



**GH PLANNING**

# **PLANNING, DESIGN AND ACCESS STATEMENT**

**PROPOSED CONVERSION OF EXISTING OUTBUILDING TO  
CREATE A ONE BED DWELLING, INCLUDING REPLACEMENT  
SINGLE STOREY SIDE EXTENSION AND ASSOCIATED  
EXTERNAL ALTERATIONS.**

**AT: THE BOTHY AT WILLOW HOUSE, PURSERS LANE, PEASLAKE,  
SURREY, GU5 9RG**

**APPLICANT: MR & MRS ASHWORTH**

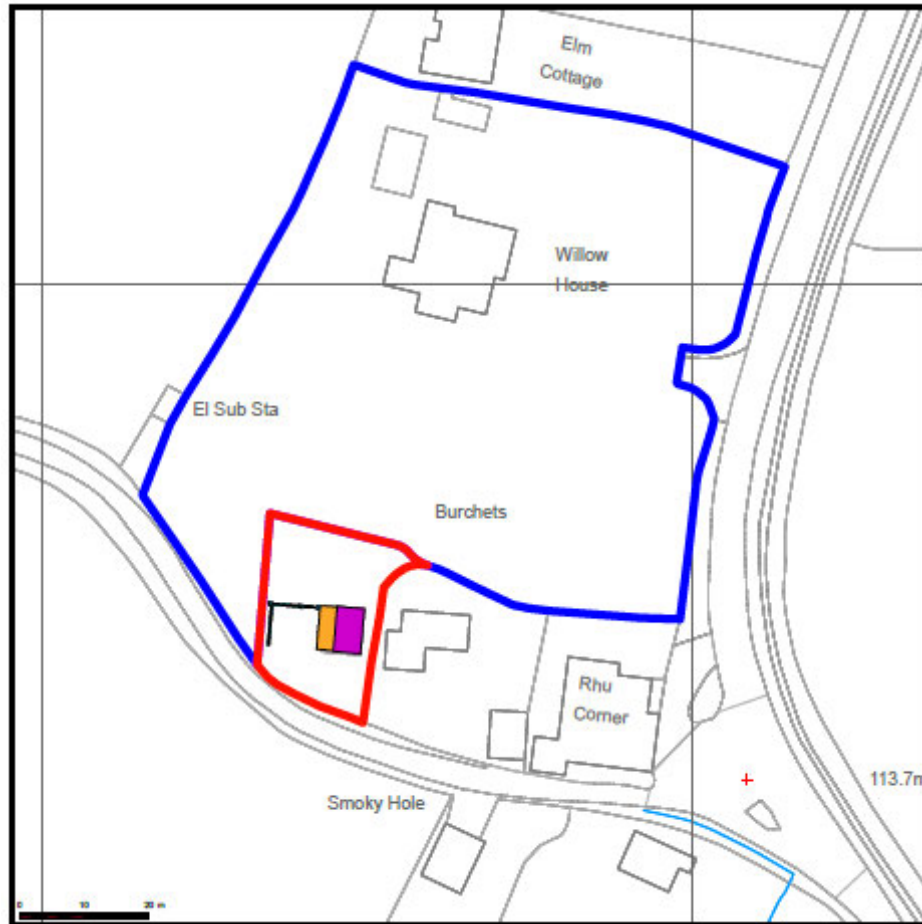
**FEBRUARY 2024**

## 1. INTRODUCTION

- 1.1 This statement is written on behalf of my clients, Mr and Mrs Ashworth, in support of a full planning application to convert an existing ancillary outbuilding in the garden of Willow House, Pursers Lane, Peaslake, to a one bed dwelling.
- 1.2 This statement will set out the details of the site and its planning history before providing a description of the proposed development.
- 1.3 Relevant planning policy will then be identified before demonstrating that the proposal is appropriate development in the Green Belt, being the re-use of a building that is of permanent and substantial construction and the associated external alterations not resulting in disproportionate additions the size of the original building.
- 1.4 This statement will also demonstrate the proposal to have no adverse impact on the character or appearance of the surrounding area, the natural beauty of the Surrey Hills National Landscape and to accord with policies relating to sustainable construction and ecological enhancement.
- 1.5 The development will also be demonstrated to accord with current living standards to provide a good standard of amenity for future occupants and to have no adverse impact on the amenity of neighbouring properties or the host dwelling.
- 1.6 With the scheme demonstrated to accord with relevant planning policy and guidance at the local and national level, we conclude that planning permission should be approved for the proposed works.

## 2. SITE DESCRIPTION AND PLANNING HISTORY

2.1 The application site is situated in the village of Peaslake, approximately half a mile north of the village centre.



*Site Location Plan*

- 2.2 The site sits to the immediate northwest of the settlement boundary, in the village. The area is characterised by residential development, with existing detached and semi-detached dwellings to the north, east and south.
- 2.3 The site is in the Green Belt, the Surrey Hills National Landscape (formerly AONB) and an Area of Great Landscape Value (AGLV).
- 2.4 To the east is Burchets, a Grade II Listed Building. As no changes are proposed to the building on the elevation facing Burchets other than a repositioned rooflight, and as the building would make use of the existing access, the proposed development is not considered to impact on the setting of the listed building. As such, a Heritage Statement has not been provided. Should the Council take a different view, we would be happy to provide an assessment of significance and impact.

- 2.5 Part of the garden of Willow House is in Flood Zone 3. However, as the site itself is outside this designation in an area at low risk of flooding (Flood Zone 1), a Flood Risk Assessment is not required.



*Flood Risk Map for Planning showing site in FZ1 (Source: EA)*

- 2.6 The site measures 0.04ha and forms part of the garden to Willow House. Willow House is a large, detached two storey dwelling set in a substantial plot with vehicular access from Pursers Lane and Burchets Hollow.
- 2.7 The Bothy is situated to the south of Willow House and comprises a two-storey outbuilding that has been used ancillary to the main house.
- 2.8 The building is constructed in brick and plain clay tile, with white painted timber windows and is of permanent and substantial construction.
- 2.9 The conservatory was added between 2008 and 2011 and benefits from a Certificate of Lawfulness under application reference 23/P/01803. It is proposed to replace the conservatory with a single storey extension on the same footprint.
- 2.10 The building has its own access to Burchets Hollow and has been used in the past as a gardener's cottage and garage, with space to park to the front (south). Today, the applicants use the building as a home office and for domestic storage and have done since moving into the property in 2017.





*Existing North and West Elevations*



*South and West Elevations*





*Existing South Elevation to Burchets Hollow*



*Photo showing access to Burchets Hollow*

## Planning History

2.11 Willow House was previously called Treleath. The property has a long planning history, with the following relevant to the outbuilding:

### **82/P/01140**

**Description:** Demolition of existing coach house (garage) & greenhouse replacement by music room of similar size & proportions with addition of swimming pool enclosure

**Decision:** Approved 09/11/1982

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### **05/P/02024**

**Proposal:** Extension of existing detached garage to form gym/swimming pool changing room/plant room.

**Decision:** Refuse 01/12/2005

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### **06/P/00338**

**Proposal:** Single storey side and rear glasshouse extension to existing garage, following removal of existing glasshouse.

**Decision:** Refuse 31/03/2006

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### **06/P/00345**

**Proposal:** Detached single storey building, to provide staff accommodation within courtyard following demolition of existing staff accommodation.

**Decision:** Refuse 30/03/2006

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### **07/P/00973**

**Proposal:** Conversion of existing two bay garage and store into carers accommodation on two floors including the addition of dormer window to rear roof slope.

**Decision:** Refuse 28/06/2007

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### **23/P/01803**

**Proposal:** Certificate of Lawfulness for existing use to establish whether the erection of a single storey side extension and addition of rooflights to an ancillary outbuilding, and the erection of a garden wall were substantially completed 4 years before the date of this application

**Decision:** Approved

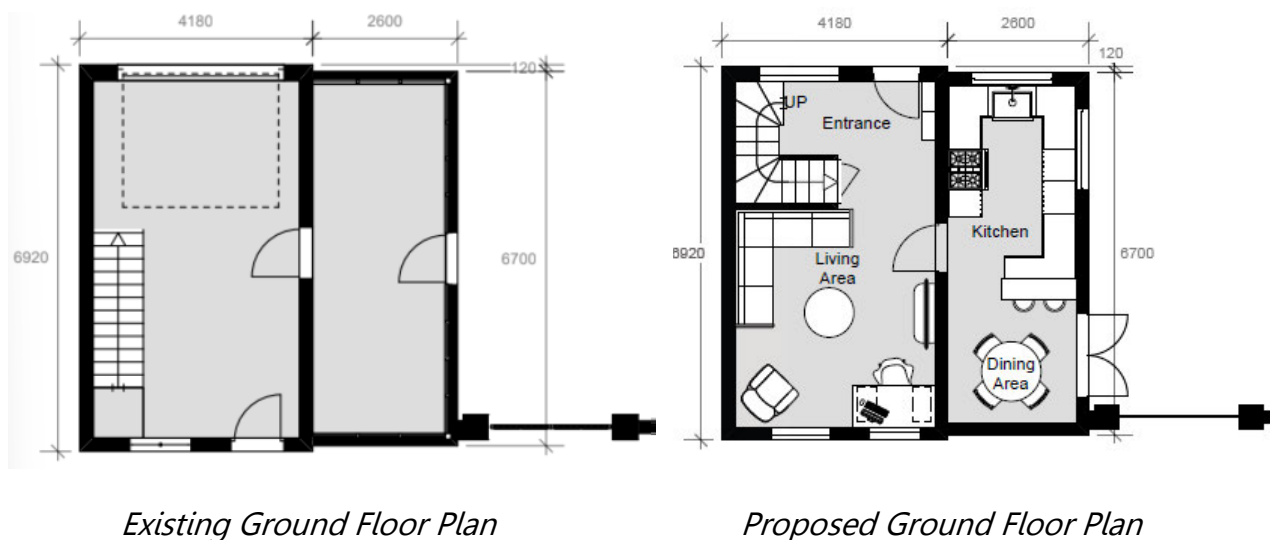
### 3. THE APPLICATION PROPOSAL – DESIGN AND ACCESS DETAIL

#### Use

- 3.1 This application proposes to convert the existing ancillary outbuilding at Willow House (C3 Use) to a one-bedroom dwelling (C3 Use).
- 3.2 The proposal would create a separate unit of accommodation and new planning unit with its own garden, parking and access.

#### Scale and Amount

- 3.3 The development makes use of the existing two-storey building and seeks to replace the single storey element. The new single storey element would have the same footprint / floor area as existing, resulting in no change to the amount of development on site.



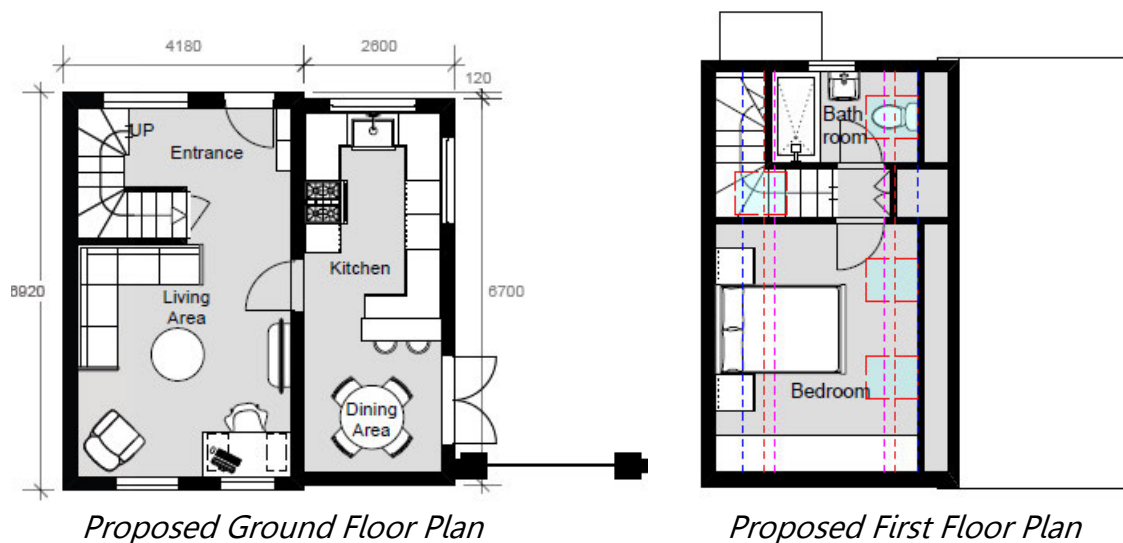
- 3.4 In terms of scale, the height of the new single storey element would be the same to the eaves but taller to the ridge (2.6m existing compared to 4m proposed). This is a small increase that would have little impact on the overall scale of the building owing to its modest size and lean-to design.
- 3.5 In terms of resulting floor area, the dwelling would have a Gross Internal Area (GIA) of 58.5sqm which accords with the minimum GIA for a one-bed, two-person set out in the Nationally Described Space Standards (58sqm).





## Layout

- 3.6 The proposed layout makes best use of available space to provide a one-bed, two-person dwelling with living area, study, kitchen and dining area on the ground floor and bedroom and bathroom on the first floor.



## Appearance

- 3.7 The proposed development would retain the character of the existing building with minimal changes to the two-storey building needed to facilitate the conversion and the replacement single storey element proposed to be built in matching materials.
- 3.8 New windows and doors would be double glazed, white painted timber and the new and replacement rooflights would be conservation type with central mullion. Existing bargeboards would be replaced with decorative timber boards.



EXISTING FRONT ELEVATION



PROPOSED FRONT ELEVATION



EXISTING SIDE ELEVATION



PROPOSED SIDE ELEVATION



EXISTING REAR ELEVATION



PROPOSED REAR ELEVATION

3.9 The result is an attractive, small dwelling that would sit comfortably in the site, streetscene and landscape setting.

### 3.10 **Landscape**

3.11 A new post and rail fence will be erected along the garden boundary with Willow House to the north. A native hedge will be planted alongside to provide privacy between the gardens and ecological enhancement.

3.12 It is also proposed to reduce the amount of hardstanding at the site, with the existing pea shingle in the walled area to the west of the building replaced with grass.

### **Access**

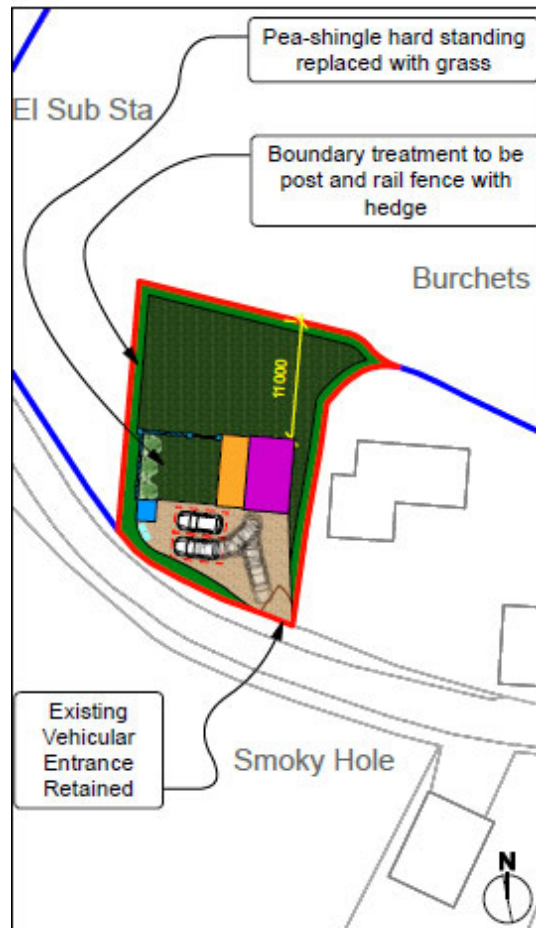
3.13 The new dwelling would make use of the existing vehicular access onto Burchets Lane. This has provided access to the building for many years in its use as a gardener's cottage, garage and ancillary outbuilding.



*Existing vehicle access to Burchets Hollow*



3.14 The existing garage space at ground floor would be lost but there is sufficient space on the existing area of hardstanding to the front of the building for 2 cars to park and turn. This will ensure vehicles can enter and exit the site in a forward gear and that parking is provided in accordance with adopted standards. This can be seen on the proposed block plan extract below.



*Proposed Block Plan*



## 4. RELEVANT PLANNING POLICY

4.1 Section 38(6) of the Planning and Compulsory Purchase Act 2004 requires applications for planning permission to be determined in accordance with the development plan unless material considerations indicate otherwise.

3.1 The development plan is made up of the Guildford Borough Local Plan: Strategy and Sites 2015 – 2034 and the Local Plan: Development Management Policies adopted on 22 March 2023. The policies relevant to the determination of this applications are:

### Guildford Borough Local Plan: Strategy and Sites (LPSS)

- P1 Surrey Hills Area of Outstanding Natural Beauty and Area of Great Landscape Value
- P2 Green Belt
- D1 Place shaping
- D2 Climate change, sustainable design, construction and energy
- ID3 Sustainable transport for new developments
- P7 Biodiversity in new development

### Local Plan: Development Management Policies (LPDMP)

- H5 Housing Conversion and Sub-division
- D4 Achieving High Quality Design and Respecting Local Distinctiveness
- D5 Protecting Amenity and Provision of Amenity Space
- D14 Sustainable and Low Impact Development
- ID10 Parking Standards for New Development

### National Planning Policy Framework 2023 (NPPF)

4.5 At the national level, the revised National Planning Policy Framework published December 2023 is a relevant material consideration.

4.6 Relevant chapters in the NPPF are:

- Chapter 5 – Delivering a Sufficient Supply of Homes
- Chapter 11 – Making Effective Use of Land
- Chapter 12 – Achieving Well Designed Places
- Chapter 13 – Protecting Green Belt Land
- Chapter 15 – Meeting the Challenge of Climate Change
- Chapter 15 – Conserving and Enhancing the Natural Environment

## Statutory Provisions

- 4.7 Section 66B (6) A1 of the Levelling-Up and Regeneration Act 2023 has imposed a legal duty on those determining planning applications and appeals that they "must seek to further the purpose of conserving and enhancing the natural beauty of the Area of Outstanding Natural Beauty". Previously Section 85 of the Countryside and Rights of Way Act imposed a duty "to have regard" to the purposes of AONB designation.

## Other Guidance

Climate Change, Sustainable Design, Construction and Energy SPD 2020

Green Belt SPD 2023

Parking Standards for New Development SPD 2023

## 5. PLANNING ASSESSMENT

### 5.1 The principle of development

5.2 The Bothy is located in the Green Belt.

5.3 The NPPF provides the most up to date policy on development in the Green Belt and LPSS Policy P2 is consistent with this, protecting the Green Belt against inappropriate development in accordance with the NPPF.

5.4 There are two elements to this proposal comprising the re-use of the building and external alterations to facilitate the proposed re-use.

5.5 The re-use of building is appropriate development in the Green Belt provided the building is of permanent and substantial construction and the proposal preserves the openness of the Green Belt and does not conflict with the purposes of including land within it.

5.6 The alterations are appropriate development provided they do not result in disproportionate additions over and above the size of the original building.

5.7 The Green Belt SPD indicates that it can be appropriate development to extend and re-use an existing building but notes that the assessment of whether it is disproportionate will be confined to the extension only, with additional floorspace gained through the conversion assessed separately under NPPF 155(d) (Green Belt SPD paragraph 6.16).

#### Re-use (NPPF Paragraph 155(d))

5.8 Taking into consideration the nature of the building, its age and its construction materials (brick and tile), the building is of permanent and substantial construction.

5.9 In terms of its impact on openness, no additional floor space would result from the conversion, either within the retained element of the building or the replacement extension.

5.10 The access is already existing and the area of hardstanding surrounding the building would be reduced, with the area to the west of the building changed from pea shingle to grass. This would reduce the amount of development on site, to the benefit of the openness of the Green Belt.

5.11 In terms of the purposes of the Green Belt, as the proposal would take place on existing garden land within the curtilage of Willow House, no encroachment into the countryside would result from the proposal.

#### Alteration / Extension

5.12 The proposed alterations are modest and would not result in any change to the floor area or footprint of the existing building.

5.13 The new rooflights and windows, for example, would provide light into existing floor space and the new porch is an open canopy, replacing the existing canopy on the rear elevation.

5.14 The replacement extension has also been carefully designed to sit on the footprint of the existing extension, resulting in no uplift in floor area over the existing situation.

5.15 The replacement extension would be more 'solid' than the existing conservatory. However, the small increase in height of this element is modest and with no increase in width, depth or floor area, the change is minor and would not result in a disproportionate addition.

5.16 The proposed development is therefore appropriate development in the Green Belt, in accordance with the NPPF, LPSS Policy P2 and the guidance in the Green Belt SPD.

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

5.17 LPSS Policy D1 requires all new development to achieve high quality design that responds to distinctive local character and reinforces locally distinct patterns of development, including landscape setting.

5.18 This expanded on in LPDMP Policy D4 which sets out various criteria development proposals are required to demonstrate to achieve high quality design and development that respects local distinctiveness.

5.19 This consistent with the NPPF which identifies the creation of high-quality buildings as fundamental to planning (paragraph 126), along with the requirement to be visually attractive as a result of good architecture, layout and landscaping (paragraph 130).

5.20 The proposed development respects the scale and character of the existing building by proposing attractive alterations that are in proportion with the size and in keeping with the design of the existing building and its rural character.



- 5.21 The resulting plot is also of a good size, with the host dwelling also maintaining a large garden.
- 5.22 The pattern of development nearby would also be respected with the rear boundary line sitting in line with Burchets to the east.
- 5.23 There may be some additional domestic paraphernalia resulting from the proposal but given the small size of the dwelling, this is likely to be minimal. Also, with the existing building in residential use and sitting on garden land, it is unlikely that there would be any discernible change in character, with the use of the wider site remaining the same as existing.
- 5.24 The proposal therefore accords with LPSS Policy D1 and LPDMP Policy D4.

### **Impact on the AONB / AGLV**

- 5.25 The site is located within the Surrey Hills National Landscape (formerly AONB) and locally designated AGLV. It is thus in a sensitive landscape setting which LPSS Policy P1 seeks to conserve and enhance, with great weight given to the conservation and enhancement of the natural beauty and landscape setting of these areas. This is consistent with the NPPF which seeks to protect valued landscapes (NPPF paragraph 180).
- 5.26 Given that only minor alterations are proposed to convert the building and that there would be no change in character of the land on which the building sits (existing garden), the proposal is considered to conserve the landscape character at this edge of settlement site.
- 5.27 In addition, there would be no significant intensification of use and no significant visual alteration, with the access, parking area and garden already in existence.
- 5.28 The proposed development would therefore not result in any harm to the natural beauty or landscape character of the AONB/AGLV and complies with LPSS Policy P1 and the NPPF.

### **Amenity**

- 5.29 LPSS Policy H5 states the development proposals involving the conversion of buildings into houses are required to ensure that there would be no unacceptable impact on the amenity of neighbouring residents.
- 5.30 In relation to the host, the proposed dwelling would be over 40m from the existing dwelling and 11m from the northern boundary. As such, no loss of

privacy or overbearing impact would result. A post and rail fence with hedge is proposed to separate the gardens and the existing garden wall would be retained, providing privacy to both.

- 5.31 In relation to Burchets, the buildings sit close as existing, and care has been taken in the design to ensure that the neighbouring dwelling will not be adversely affected by this proposal.
- 5.32 Specifically, there is no change proposed to the size of the building on the eastern side closest to Burchets. In addition, no windows are proposed in the flank wall at ground or first floor. A new rooflight is proposed to replace the existing and is positioned slightly further north than the existing which would be obscure glazed and fixed shut.
- 5.33 As regards noise and disturbance, the proposed use of the building would not result in any material intensification of use over and above what is possible as existing. As such, no unacceptable harm would result from the proposed use or comings and goings to the site.
- 5.34 Policy H5 also requires sufficient amenity space for the new dwelling. As the proposed dwelling would benefit from a good-sized garden and the host would retain a large garden, the proposal accords with this element of the policy.

#### Minimum internal space standards

- 5.35 As well as providing a good-sized garden, the new dwelling would also accord with the minimum space standards set out in the Nationally Described Space Standards 2015.
- 5.36 This standard deals with the internal space within new homes and sets out the Gross Internal Area required for new dwellings of different sizes (bedroom numbers) as well as dimensions for bedrooms, storage and floor to ceiling heights.
- 5.37 The table below allows easy comparison of the proposed development against the technical requirements and demonstrates that the proposal would accommodate in line with the standard, providing an acceptable standard of accommodation for the occupier/s.

<b>Requirement</b>	<b>Technical Standard</b>	<b>Proposed Development</b>	<b>Complies? Y/N</b>
<b>Minimum GIA (1B2P)</b>	58sqm	58.5sqm	Y
<b>Built in Storage</b>	1.5sqm	1.6sqm	Y
<b>Double Bedroom Floor Area and Width</b>	11.5sqm area 2.75m wide	11.5sqm 4m wide	Y
<b>Headroom over 1.5m</b>	Areas <1.5m are not counted in GIA unless used for storage	58.5sqm	Y
<b>Headroom under 1.5m</b>	Where used as storage is counted at 50% of its floor area with areas under 900mm not counted at all	6sqm	Y
<b>Headroom over 2.3m</b>	75% of GIA	48.02sqm 82%	Y

*Table 1: Comparing the proposal with the nationally described space standards.*

### **Highway and parking considerations**

- 5.38 LPDMP Policy ID10 sets out that the provision of car parking will have regard to the expected standards set out in the Parking Standards for New Development SPD. This sets out a requirement for 1.5 spaces per unit along with one cycle parking space.
- 5.39 As the submitted block plan shows, there is space on site for two cars to park, with space also available to turn. There is also sufficient space on site for secure cycle storage to be provided along with on-site bin storage, as shown on the submitted block plan.
- 5.40 In terms of access, the site would make use of the existing access to Burchets Hollow which has serviced the existing building / former gardeners' cottage for many years.
- 5.41 It is not considered that the creation of a one bed dwelling would result in any significant increase in movement to and from the site than the existing permitted use or that the use would have any unacceptable impact on highway safety.

## Sustainable Design and Construction

5.42 LPDMP Policy D14 seeks to encourage energy efficiency improvements to existing buildings to reduce emissions from existing building stock.

5.43 This expands on the relevant retained sections of LPSS Policy D2 which identifies that retrofitting existing buildings for better energy efficiency is a vital step for reducing carbon emissions. It also sets out the need for applications to establish how sustainable design and construction practice will be incorporated into development proposals (including conversions).

5.44 This is consistent with the NPPF which supports the transition to a low carbon future and development that contributes to a reduction in greenhouse gas emissions through location, orientation and design (NPPF paragraphs 157 and 159).

5.45 The applicant is supportive of the need to incorporate sustainable design and construction practice and a Climate Change Questionnaire has been submitted with this application. This demonstrates how this development will comply with the energy requirements of the above-mentioned policies.

5.46 Specifically, it is proposed for this development to:

- use locally sourced, recycled materials where possible in the replacement extension;
- recycle construction waste for crushing / re-use;
- recycle packaging via supplier or household waste / recycling centres;
- install roof, ceiling and wall insulation;
- use of new double-glazed windows with low U-Factor and draft proofing;
- installation of energy efficient lighting;
- provision of highly efficient, minimum A rated, electrical appliances and white goods;
- water conservation through installation of dual flush toilet, low flow shower head and spray taps;
- provision of water butt linked to downpipe to reuse water in garden;
- investigate the installation of a smart meter;
- provision of electric vehicle charge point and secure cycle storage.

5.47 By incorporating the above measures, the development will be leaner – using less energy through a reduction in energy demand and retention of energy. It will be cleaner - supplying and using energy more efficiently and greener through use of efficient appliances as well as encouragement of green choices.



5.48 The proposed development therefore complies with the Council's Energy Hierarchy and the requirements of LPSS D2, LPDMP D14 and the NPPF.

### **Ecological Enhancement**

5.49 LPSS Policy ID4 states that the Council will maintain, conserve and enhance biodiversity and seek gains in biodiversity where appropriate.

5.50 LPDMP Policy P7 expands on this confirming that development proposals are required to seek maximum biodiversity gain on site.

5.51 This includes incorporating features that support nature and creating areas of new habitat and appropriate links and corridors between new and existing habitats and the removal of invasive plant species.

5.52 This is consistent with the NPPF which seeks to minimise impacts on and provides net gains for biodiversity (paragraph 174).

5.53 The importance of maximising biodiversity gain is understood by the applicant with the following biodiversity enhancement measures proposed as part of this application.

- Installation of bird box on the north elevation under the eaves to the gable.
- Installation of two bat boxes on trees within the rear garden positioned a minimum of 4m above ground level and on the southern side of the trunk.
- Provision of native hedge along the newly created boundary between Willow House and The Bothy.
- Provision of wildflower rich grassed area in the western part of the garden with grass left to grow to provide habitat and nectar for small mammals and invertebrates, including bees and butterflies.
- Provision of stone and log piles within wildflower rich grassed area and a hedgehog house to provide habitat for insects and hibernation sites for small mammals.

5.54 These are considered appropriate to the nature and scale of the development and would deliver biodiversity gain at the site, in accordance with LPSS Policy ID4, LPDMP Policy D7 and the NPPF.

## 6. CONCLUSION

- 6.1 In conclusion, it has been demonstrated that the proposal is appropriate development in the Green Belt. This is because it would re-use a permanent building of substantial construction in a manner that would not harm the openness of the Green Belt or its purposes.
- 6.2 The replacement of the existing conservatory would also not result in a disproportionate addition as it would sit on the same footprint, with only a minor increase in height proposed.
- 6.3 As well as being appropriate development in the Green Belt, the proposal would also make effective use of previously developed land to deliver a small dwelling that meets relevant amenity standards in a sustainable, edge of settlement location. It would therefore support the Government's objective of boosting the supply of homes, as advocated in the NPPF.
- 6.4 This statement has also demonstrated that the proposed development would have no adverse impact on the character and appearance of the area, the AONB/AGLV or neighbour amenity. It would also provide an appropriate level of parking and deliver sustainability and ecological enhancements.
- 6.5 As such, the proposed development would accord with those policies most relevant to its determination.
- 6.6 With the proposed development demonstrated to accord with relevant planning policy at the local and national level, we respectfully request that the application is approved, in accordance with the presumption in favour of sustainable development, as set out at paragraph 11 of the NPPF and Local Plan Policy S1.