studio four point ten

204 MAIN ROAD

DESIGN & ACCESS STATEMENT

FEBRUARY 2024

DESIGN AND ACCESS STATEMENT

SITE ADDRESS

204 Main Road
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INTRODUCTION

This application is submitted for building works at 204 Main Road, Long Hanborough, seeking permission to extend and alter the existing detached commercial property to provide office space in addition to some limited landscape works.

The application includes for a change of use request due a previous planning condition (planning app ref: 1063/94) that restricted the use of the building to Class D1; Day Nursery. This condition dates back to 1994 when the premises was previously changed from an office classification. The applicant is aware of the recent changes to legislation with the introduction of a new Class E (Commercial, Business and Service) in September 2020, but initial advice sought from the council confirms a change of use would be required to overcome this condition.

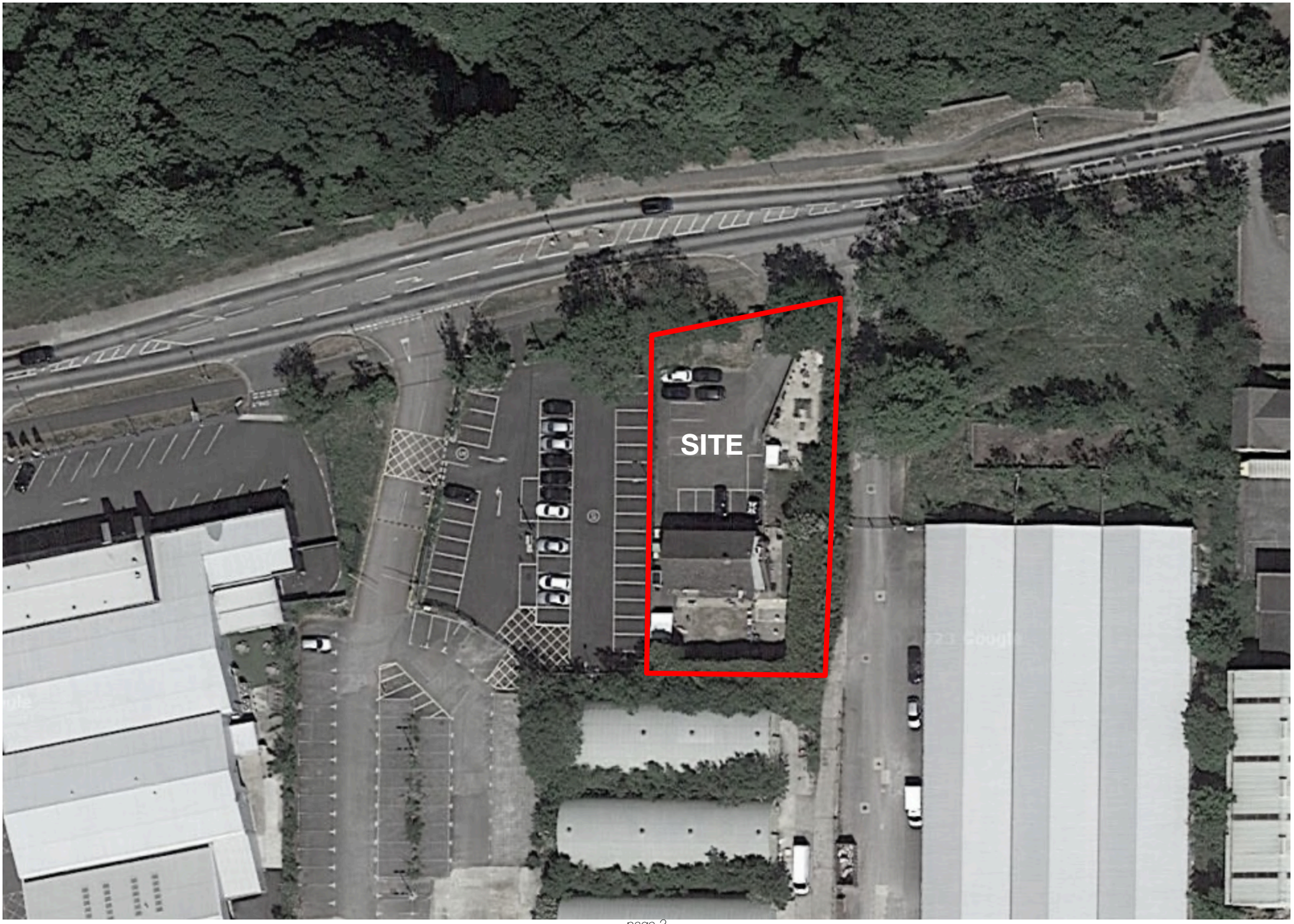
The core works included in this is application are listed below, some of which do fall under the remit of permitted development, Schedule 2, Part 7 Class A, but have been included for completeness and in place of submitting for a certificate of lawful development.

Planning permission required on following alternation works:

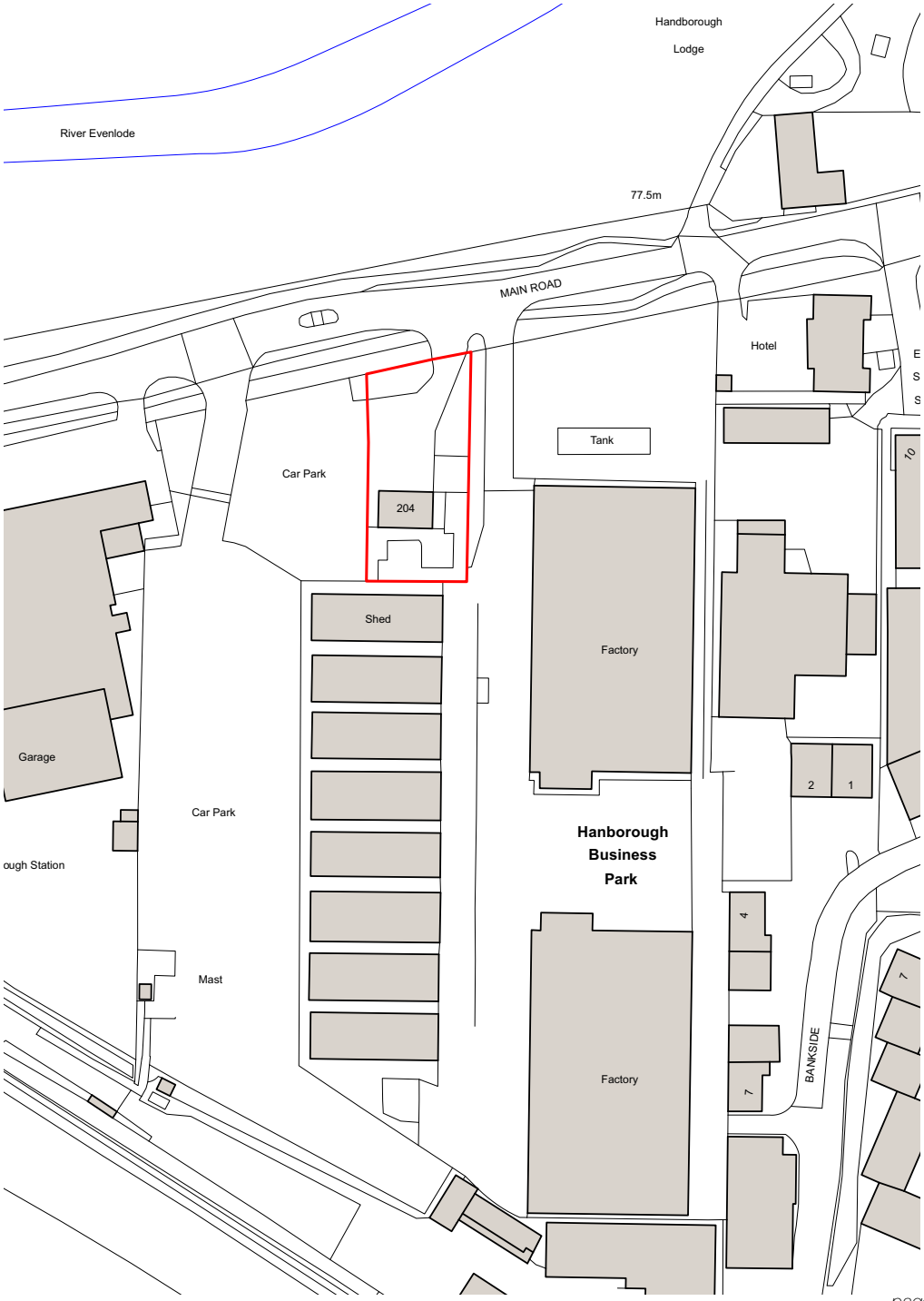
- Change of use from D1 Day Nursery to New Class E (office).
- Window alteration and replacement works to ground and first floor.
- Installation of external wall insulation.
- Removal of chimney stack.
- Entrance canopy to front of building.
- Installation of photovoltaic array and external air source heat pumps.

Other works included but within remit of Permitted Development:

- Single storey rear extension.
- Landscape works including tree removals and new planting.


SITE

THE SITE

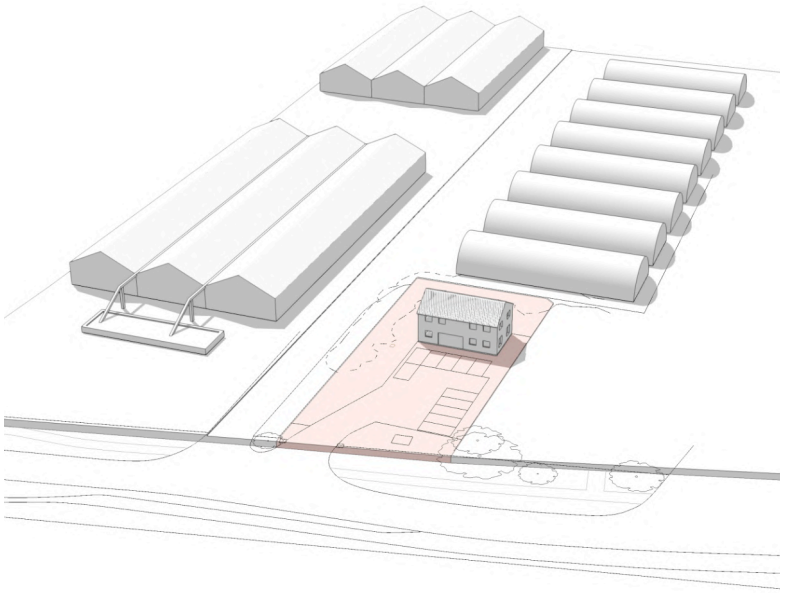


204 Main Road, is a 0.12 hectare site located on the eastern edge of Long Hanborough along the A4095 to Bladon and Woodstock. The site is located on the norther edge of the Hanborough Business Park and industrial estate and is bounded to the east by a carpark serving the Hanborough (HND) train station, the platform located some 150m to the south west. To the east and south of site are a set of industrial shed and factory units.

The Blenheim Palace estate and grounds are located directly north of the site across the 'Main Road' highway and beyond a thick tree line.

The site is largely covered with hard standing with most of the area between the building and road serving as a carpark to the former Day Nursery, but with some limited areas of grass to the rear (south side) of the building which is set back some 40m from the highway.

The site is not on article 2(3) land and nor is it a site of special scientific interest.



Massing diagram showing building in context of neighbouring industrial sheds.

EXISTING BUILDING

Exterior Photos

South (rear) Elevation

The existing two-storey detached property has been operated as a day nursery for the past 20+ years, and prior to this served as an office building for an industrial plant hire company.

The structure is mid C20th consisting of rendered blockwork cavity walls with solid blockwork internal partitions, a timber joisted floor and a concrete tiled timber roof structure. The building is fitted with white UPVC windows and the main external features include a steel fire escape stair on the east elevation, and an access porch to the rear south elevation.

The surrounding external garden spaces and structures are of relatively poor condition and, much like the building fabric and external additions, are of no significant architectural merit or character.

North (front) Elevation

East (side) Elevation

EXISTING BUILDING

Interior Photos

The building internals are in a poor state of repair requiring new floor finishes, wall linings, electrical and plumbing installations throughout.

First floor kitchen.

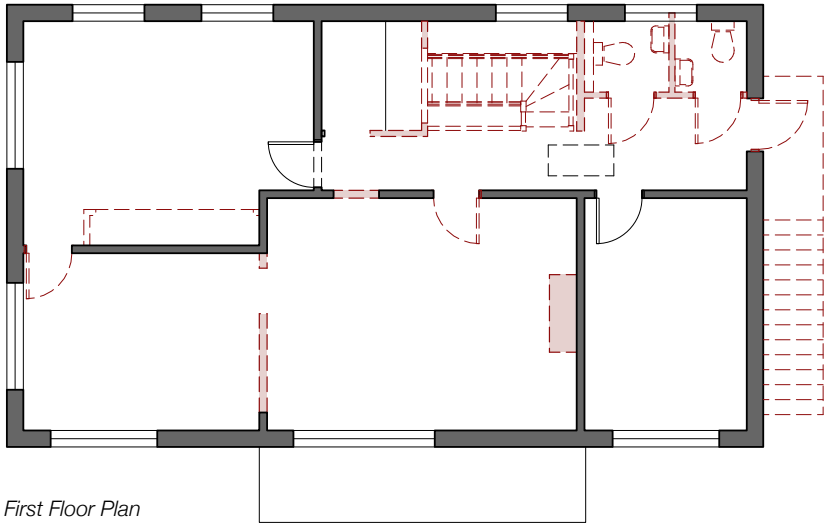
First floor toilet.

Main stair.

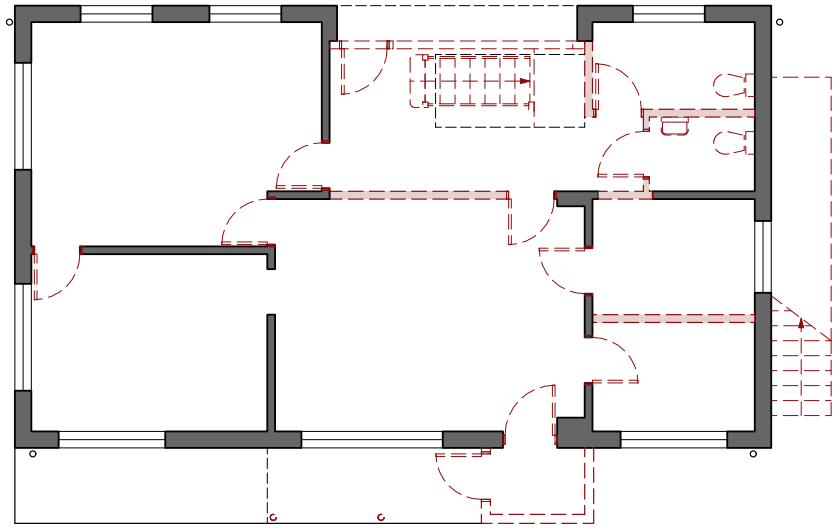
Central ground floor room.

EXISTING BUILDING

Core Alteration Works



First Floor Plan



Ground Floor Plan

The plans opposite illustrate the extent of demolitions proposed in the application, as summarised below. These works are carried out alongside other alteration works aimed at creating more efficient office spaces and enhancing the thermal performance of the building fabric.

Core removal works:

- Removal of internal wall partitions as shown.
- Replacement of timber access stair.
- Removal of external escape stair and rear porch.
- Removal of the chimney breast structure from first floor up.

Other fabric alteration works proposed:

- Replacement of the existing internal stair.
- Replacement of UPVC windows throughout.
- Installation of external wall insulation with rendered finish.
- Floor alterations to fit a new underfloor heating system alongside the new air sourced heat pumps.
- Enlargement or blocking in of windows as shown on accompanying elevations.

DESIGN APPROACH

Core objectives of the brief:

- To provide a new office premises that meets the current needs of the applicant's business whilst adapting to recent shifts in office working methods (due to Covid) and allowing for future expansion of the team.
- Building alterations geared towards improving the environmental, thermal and energy performance of the existing structure in order to integrate an air source heat pump installation with supporting photo-voltaic array.
- Consideration to be given to the wider landscape works required to provide positive external amenity space for use by the office, and works to the front of the building to provide an enhanced carpark with greater integration of 'green space' and planting.
- Consideration to be given to the wider building and landscape works towards enhancing the biodiversity of site.

Key design considerations:

- With the requirement for greater open plan office space, the scheme looks to minimise the removal of existing fabric by accommodating the larger space within a new rear extension.
- Locating the bulk of storage and toilet areas within darker central areas of plan, with primary office spaces pushed out to areas with better natural light.
- Provision of an enhanced building entrance with new entrance canopy integrating a fully compliant access ramp.
- Removal of tall evergreen hedges along the east and south boundary to reduce overshadowing of garden areas.

USE

The existing building use class is D1 Day Nursery although the building is currently unoccupied. The proposal is to change this to a Class E for office use.

AMOUNT

The current building has a net internal floor area of 160m2 over two floors, with proposals to increase this by a further 67m2 with the addition of a single storey rear extension.

LAYOUT

The existing building has a rectilinear floor plan with a main central access on the north (front) elevation and secondary access leading to a rear garden space. The proposals seek to add a modest rear extension to the building which is to be accessed from the original front entrance lobby.

SCALE

The extension represents a 42% increase in floor area and is designed with a flat roof to minimise the visual impact on overall massing - although it is noted that the addition will not be visible from the front approach. This scale of development falls within the provisions of permitted development.

AMENITY

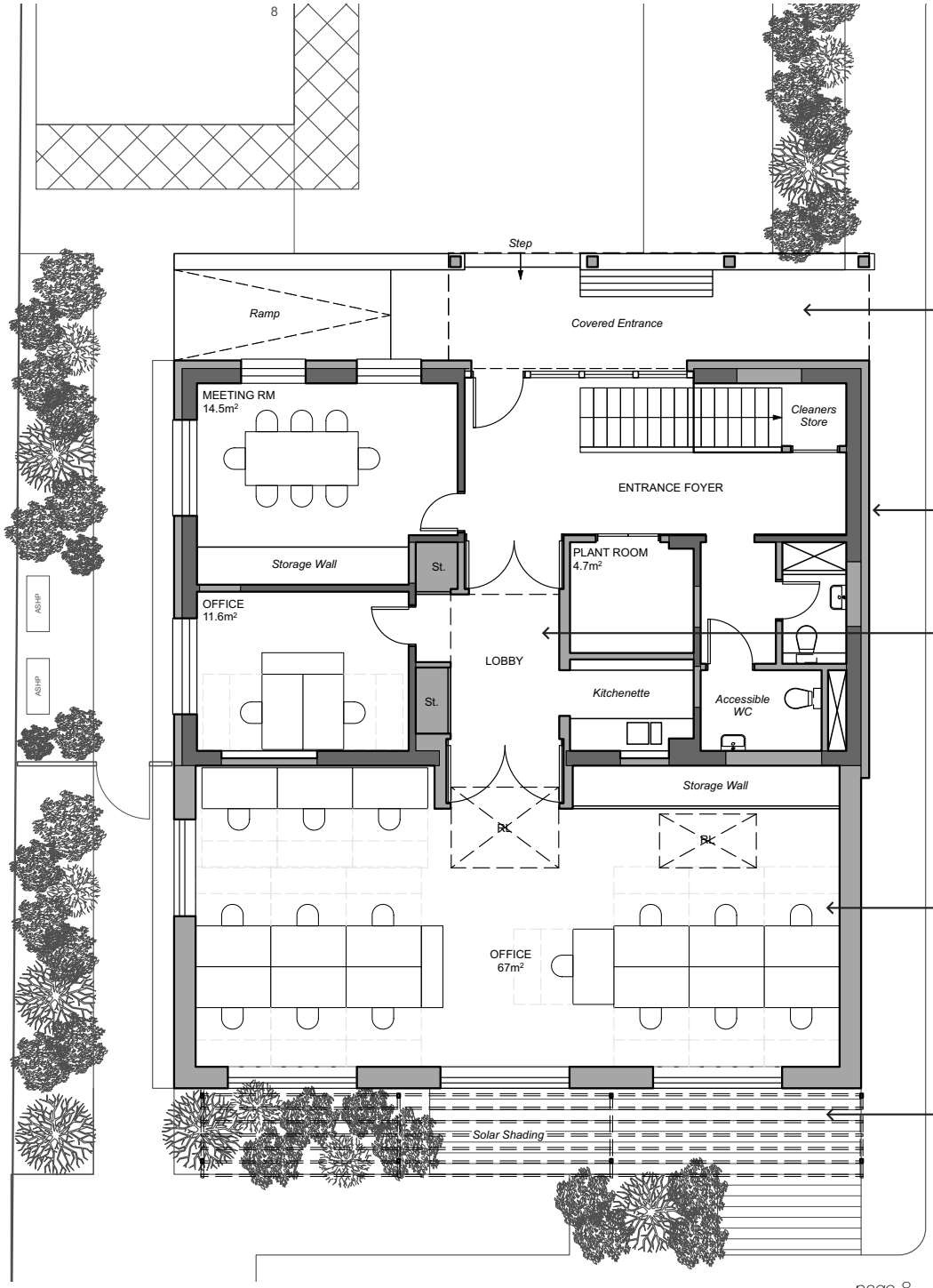
There will be no issues with overlooking, light or other impacts on neighbouring buildings due to the small scale of development proposed and relative distance to any surrounding industrial shed buildings. Proposals seek to remove a set of tall evergreen bushes along the east and south boundary with the aim of enhancing access to natural light on and around the property.

ACCESS

A new entrance ramp and canopy is being proposed to improve access into the building, where at present this consists of a short steep access ramp without suitable landings. The internal stair is to be replaced for new to improve upon the width and angle of the current vertical access. The bulk provision of office space, accessible toilets and meeting rooms has been accommodated at ground floor level to ensure adequate provisions for any staff (or building visitors) with reduced mobility. It has not been possible (or deemed practical) to accommodate a lifting device within the current building footprint. Alterations to the internal layout are driven by providing easy and direct access between the front entrance and new rear extension.

DESIGN PROPOSALS

Ground Floor Plan



New entrance canopy and ramping.

Rendered external wall insulation.

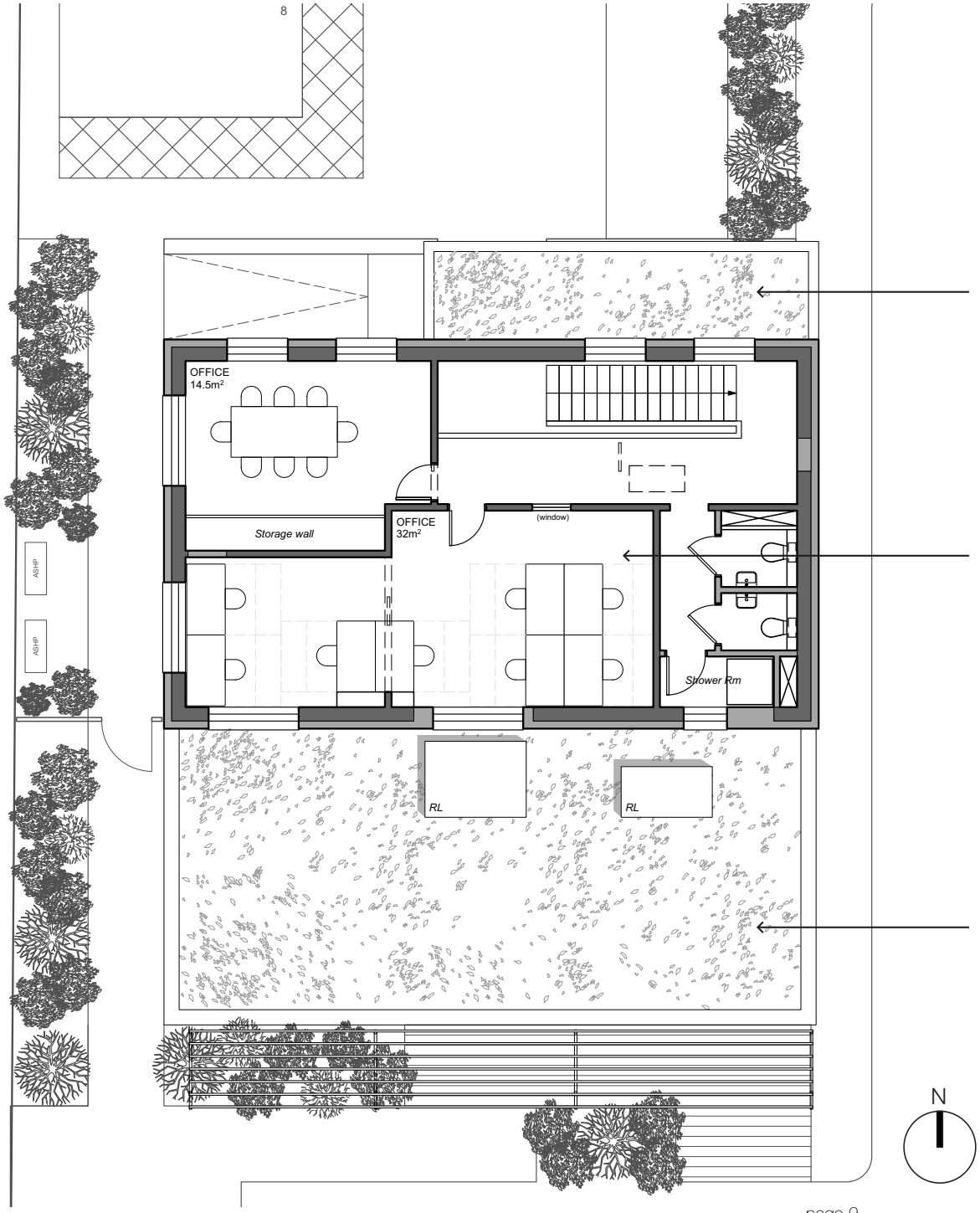
New central access corridor connecting between entrance and rear extension.

Rear extension providing open plan office space with generous views out and access into an enhanced rear garden space.

Rear decking with external solar shading.

DESIGN PROPOSALS

First Floor Plan



Green ‘sedum’ roof to canopy.

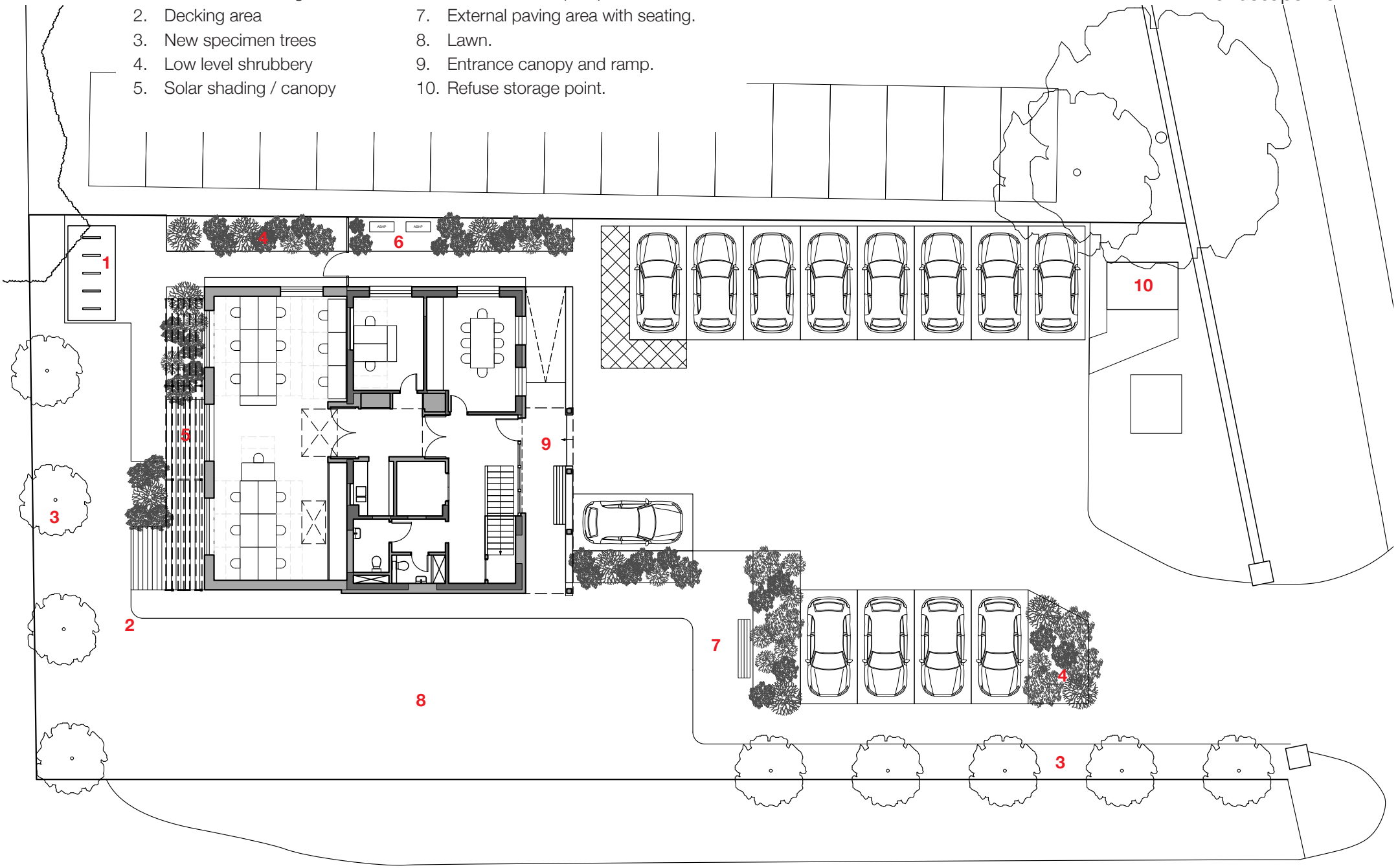
Removal of internal partition to provide larger office space.

Green ‘sedum’ flat roofing to extension.

DESIGN PROPOSALS

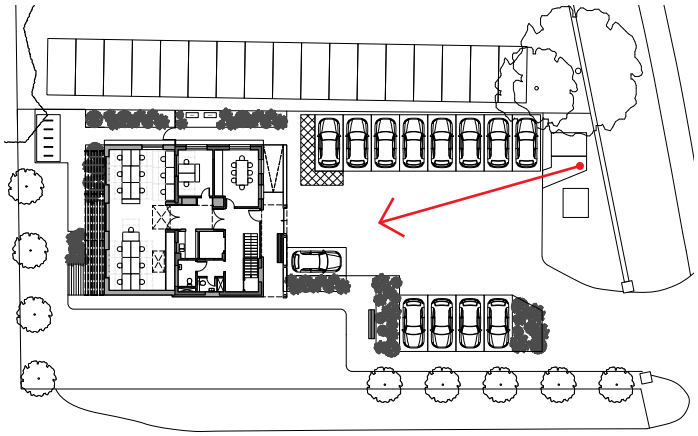
Landscape Plan

1. Secure bike storage
2. Decking area
3. New specimen trees
4. Low level shrubbery
5. Solar shading / canopy
6. Air source heat pumps
7. External paving area with seating.
8. Lawn.
9. Entrance canopy and ramp.
10. Refuse storage point.



DESIGN PROPOSALS

Approach View from North

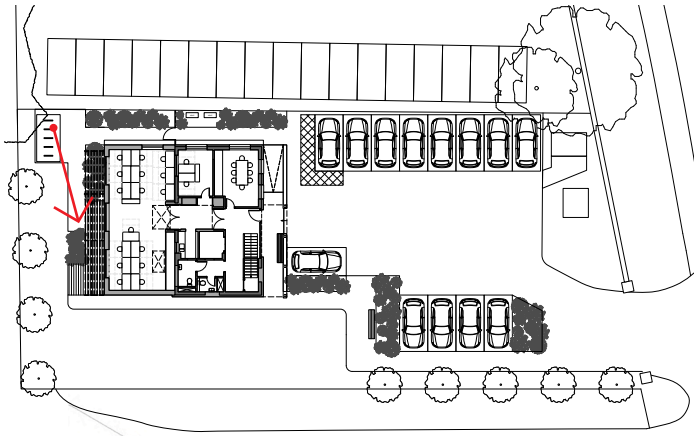


As existing…

Proposed view from north boundary.

DESIGN PROPOSALS

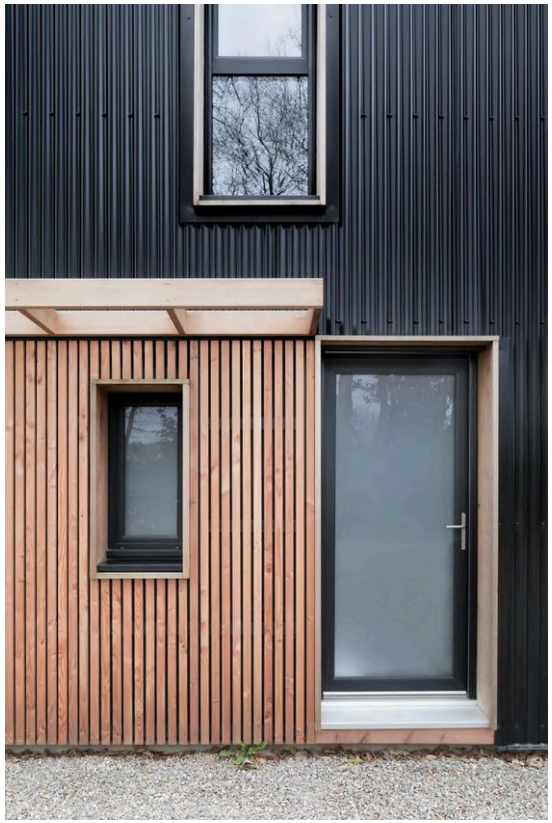
Rear Garden Space



Proposed view of rear extension as viewed from south west corner of site.

EXTERNAL CLADDING MATERIALS

Example of close boarded vertical timber cladding as proposed for the rear extension, left unfinished and allowed to mellow and weather down naturally.



Example of dark coloured PPC aluminium windows as proposed for the existing building replacement and rear extension.

Example of flat rooflights and sedum coverings as proposed for the rear extension.

SUSTAINABILITY STATEMENT

Fabric First Approach:

Maximise building insulation - Proposals are to install external wall insulation to the original building that will surpass the minimum thermal standards set in the building regulations. This is to ensure efficient operation of the new ASHP strategy. The rear extension has similarly been designed with thick walls to accept high standards of thermal insulation to reduce the building energy demands in operation.

New windows - Proposals include for all new glazing to the building to improve upon u-values and reduce air leakage currently experienced with the leaky older UPVC windows.

Energy and Heating:

Air Source Heat Pumps (ASHP) - These are proposed to replace the existing oil fired boiler system, in conjunction with a new wet underfloor heating system to be laid throughout the building. Current proposals show locating the ASHP units along the west site boundary amongst new planting.

Photovoltaic Panels - An array is proposed for the south facing roof slope of the existing building, currently estimated to provide an 11kW array comprising of 28 panels.

Ventilation:

Natural Ventilation - The site is well arranged to allow for natural means of ventilating the building during the hotter summer months, with windows on three sides of the building. Rooflights proposed for the extension will also provide a useful means of stack ventilation that can be used to draw air up and out from the main ground floor office.

Mechanical Ventilation and Heat Recovery (MVHR) - A system such as this is being considered for the property, to aid with background ventilation whilst minimising heat losses, but is subject to further technical design and cost appraisal.

Overheating Potential:

This is a significant and often overlooked threat to building comfort and running costs, and especially with an office use (with higher occupancies) and a south facing elevation. The current proposals seek to address this by reducing the size of south facing windows on first floor level and the provision of external solar shading to the rear extension elevation.

Reducing Carbon:

Retaining and adapting existing building fabric is one of the leading approaches to reducing the carbon footprint of a project. Further reducing the amount concrete and cement based products used in the build is the next fundamental step to lowering the embodied carbon of the structure.

For this reason we are promoting the retention of existing building fabric where possible and the use of a timber frame solution for the extension.

In addition to the above environmental benefits, the timber framing approach also leads to cleaner construction methods with less dust creation and the advantages of offsite production reducing overall build timescales and deliveries.

Water management:

The existing foul water drainage system is to be overhauled to provide an efficient package sewage treatment plant.

Landscape and Biodiversity:

Detailed consideration has been given to providing an enhanced landscape offer as part of the application, to enhance the biodiversity of site and provide higher quality external amenity space. The scheme includes for new tree planting, borders with low to mid level shrubbery and green roof coverings. Additional measures will be included for bird and bat boxes as required.

REFUSE, TRANSPORT AND ECOLOGY

Refuse Strategy:
A dedicated refuge storage and collection point is located in the north-west corner of the site where it has least impact on the building whilst being convenient for collection. The office will make use of 2no. 240L bins for waste and recycling, with a storage point measuring 2m deep x 3m long shown.

The site access is suitable for a 3-axle refuse collection vehicle to drive in off the highway, ideally pulling up within the set back entrance way and reversing into site. An alternative strategy would be to wheel bins out for collection at the road side, with the site entrance providing adequate space for the vehicle to pull in off the main road.

It should be noted that this strategy is considered an enhancement over the current site condition, as the previous commercial use did not have a dedicated refuse store or collection point. The previous Day Nursery would have also generated a greater volume of waste than the proposed office function.

Transport Statement:
13 car parking spaces are shown on the landscape plan, 2 extra compared with the existing site. Traffic in and out of the site is, however, likely to be greatly reduced with staff arriving and leaving only once a day, compared to the previous Day Nursery with a greater number of parents arriving and leaving throughout the day.

Although parking spaces do not match staff numbers (totalling 16), the site benefits from good transport links with a bus service and adjacent rail connection. Dedicated onsite cycle storage is also provided to support an altogether greener travel strategy to the office.

Tree Removals:
Proposals include for removing a number of Leylandii trees along the rear east and south boundaries where they have formed a thick hedge line blocking sunlight to the building and reducing the overall amenity value of site.

There are no TPO's on the site and these removals are not considered to be a planning issue where they have no significant adverse impact on views to the site. Considering the industrial factory and storage shed uses immediately surrounding the site, the removals are also not considered to have any adverse impact on the amenity of neighbouring sites or building.

New Trees and Planting:

The applicant is dedicated to delivering a wider landscape scheme to demonstrate a more holistic approach to the site and a higher standard of design for the new development.

Proposals include for new tree planting along the east and south boundaries to enhance views into the site and out from the building, and to enhance the amenity value of the external spaces serving the building. The new trees seek to offer a higher quality planting compared to that of the removed Leylandii, and without the same overshadowing issues.

Additional low level planting and borders are shown in the plans as part of wider scheme to enhance the visual appearance, amenity value and biodiversity of the site. These areas have been strategically placed to help with improving views out from key internal spaces, and to break up areas of car parking to help these feel more integrated within the landscape.

Impact on Ecology:
The site is part of a wider industrial park, has no special designations and is not currently known to contain any protected habitats.

Where the building works are relatively minor in relation to the scale of the site, and the extension confined to an area currently hard landscaped as a play area, it is not considered the works will pose any significant threat to ecology.

Refer to appended Preliminary Roost Assessment prepared by Arbtech Consulting Limited. The report concludes thats bats are very unlikely to be roosting within this building and as such, there are not anticipated to be any impacts on roosting bats as a result of the extension and renovations to this building. Furthermore the works to not pose any threat to nesting birds.

Flood Risk:
The site is within a Zone 1 flood risk areas - refer to appended Environment Agency flood risk report and map that identifies the site as having a LOW PROBABILITY of flooding. Under the criteria stated on the report no further flood assessment is required.

PERMITTED DEVELOPMENT

Rear Extension Design

View to rear of building as existing.

Sketch proposal for timber clad rear extension.

The rear extension has been designed within the limitations of permitted development, in accordance with The Town and Country Planning (General Permitted Development) (England) Order 2015, Schedule 2, Part 7 Class A: The extension or alteration of a commercial, business or service establishment.

Compliance has been assessed against the following conditions:

- The gross floor space of the original building has not been exceeded by more than 50% or 100 square metres (whichever is the lesser).
- The height of the building as extended has not exceeded 4 metres.
- No part of the development (other than an alteration) is on land which:

  - adjoins other premises which are used for a purpose falling within any of the classes in Part C (residential premises or institutions) of [Schedule 1] to the Use Classes Order,
  - is article 2(3) land, or
  - is a site of special scientific interest, and

  is within 2 metres of any boundary of the curtilage of the premises.

- The development is not within the curtilage of a listed building.
- No alteration would be on article 2(3) land.
- No part of the development would extend beyond the front of any existing building
- The development does not involve the insertion or creation of a new shop front or the alteration or replacement of an existing shop front; nor does the development involve the installation or replacement of a security grill or shutter on a shop front.

Works to install the rear decking and external solar shading may fall outside of these limits depending on interpretation of the condition A.1 (f) stating:

- the development must not consist of or include the construction or provision of a verandah, balcony or raised platform.

In either case, the works are submitted for full planning approval for the avoidance of any doubt.

Tree removals:

It is also considered that the removal of the evergreen Leylandii hedges along the east and southern boundaries would also fall under permitted development.