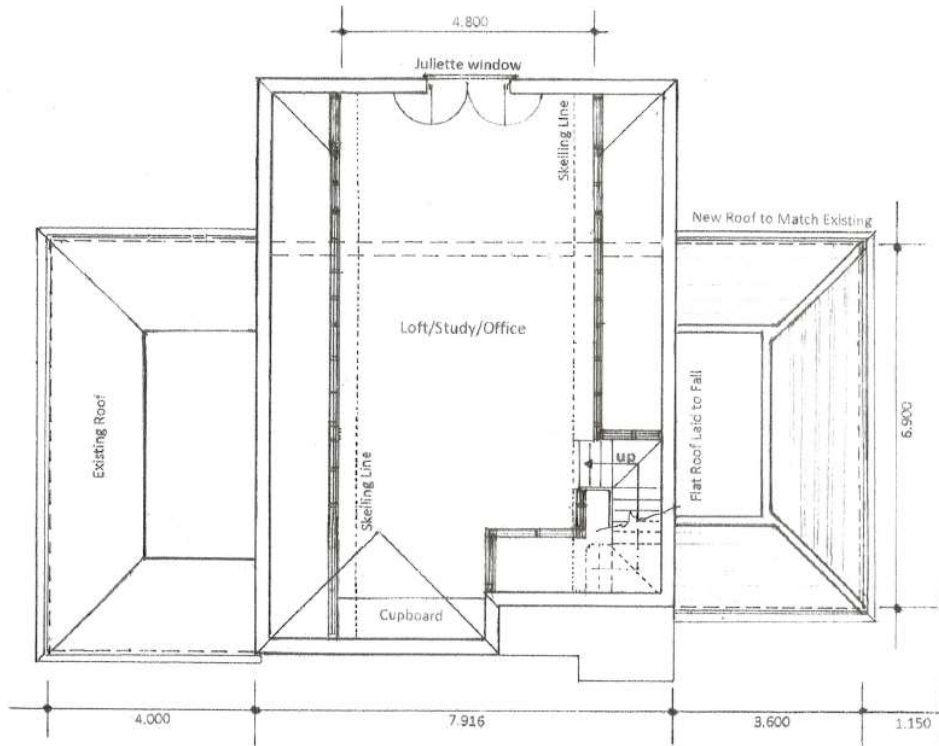


*First Floor Proposed Plan*



**LOFT PLAN**

*Loft Plan Existing/ Previous Plan*



**LOFT FLOOR PLAN**

*Loft Plan Proposed Plan*

## 4 **POLICY CONTEXT AND PLANNING ASSESSMENT**

4.1 Section 70(2) of the Town and Country Planning Act 1990 and Section 38(6) of the Planning and Compulsory Purchase Act 2004 require all planning applications to be determined in accordance with the development plan unless material considerations indicate otherwise

### 4.2 **National Planning Policy Framework 2023(December)**

4.2 The National Planning Policy Framework (NPPF) serves as the overarching planning policy document for England and is a material consideration in planning decisions

4.3 The key objective of the NPPF is to achieve sustainable development and at the heart of the Framework is a presumption in favour of sustainable development. The following are considered relevant.

- Chapter 2: Achieving Sustainable Development
- Chapter 12: Achieving Well Designed Places
- Chapter 13: Protecting Green Belt Land
- Chapter 15: Conserving and Enhancing the Natural Environment

4.3 The Development Plan for Guildford Borough comprises the adopted Local Plan: Strategy and Sites (2015-2034) and the Development Management (DM) policies of the 2023 DM Local Plan. The relevant policies are considered in detail against the proposal in the planning assessment below.

### 4.4 **Guildford Local Plan**

#### **Local Plan: Strategy and Sites ( 2015-2034):**

- S1 – Presumption in Favour of Sustainable Development
- S2 – Spatial Strategy
- P1 – Surrey Hills Area of Outstanding Natural Beauty & Area of Great Landscape Value
- P2 – Green Belt
- D1 – Place shaping
- D2 – Climate Change, sustainable design, construction, and energy

### **Guildford borough Council DM Polies (2023)**

- H4 – General Standards of Development
- D4 – Design Code
- D5 – Protection of Amenity and Provision of Amenity Space
- D11 – Noise Impacts
- D15 – Climate Change Adaptation
- ID10 – Parking Standards for New Developments

### **West Horsley Neighbourhood Plan**

- WH3 – Design Management within rural areas
- WH15 – Dark Skies

### **Supplementary Planning Documents**

- Guildford Green Belt SPD – November 2023
- Guildford Residential Extensions and Alterations SPD – 2018

## **4.5 PLANNING ASSESSMENT**

4.6 The principal considerations are as follows:

- Principle of development
- Impact on the Green Belt
- Impact on the character and appearance of the area
- Any impact on neighbouring dwellings
- Impact on highways and parking
- Impact on trees and ecology
- Sustainable design and construction

### The principle of development

4.7 Policy P2 of the Guildford Local Plan states

*“The construction of new buildings in the Green Belt will constitute inappropriate development, unless the buildings fall within the list of exceptions identified by the NPPF.”*

- 4.8 As such the Guildford Local Plan (2019) very much follows the wording of the NPPF. In this instance the proposed development would fall under exception C which allow for extensions and alterations provided they do not appear disproportionate to the original building.
- 4.9 Guildford Borough Council does not give an exact definition of what would quantify as disproportionate however a rule of thumb Guildford follow is they allow up to a 40% increase in floor area.
- 4.10 In regards to the definition of “original building”, once again Guildford policy quotes the NPPF with the definition;
- “Extensions or alterations (a) The “original building” shall mean either: i. the building as it existed on 1 July 1948; or ii. if no building existed on 1 July 1948, then the first building as it was originally built after this date”*
- 4.11 As outlined in the above section the building was unchanged from its erection until around 2019 when the first applications for changes to the dwelling were approved.
- 4.12 It will be outlined below exactly how the proposed enlargement fall under exception C. It will also be outlined how the development would have no detrimental impact on the local character, neighbour amenity or the AGLV.

#### Impact on the Green Belt

- 4.13 Guildford policy aligns with the provisions of the NPPF regarding exceptions in the Green Belt. The proposed development would consist of a rear and side extension to the main dwelling and as such is considered to fall under exception C) of paragraph 154 of the NPPF.
- 4.14 Guildford’s Green Belt SPD outlines how an extension should be assessed in order to determine if it’s disproportionate, whilst no figures are explicitly mentioned, as stated previously Guildford as a general rule of thumb determine that when it comes to floorspace uplift, anything up to a 40% uplift is generally considered not disproportionate. The SPD states the following:



*“All the following factors would need to be carefully considered as part of the design process in order to conclude an extension is not disproportionate.*

*a. the proposal’s mass, bulk, external dimensions, footprint and height,*

*b. the scale of the existing property relative to its plot size, and*

*c. the overall extent of its visual perception.”*

4.15 Since the test regarding if an extension is disproportionate is based on the cumulative increase from original it’s important to determine the historic scale changes.

4.16 The property has had a few alterations in the past however in terms of ground floor alterations the only notable change would have been from the removal of the garage and replacement with a side extension. This however resulted in a ground floor of roughly the same footprint and area as the original one. It should be noted that the original garage was connected to the dwelling through the side extension and as such was not detached.

4.17 The rear of the dwelling on the ground floor is unchanged as the single storey rear element was part of the original dwelling as outlined in paragraphs 2.12 and 2.15.

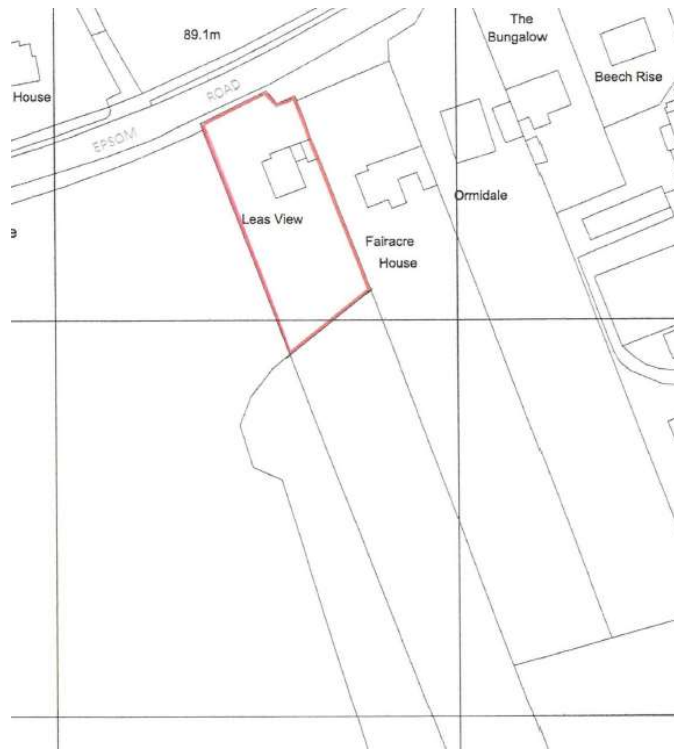
4.18 The second storey has only had one previous alteration, that being the second storey rear extension above the single storey rear element however this change is relatively modest.

4.19 In regards to the roof alteration, the roof space had a previous loft and as such the calculation for increased habitable floor area has only been calculated from the habitable floor area above and beyond what was originally existing.

4.20 The total figures of floor area increase were in the previous section however are shown once more below.

	Original	Existing (not incl roof)	Proposed (incl roof)
Ground Floor	121	120	145
First Floor	60.41	85	85
Loft	19.76	19.76	35.17
Total	201.17	224.76	265.17
Uplift (%)	N/A	11.7%	31.8%

- 4.21 As such the development including the 11% increase from previous developments and the proposed/ retrospective side extension and roof alteration would account for a total floor area increase of 31.8%.
- 4.22 This level of uplift is generally not considered disproportionate by Guildford's definition of the term.
- 4.23 However as stated there are other important factors. Such as the change in footprint, bulk and scale in comparison with the existing plot.
- 4.24 In regards to footprint, only 25 sqm will be added by way of the side extension which given it's modest scale, position and height is likely permitted, as to be determined in an ongoing certificate of lawfulness. As such this footprint change cannot be considered disproportionate.
- 4.25 In regards to the scale of the plot, the existing plot is very large as shown on the below location plan excerpt. Furthermore the changes as stated would not greatly alter the dwellings footprint.



*Location Plan Excerpt*

- 4.26 Finally in regards to bulk, the enlargement's overall depth and height would fit in to the buildings form without outwardly extending past the roofscape of the original dwelling.
- 4.27 Furthermore given the modest alterations to the dwelling in it's past the overall bulk of the dwelling has been left largely unaltered as the previous two storey extension has already increased the rear elements roof height.
- 4.28 As such the proposed/ completed alterations are not considered disproportionate to the original dwelling and as such the above exception has been met therefore no Very Special Circumstances are required.

Impact on the AGLV

- 4.29 Policy P1 is mostly related to protecting the Surrey Hills AONB however does refer to protection of the Area of Great Landscape Value (AGLV). The application site falls within the AGLV but not the AONB. The AGLV is mostly considered a buffer of the AONB but also has it's own landscape significance which must be protected however is not afforded as much weight as the AONB as the policy states

*“The area currently designated as AGLV was identified through the expired Surrey County Structure Plan and has been carried forward through individual local plans. Whilst the AGLV has acted as a buffer to the AONB, it also has its own inherent landscape quality and is significant in conserving the landscape setting of some towns and villages. The AGLV remains an important contributor to the quality of the environment in the borough in its own right as well as supplementing the high landscape quality of the surrounding areas. However, as a local designation, the AGLV holds less weight than the AONB in policy terms.”*

- 4.30 As such it is evident that the character and qualities of AGLV need to be protected and enhanced but it should be accepted that due to this being AGLV this protection should be at a lower level when compared say with AONB.
- 4.31 However the overall changes are rather modest with the roof form changes only visible from the side of the dwelling and not large enough to detrimentally impact views of the wider area. Furthermore the changes are localised to the dwelling itself and do not extend out or block views of the wider area.

#### Impact on the character and appearance of the area

- 4.32 Policy D1 **Place Shaping** requires developments to achieve high quality design that respond to distinctive local character of the area in which it is set. Policy D1 reflects the aspirations set out within the NPPF (December 2023) .
- 4.33 The extensions have been designed to minimise their impact on the surrounding area and the street scene. The loft extension infills an area at the rear of the property and has been designed to appear in keeping by way of its matching materials with the rest of the dwelling. Due to its modest height, it would appear in no way dominant.
- 4.34 The ground floor extension would be designed to somewhat mirror the garage replacement with a similar design, materials and scale (although would be slightly smaller). As such from the street scene the ground floor extension would appear very much in keeping.
- 4.35 Furthermore the ground floor extension would most likely be considered permitted development due to its modest scale and position. Once again at the time of this

submission a certificate application regarding this is pending determination. Regardless even if not permitted the alteration is modest and in keeping.

- 4.36 The hip to gable rear enlargement does not greatly alter the scale of the building from existing as presently a two storey rear enlargement has been approved as shown from the previous plans. As such the change from existing to proposed is only very modest and would not appear out of proportion with the rest of the dwelling.
- 4.37 In regards to the impact on the area, the dwellings surrounding the site all differ greatly in scale and height. As such the proposed roof alteration would not have a detrimental impact on the character of the area.
- 4.38 The proposal would therefore be in full accordance with Policy D1 and goals of the NPPF Chapter 12.

#### Impact on residential amenity

- 4.39 Policy G1(3) of the 2003 Local Plan seeks to protect the amenities enjoyed by occupants of buildings from unneighbourly development in terms of privacy, access to sunlight and daylight, noise, vibration, pollution, dust and smell.
- 4.40 The only neighbouring property close enough to be impacted is that of "Fairacre House" located directly to the east of the dwelling at a distance of approximately 9 metres.
- 4.41 The proposed ground floor alterations would be on the side furthest from the neighbouring dwelling and as such completely hidden by the existing dwelling thus would have no adverse impact in regards to neighbour amenity.
- 4.42 The loft conversion whilst more visible would have no adverse impact on Fairacre House. Due to the position of the dwellings (Fairacre House being set further south) the nearest element to the application dwelling is the neighbours side conservatory which is approximately 9 metres from loft conversion (excluding the height difference). This is significant distance and as both dwellings have south facing gardens as well as the conservatory being set south of the loft conversion there are no loss of light concerns associated with the development as the loft would not block sunlight to the neighbours conservatory or it's garden.

- 4.43 Furthermore no side windows are proposed with the only window being that of the Juliet balcony. The Juliet balcony is centred in the rear elevation and as such would only have views of the applicants rear garden not the neighbouring dwelling's garden. In planning terms the area furthest from the house is the least sensitive.
- 4.44 Therefore the proposed changes would be in full accordance with Policy D5 of the DM Policies.
- 4.45 Sustainable Design and Construction
- 4.46 Policy D2 (Climate Change, sustainable design, construction and energy) requires applications to include information setting out how sustainable design and construction practice will be incorporated (where applicable). Information should be proportionate to the size of the development.
- 4.47 The changes to the dwelling are modest in scale however the proposed development has included examples of sustainable development such as the proposed orientation of the extension to both benefit from natural daylight and due to it's distance from the conservatory not hinder daylight across the rest of the property.
- 4.48 Accompanying this application is a Climate Change, Energy and Sustainable Development Questionnaire. This has been prepared by the scheme Architects and we refer the Council to this document.
- 4.49 The proposal is considered to be in accordance with the requirements set out within Policy D2 of the Local Plan.



## **5 SUMMARY**

5.1 This statement has set out the details of the proposal and demonstrated that the scheme is acceptable for the following reasons:

- The proposed and existing alterations would not appear disproportionate with the original dwelling and as such fall under an exception of acceptable development within the Green Belt.
- The proposed and existing changes will not affect the character of the building or area.
- The proposed and existing changes will not have any negative affect on neighboring amenity.
- The proposed and existing development would be in compliance with the Climate Change and Sustainability requirements of Policy D2 of the Guildford Borough Council Strategy and Sites Local Plan.

5.2 Accordingly, we trust the Council will agree with the appropriateness of the application scheme and we look forward to confirmation that the scheme is likely to be viewed favourably by the Council.