

PRE-APPLICATION PLANNING ADVICE

Report on Pre-Application Planning Advice



North Kesteven
DISTRICT COUNCIL



Pre-Application Advice Reference Number: 23/0376/ADVICE

Date of Report Sign off: 8th June 2023

Applicant Details:

Chris Lilley

Address of Site

Home Farm 51 Main Street Wilsford Grantham Lincolnshire NG32 3NU

Summary of Proposal:

Conversion/rebuilding of outbuilding to form a detached annex for assisted living.

Scope of Advice

This advice is based on the information you have provided in connection with your enquiry. We cannot provide informal advice that is binding on the Council. The views or opinions in this report are done so in good faith without prejudice to the formal planning application process which will be subject to public consultation. This service cannot guarantee that any subsequent applications will be valid or that they will be approved. This pre-application service aims to help identify issues that may be raised should a planning application be submitted so that they can be properly considered prior to an application being made.

Advice

The Site and Proposal

The application site is comprises the grounds of a Grade II Listed Building dating from the early 17th Century (with 19th and 20th Century alterations). The building is constructed in coursed limestone with pantile roof and raised stone coped gables with multiple chimneys. A garden area laid to lawn and patio is found to the eastern side of the property whilst a significant level of vegetation is found upon the site that provides a high level of screening from surrounding areas, as does the tall roadside wall to Main Street.

The site takes access via a shared driveway to the rear of the property which also serves the detached garage which was recently approved under 21/1711/HOUS and 21/1712/LBC. There is also an single storey, timber outbuilding further to the southwest which abuts the garage at 55c Main Street. This is the structure/location subject to the proposed development.

The proposal seeks for the removal of this flat roof timber outbuilding to be replaced with a 2 storey structure constructed in stone and pantiles with timber windows/door. Rooflights are also proposed in the southeastern roofslope, along with solar panels and solar hot water panels. The structure will have windows in the southeast and southwest elevations, and would incorporate a bedroom at first floor level, with a bathroom, kitchen/diner and living room on the ground floor. It is intended that the new building would be occupied by the applicant's son as a residential annexe with assisted living arrangements.

Principle of Development

Following the recent adoption of the 2023 Central Lincolnshire Local Plan (CLLP), such proposals are dealt with under Policy NS27: Residential Annexes. The policy wording states that 'where permission is required, development proposals for the creation of a residential annexe will only be supported where:

- a) the annexe is clearly ancillary to and subservient in size and scale to the host dwelling, and of a design which, taken as a whole, complements the host dwelling;
- b) the annexe is within the residential curtilage and situated near to the host dwelling such that future separation from the host dwelling will not be achievable;
- c) there is a clear functional relationship between the occupant(s) of the annexe and the original dwelling, including;
 - i. sharing access, garden and parking areas;
 - ii. sharing services such as electricity, water and broadband; and
 - iii. occupation of the annexe being limited to those providing formal or informal care or support to the occupants of the host dwelling, or those employed for other services primarily within the curtilage of the host dwelling; and
- d) the proposal does not cause any other harm, such as, but not limited to, amenity (including on occupiers of the annexe, the original dwelling and neighbours), heritage and biodiversity assets, highways, parking, flood risk or character of the locality.

Development proposals not meeting these criteria will be considered as a new dwelling and will be assessed against relevant policies as such.

Development of detached residential annexes within the defined property boundary will only be permitted where it is demonstrated that the accommodation cannot reasonably be provided through extension to the original dwelling.

The Central Lincolnshire Authorities will impose a planning condition that restricts an approved annexe to be used solely for accommodation ancillary to the host dwelling and the conversion of annexes to independent dwellings will rarely be acceptable.'

The building in question appears to sit within the curtilage of Home Farm, to the southern end adjacent to the shared driveway area. Despite an element of separation being apparent, the surrounding area is fairly densely developed giving little opportunity to for the creation of a separate dwelling, particularly as there is no immediately obvious area that could be hived off as outdoor amenity space. Reasonably therefore, future separation would be considered unlikely, although it would likely be preferable to incorporate the entrance door into the northern elevation to reinforce the link to the host dwelling. This satisfies criterion b) above, although the curtilage should be clearly defined upon any application.

Given the relative lack of alternative space for an amenity area, it can be assumed that the only available garden would be that which already exists at Home Farm, whilst there is also only one access point and limited parking area immediately east of the proposed annexe. Accordingly, it can be demonstrated there is a shared garden, access and parking areas. It is also clear that the occupation of the annexe would be in the interest of provision of care in the format of assisted living for the applicant's son. In order to fully satisfy criterion c) above, the applicant would need to demonstrate that services would also be shared.

With regards to criterion a) and d), there are concerns that the scale of the proposed annexe would affect the setting of the listed building, by virtue of not appearing subservient or ancillary to the host dwelling through two storey development, but also by creating a taller 2 storey building that would act to further enclose the setting of Home Farm and detach it from the countryside setting that it has historically enjoyed. This is discussed in further detail below but the suggestion is therefore that the principle of development for creation of an annexe in this location may be acceptable, however, the design would need to be revisited to ensure the setting of the listed building is retained.

Visual Amenity and Heritage Impact

Policy S57: The Historic Environment states that developments will be supported where they:

- protect the significance of heritage assets (including where relevant their setting) by protecting and enhancing architectural and historic character, historical associations, landscape and townscape features and through consideration of scale, design, architectural detailing, materials, siting, layout, mass, use, and views and vistas both from and towards the asset;
- promote opportunities to better reveal significance of heritage assets, where possible;

The policy also recognises the need to make a positive contribution toward the setting of the heritage asset.

Policy S53: Design and Amenity states that development proposals should:

- Be based on a sound understanding of the context, integrating into the surroundings and responding to local history, culture and heritage;
- Protect any important local views into, out of or through the site;
- Relate well to the site, its local and wider context and existing characteristics including the retention of existing natural and historic features wherever possible and including appropriate landscape and boundary treatments to ensure that the development can be satisfactorily assimilated into the surrounding area;

Consultation has been undertaken with the Council's heritage consultant who has indicated that the proposed structure reads independently and would not maintain an ancillary relationship with the host dwelling. As per the above, the building is two storeys and of a height that would compete with the main dwelling and also 'cut off' the last remaining visual link with the countryside to the south with which it is historically associated. Views of the listed building itself from the south would also be lost to a two storey building. As such, it is not considered that the annexe in this form would protect or better reveal the setting of the listed building as per the wording of Policy S57, rather it would act to compound the complete loss of the setting of the listed building to two storey development.

That said, the general design approach in terms of window/door proportions/finish and material palette are considered to be appropriate for the setting, therefore it is advised that a single storey building with as low a profile as possible may be suitable for provision of annexe accommodation. It is noted that the removal of the staircase would likely allow for the kitchen to be relocated into one larger living area with a bedroom to be provided in the space vacated by the kitchen to keep the building at a single storey. This, along with

providing a door in the northern elevation would ensure that the building is read as an outbuilding to the host dwelling.

Residential Amenity

The proposed development is located in between, and in close proximity to 55c Main Street (west) and the annexe at 53 Main Street (east). It is not considered there would be any impact upon the annexe at no. 53 mindful that this has a blank western elevation (but for higher level rooflights) therefore will not be overshadowed or overlooked. However, no.55c has a first floor bedroom window in the eastern elevation approximately 5m from the proposed annexe. At two storey level, the proposed building will protrude above the existing outbuilding at no.55c and potentially give rise to a level of overshadowing and more oppressive outlooks from this bedroom window. It is considered that the relationship between the two properties would therefore worsen which would add further weight to the notion that the proposed annexe should be single storey only.

Parking and Highway Safety

The proposed development would sit on the footprint of an existing outbuilding therefore the area available for parking/turning of vehicles would remain unchanged. Consultation has been undertaken with the local highway authority who have raised no objection indicating the proposal would not have an unacceptable impact upon highway safety.

Trees, Landscaping and Biodiversity

As above, the building will sit on the footprint of an existing structure surrounded by hardstanding therefore there will be no impact upon existing trees. Whilst Policy S61 of the CLLP requires development to demonstrate 10% biodiversity net gain, this does not apply to householder applications which this would be classed as should a submission come forward.

Energy Efficiency

Policy S13 of the CLLP deals with energy consumption in existing buildings and states 'for all development proposals which involve the change of use or redevelopment of a building, or an extension to an existing building, the applicant is encouraged to consider all opportunities to improve the energy efficiency of that building (including the original building, if it is being extended)*.

Proposals which do consider and take such viable opportunities will, in principle and subject to other material considerations, be supported. In particular, residential properties which, following an extension or conversion, will achieve an improved EPC rating overall will, in principle, be supported. To gain this in principle support, a pre-development EPC should be provided as part of the application, together with evidence as to how a completed development EPC is likely to be rated.'

The proposed development would create a new standalone structure that, whilst not being physically attached to the host dwelling, would form an extension of the accommodation on the property and can reasonably be dealt with under the auspices of Policy S13. It is also recognised there is an element of sensitivity in terms of materials choice to respect the setting and character of the surrounding area, and as such, the proposed solar panels and solar hot water panels would be considered to comply with the provisions of Policy

S13, with any additional measures to reduce energy consumption also being welcomed, including those that may improve the efficiency of the host dwelling.

Conclusion

Overall, it is considered that the general principle of creating annexe accommodation in this location to provide assisted living would be acceptable, however, the design should be amended to single storey to better respect the setting of, and remain ancillary to, the listed building and ensure no adverse impact upon the amenity of 55c Main Street.

Information Required to Support a Planning Application

- Application form and ownership certificates
- CIL form
- Site location plan
- Existing and proposed block plan
- Existing and proposed elevations and floor plans
- Heritage statement

Planning History

The Council holds information about previous planning applications and consents. Details of the decision notices associated with the relevant planning applications can be viewed at www.n-kesteven.gov.uk/planningonline. It is also possible to use this service to research planning history of adjacent properties or land, and which may be relevant to the consideration of your proposal.

The Council's records indicate the following planning history is relevant to the proposed application site:

None

Local Plan Policies (Development Plan Policies)

The development plan for North Kesteven comprises policies from the Central Lincolnshire Local Plan and other relevant supplementary planning guidance which has been produced.

The Local Plan can be found at www.n-kesteven.gov.uk/central-lincolnshire/local-plan

National Planning Guidance is also an important consideration taken into account when assessing planning proposals. This level of policy should be researched as part of the development of your proposals. National policies and guidance can be found at <http://www.communities.gov.uk/planningandbuilding/planningsystem/>.

The Council's records indicate that the following Local Plan Policies are relevant to the assessment of your proposal:

Local Plan Policies
National Planning Policy Framework (2021)
S1 - The Spatial Strategy and Settlement Hierarchy
S13 - Reducing Energy Consumption in Existing Buildings
NS27 - Residential Annexes

Consultations

As part of the consideration of your request for pre-application advice, we may contact other bodies and organisations for their views and input. This may include internal consultation with other Departments within the Council or externally with organisations such as Lincolnshire County Council. Any advice received will be assessed and taken into account.

The following consultation responses were received in relation to your proposal:

Consultee Responses	
Heritage Trust Of Lincolnshire Built Heritage	<p>In principal I have no issues. The existing structure doesn't have a positive impact on the character of the conservation area an or the listed building, so its loss is acceptable. It is important to maintain an ancillary character and appearance in this setting. I am not entirely sure that this proposal achieves this. The proposals reads as an independent structure and doesn't maintain an ancillary character. I am also concerned at the lack of information about curtilage etc. Whilst I appreciate this is for assisted living, this is a structure that could function entirely independently from the principle dwelling, and could in time require its out curtilage/boundary treatments that would further exacerbate the character.</p> <p>In summary I think in general the proposals can be achieved here, but I'm not sure there is enough protection afforded to the Listed Building to character of the space to ensure there isn't an adverse effect on the setting of the listed building.</p>
Lincolnshire County Council - Highways And SuDS Support	<p>This report includes the Substantive response of the Local Highway and Lead Local Flood Authority to a planning consultation received under the Development Management Order and includes details of any planning conditions or informatives that should be attached in the event that permission is granted and any obligations to be secured by way of a S106 agreement.</p> <p>General Information and Advice</p> <p>Outline applications and contributions</p> <p>The anticipated number and type of dwellings and/or the floor space may be set by the developer at the time of application which is used to assess necessary mitigation. If not stated in the application, a policy compliant mix will be used. The number and type of dwellings used when assessing S106 planning obligations is set out on the first page of this response.</p>

In the case of outline applications, once the unit mix/floor space is confirmed by reserved matters approval/discharge of condition a matrix (if appropriate) will be applied to establish any increase in contributions payable. A further increase in contributions may result if there is a reserved matters approval changing the unit mix/floor space.

Please note that although the Definitive Map and Statement proves the existence of any recorded rights of way, there may be further or higher rights that are not shown on this document that the County Council is not currently aware of. This would be especially relevant where the public has had informal access to the site or where there are references to routes across this in maps or other historic documents. As the County Council has received no application to recognise further rights of way affecting the site, no more informed guidance can be offered at this stage.

Highway and Lead Local Flood Authority Report
 Substantive Response provided in accordance with article 22(5) of The Town and Country Planning (Development Management Procedure) (England) Order 2015:

Recommendation:

The principle of development is acceptable.

It is not anticipated that the development will result in an unacceptable impact on the operation of the public highway.

The Council would not normally consult with residents or locally elected representatives at the Pre-Application stage. However, we would strongly advise prospective applicants to consider discussing their proposals with local neighbours and Parish/Town Councils at an appropriate stage prior to submitting a planning application. Their views may be important and may result in you deciding to alter or amend your proposals in some way.

Please note the Environment Agency now offer their own pre-application advice service. If you wish to get their advice on your proposal, please contact them directly either via email at enquiries@environmentagency.gov.uk or phone 03708 506 506 (Monday - Friday, 8am to 6pm).

There are some useful contact details below to assist you with this

Useful Contacts

<p>Parish Council</p>	<p>Mrs Denise Gasgoine Clerk To Wilsford Parish Council 82 Ermine Street Ancaster Grantham Lincs NG32 3QP</p>
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Local Ward Member	Councillor Matt Waldeck Councillor Richard Wright
Planning Services	E: planning@n-kesteven.gov.uk W: www.n-kesteven.gov.uk/planning T: 01529 414155
Useful Websites	www.communities.gov.uk www.planningportal.gov.uk www.cabe.org.uk www.lincolnshire.gov.uk www.n-kesteven.gov.uk/planningonline www.environment-agency.gov.uk www.historicengland.org.uk

Building Regulation Approval may be required for your proposals. For information or advice, please contact Building Control on 01529 308158 or 01529 308136 or by email to building_control@n-kesteven.gov.uk. Building Regulation Application Forms can be downloaded from www.n-kesteven.gov.uk/bcdl.

You can also visit www.n-kesteven.gov.uk/buildingcontrol where there are links to other useful websites including the Planning Portal, Approved Documents and LABC Warranties.

Should you decide to move forward and submit your planning application, the Development Management team provides an optional Premium Validation Checking Service. This is a bespoke service which provides a route to give an applicant/agent feedback on whether a planning application will be accepted as valid. It will therefore reduce the time taken to get an application to a planning officer for assessment. Details of the service, together with the associated fees, can be found online at www.n-kesteven.gov.uk/planning

Appendices

- How the Council deals with Planning Applications
- Publicity and Notification
- List of Requirements for Planning Applications

- Design and Access Statements

If you have any queries relating to this report or wish to discuss it further, please contact the Case Officer, Tom Siddons on 01529 414155 or email planning@n-kesteven.gov.uk

How the Council deals with Planning Applications

When the Council receives a planning application it is initially assigned a planning reference number and an acknowledgement issued to the applicant to confirm safe receipt. The application is then checked by a Planning Officer to establish that it is valid and contains all of the necessary forms, plans and technical details. The Council aims to check most applications for validation within 3-5 days of receiving it.

Applicants may check the progress of their application and obtain details of the Planning Officer who is dealing with it, together with other important information, by visiting the PlanningOnline service and entering the planning application reference number.

Once an application is made valid, the Council will ensure that the necessary consultations are undertaken, which includes public representatives such as Parish Councils and Ward Members, technical consultees such as the Highway Authority, and any immediate neighbours. A Planning Officer will then usually visit the site.

The Council has a statutory period of 8 weeks to determine most applications, or 13 weeks for large or 'major' proposals. This time period starts from the date of 'receipt' of a valid application, and includes a minimum time period of 3 weeks to allow the public to comment. Only on very rare occasions will the Council agree to allow additional time for a decision to be made. Usually, if there are outstanding issues that need resolving then an applicant would be requested to withdraw the application and resubmit at a later date.

A decision on a planning application may be made by a Planning Committee or by the Head of Planning, Economic Development and Cultural Services under the Councils Scheme of Delegation. The applicant (or Agent) will be sent a copy of the decision notice once a decision has been made. Anyone else who wrote in to voice an opinion (for example an objector or a supporter) will also be notified of the decision.

Full details of the progress of a planning application, including all of the supporting documentation and copy of decision notice, can be viewed via the Councils PlanningOnline service.

Consultation and Notification at Pre-Application Stage

As part of the consideration of your request for pre-application advice, we may contact other bodies and organisations for their views and input. This may include internal consultation with other Departments within the Council or externally with organisations such as Lincolnshire County Council or the Environment Agency. Any advice received will be assessed and taken into account.

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Their views may be important and may result in you deciding to alter or amend your proposals in some way.

Consultation and Notification when a Planning Application is submitted

When a planning application is received by the Council there are formal arrangements for consulting with various bodies and organisations and for notifying residents and local Parish/Town Councils.

The decision as to who to consult on a planning application will depend on the nature of the proposal and the type of planning application. Details of who the Council has consulted on a particular planning application can be viewed at the PlanningOnline website. Bodies and organisations that the Council consults will normally have a minimum of 21 days to comment.

The advice received will often be very important to the consideration of the planning application.

Neighbours and local residents will be notified of the receipt of a planning application by means of either an individual letter or by a Site Notice that will be put up by the Council. The decision as to who to consult will be taken in accordance with the guidelines set out in the Councils 'Statement of Community Involvement'. This document can be viewed on the Councils website.

List of Requirements for Planning Applications

A list of requirements for planning applications can be found on this Council's website at <https://www.n-kesteven.gov.uk/residents/planning-and-building/planning/planning-applications/planning-application-checklists/>

The national requirements are mandatory and set out the minimum information/plans that must be submitted with any application.

A Design and Access Statement will be required for most types of planning applications. Further details can be found at www.n-kesteven.gov.uk

The Local List details information that may be required and officers shall ensure that any information considered necessary from this list to accompany your planning application will be detailed in the pre-application advice received.

Design and Access Statements

Design and Access Statement

A Design and Access Statement should be one of the first things that is done when deciding how to develop a site. It is used to list all of the things that might affect what it

was you want to do. It should also show how your proposal will take into account all of these things.

The design of your proposal should be closely linked to the Design and Access Statement.

Content

A Design and Access Statement is required for most types of planning applications, and it would not be possible to validate an application unless a Statement was included. However, there are some types of planning applications that do not require a Design and Access Statement. Further details can be found at www.n-kesteven.gov.uk

A Design and Access Statement should provide information about how proposals will complement and support the character of the local area, and should seek to explain the following;

- The design principles and concepts that have been applied to aspects of the development including the amount, layout and scale of the development, its landscaping and its appearance.
- The steps taken to appraise the context of the development and how the design takes that context into account in terms of the amount of development, its layout, scale, landscaping and appearance.
- How local development plan policies and documents have been taken into account.
- State what consultation has been undertaken on access and design issues and what account has been taken of the outcomes
- How specific issues which might affect access to the development have been addressed
- How prospective users will be able to gain access to the development from the existing transport network
- Why the main points of access to the site and the layout of access routes within the site have been chosen, and

Further advice on Design and Access Statements is obtainable in Section 6 of Guidance on Information Requirements and Validation (Communities and Local Government March 2010) – www.communities.gov.uk

Government advice on design issues includes that in Planning Policy Guidance Note 1 “General Policy and Principles.” The CABI document "Design and Access Statements: how to write, read and use them" can be found at www.cabi.org.uk

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A Design and Access Statement should provide information about how proposals will complement and support the character of the local area, and should seek to explain the following;

- The design principles and concepts that have been applied to aspects of the development including the amount, layout and scale of the development, its landscaping and its appearance.
- The steps taken to appraise the context of the development and how the design takes that context into account in terms of the amount of development, its layout, scale, landscaping and appearance.
- How local development plan policies and documents have been taken into account.
- State what consultation has been undertaken on access and design issues and what account has been taken of the outcomes
- How specific issues which might affect access to the development have been addressed
- How prospective users will be able to gain access to the development from the existing transport network
- Why the main points of access to the site and the layout of access routes within the site have been chosen, and

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Mitigating for loss of Trees and Woodland

Where it is appropriate for higher value tree(s) (category A or B trees (BS5837)) and/or woodland to be lost as part of a development proposal, then appropriate mitigation, via compensatory tree planting, will be required. Such tree planting should be on-site wherever possible and should:

- e) take all opportunities to meet the six Tree Planting Principles (see supporting text); and
- f) unless demonstrably impractical or inappropriate, provide the following specific quantity of compensatory trees:

Trunk diameter(mm) at 1.5m above ground of tree lost to development	Number of replacement trees required, per tree lost*
75 - 200	1
210-400	4
410-600	6
610-800	9
810-1000	10
1000+	11

* replacement based on selected standards 10/12 cm girth at 1m

(for the full Policy S66: Trees, Woodland and Hedgerows please visit [Adopted Local Plan 2023 | Central Lincolnshire Local Plan \(n-kesteven.gov.uk\)](#))