

Earnshaw Architects

Design and Access Statement

14A Connaught Road
Folkestone
Kent
CT20 1DA

Client
S Turner Properties Ltd

Date
March 2024

Status
PLANNING

Job No
23.015

Version
1.1



This document outlines proposals for the conversion of a 2 storey maisonette apartment into 2no self contained flats at 14A Connaught Road, Folkestone.

The works are proposed to create a 2 bed (4 person) self contained flat on the Lower Ground Floor, and a 2 bed (3 person) self contained flat on the Ground Floor, both with their own separate accesses. The flats have been designed with consideration to Folkestone and Hythe Planning Policy and Nationally Described Space Standards, and the application follows a Pre App meeting with FHDC Planning Officers in January 2024.

Introduction

Located close to Folkestone Town Centre, the site comprises the Ground Floor and Lower Ground Floor of a 4 storey semi detached Victorian Terrace. The site is in an established residential area.

14A is a former 3 bedroom, 2 storey self contained maisonette. It has been uninhabited since approximately 2018 and the interior has been stripped extensively throughout in order to rectify damp issues.

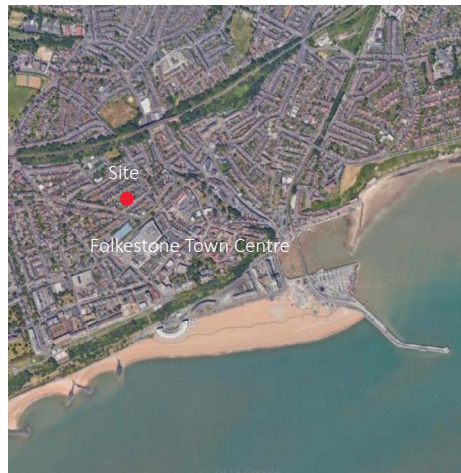


Image from Google maps

Site Location

The top two storeys of the building each a self contained flat (14B and 14C) and have a separate access to 14A. The upper storeys are not included in the proposals.

Much of the surrounding area are large Victorian semi detached buildings which have been converted to self contained flats, including the neighbouring attached property- 16A, B, C, D Connaught Road which has a self contained flat on each floor.

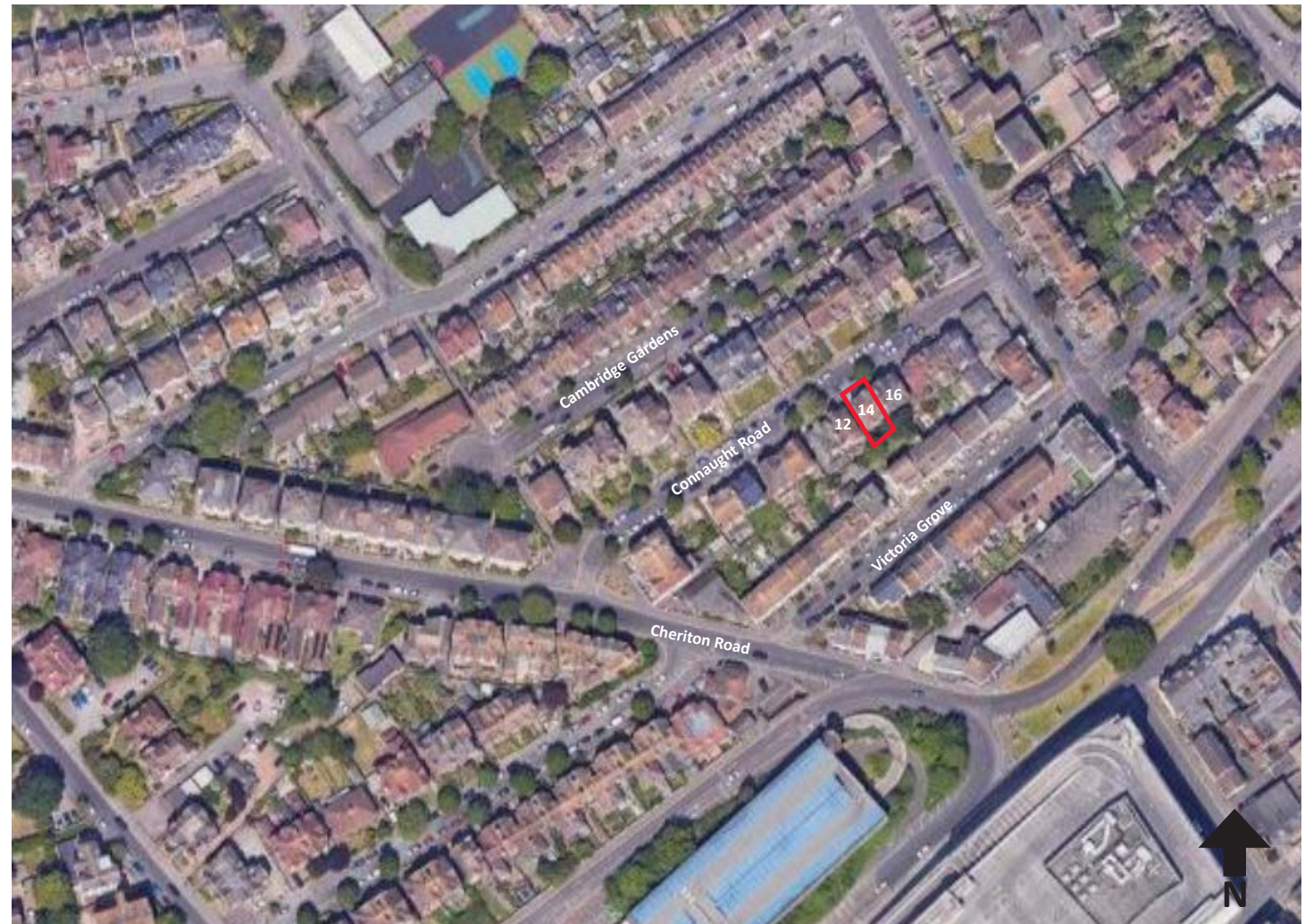


Image from Google maps

FHDC Planning Policy Map

The site is within the Settlement Boundary Policy SS1- SS3 and District Character Area Policy SS1. The site is also within Archaeological Notification Area.

The site is located in Folkestone, close to the town centre. The site is not a Listed Building, or in an AONB, a Conservation Area, Flood Zone 2 or 3 or an area of slope stability. The site does not have article 4 directions. There are no TPOs close to the site.

Planning History

Flat A, 14 Connaught Road

Y18/1390/FH

Subdivision of existing maisonette into two self contained flats

Refused

Y19/0997/FH

Subdivision of Existing Maisonette into two self-contained flats with independent access (Resubmission of Y18/1390/FH)

Refused

16 Connaught Road - neighbouring adjoining semi detached building

Y17/0513/SH

Change of use and conversion to four self-contained, 2-bedroomed flats, together with bin store and cycle store

Approved

Planning Policies and Planning History

- Site boundary
- - - Built form within site
- - - Built form in surrounding context
- Sunpath
- Existing trees



Image from Google maps

Opportunities & Constraints

1 Front elevation

2 Main front door to 14A (and Lower Ground Floor store door seen at bottom)

3 Stepped access from pavement

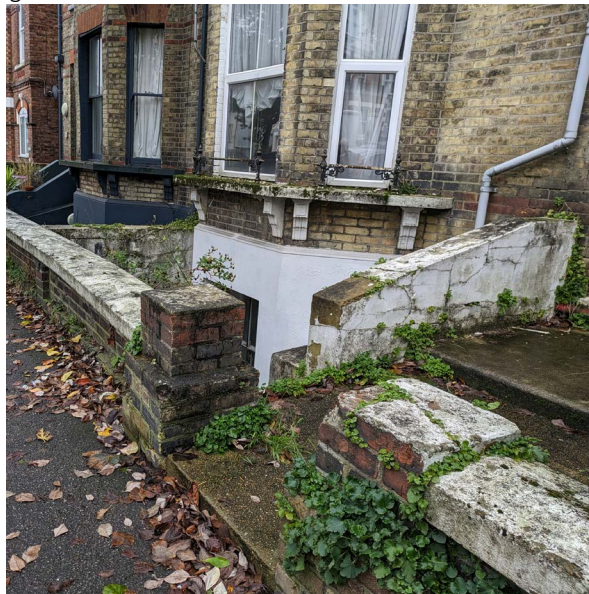
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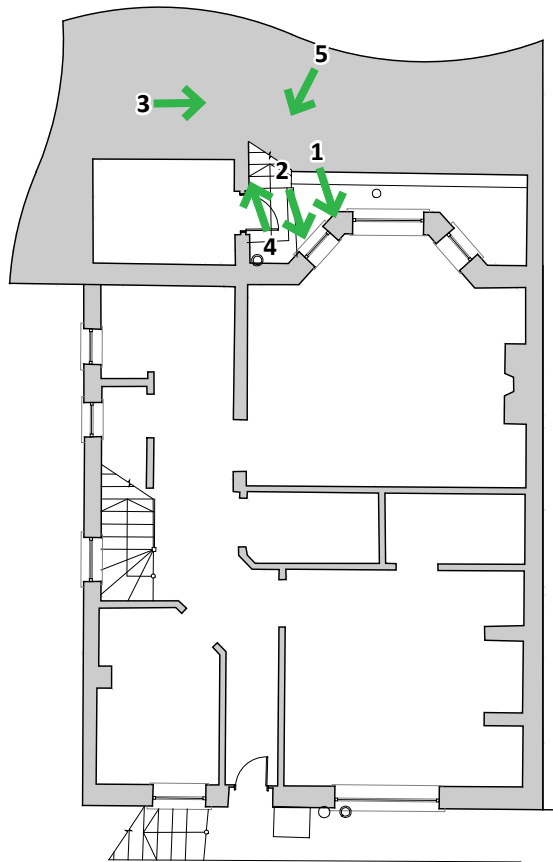


3



Front Elevation

- 1 Front bay window Ground to Second Floor
- 2 Lower Ground Floor bay
- 3 Access to Lower Ground Floor Store
- 4 Steps to Lower Ground Floor Store
- 5 Steps to Lower Ground Floor Store



LG Front Elevation

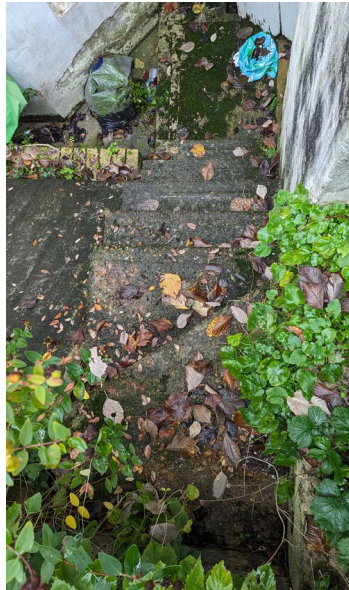
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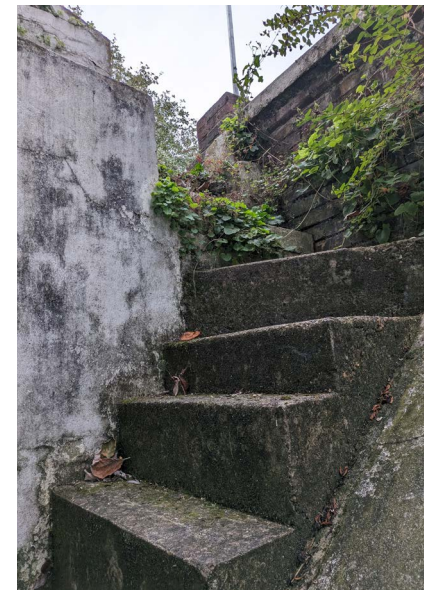
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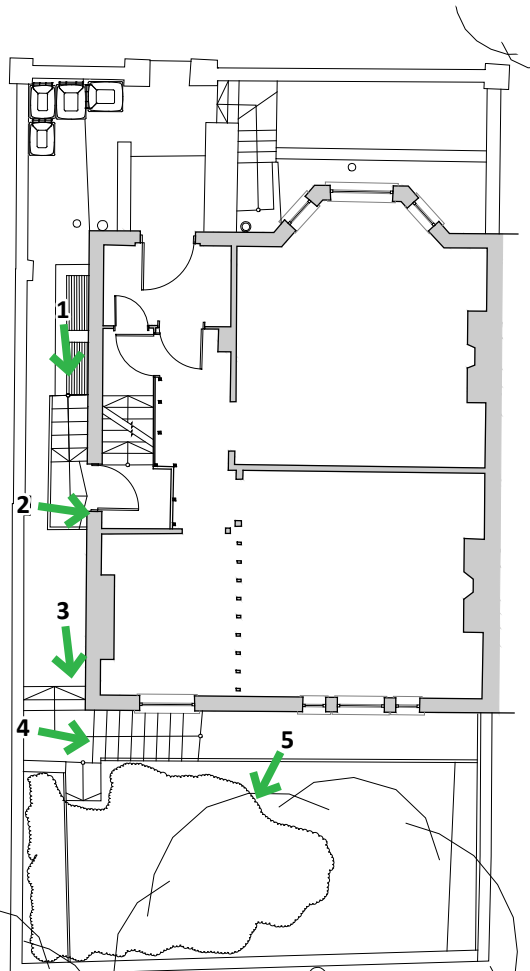
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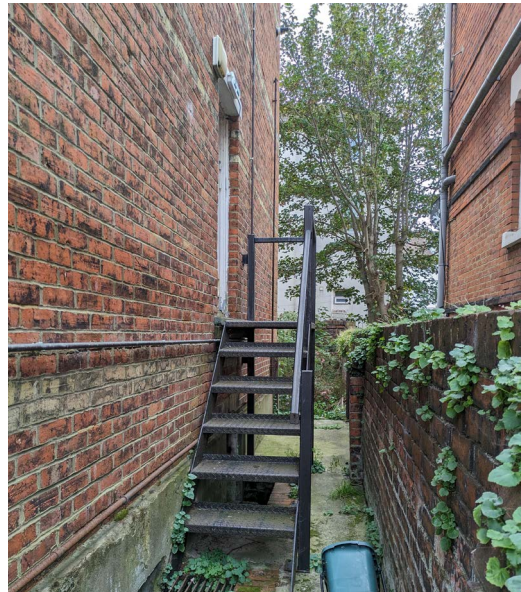


- 1 Side access steps to flats 14B & 14C
- 2 Side windows to Lower Ground Floor
- 3 Side access to rear amenity space
- 4 Rear access steps from LG Floor
- 5 Rear amenity space



Side Access & Rear Amenity

1



2



3



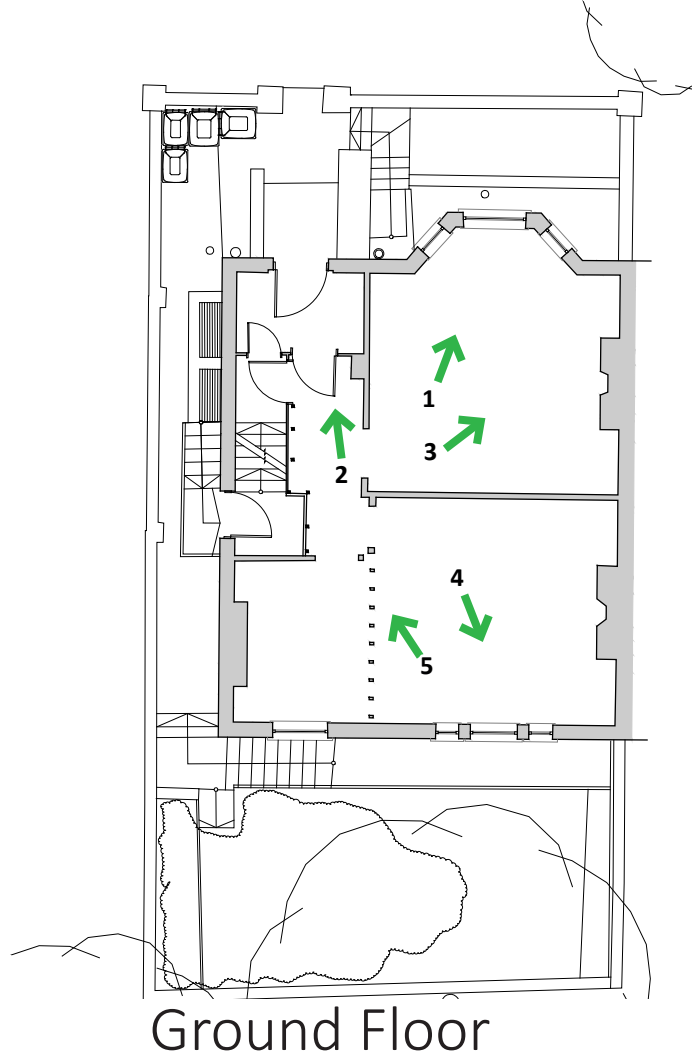
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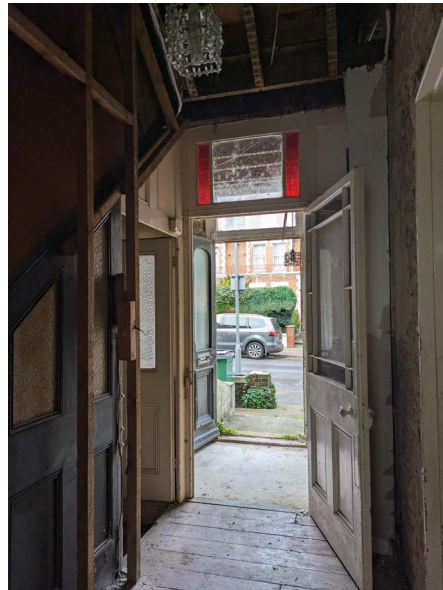
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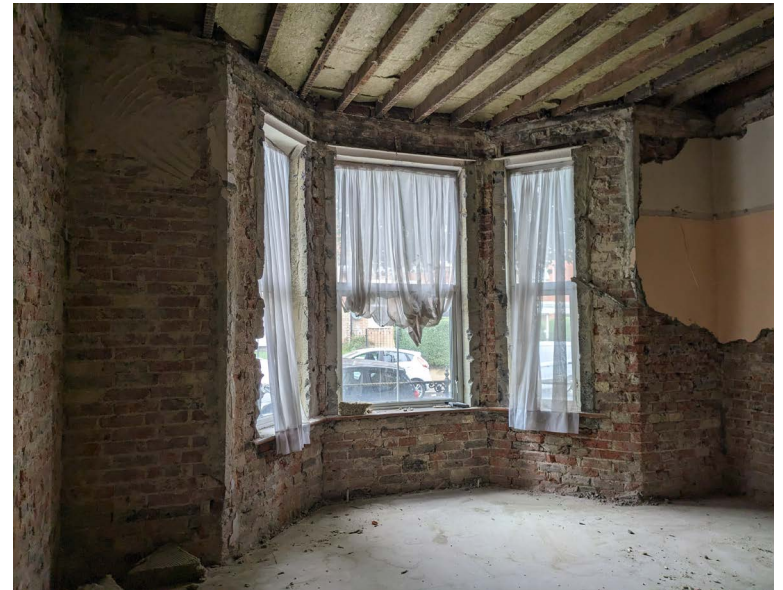
- 1 Front entrance
- 2 Front bay window
- 3 Front fireplace
- 4 Rear main room
- 5 Rear main room and rear smaller room



1



2



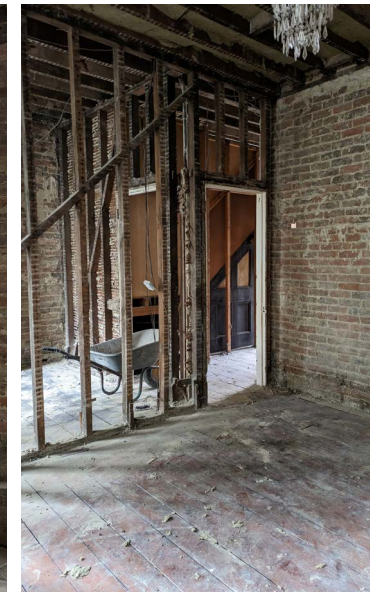
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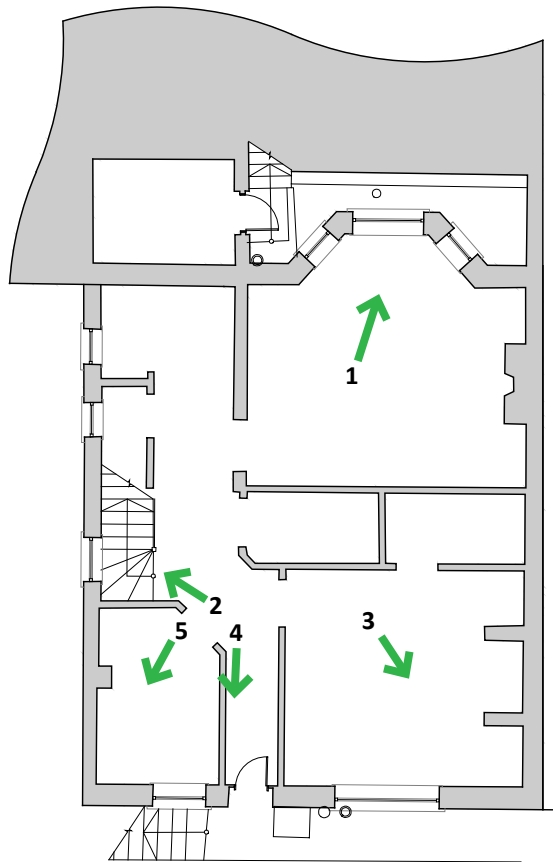
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5



- 1 Lower Ground Floor front bay
- 2 Existing stair from LG to G Floor, remedial damp repair to walls
- 3 Rear former kitchen
- 4 Rear access door
- 5 Rear smaller room (former bathroom)

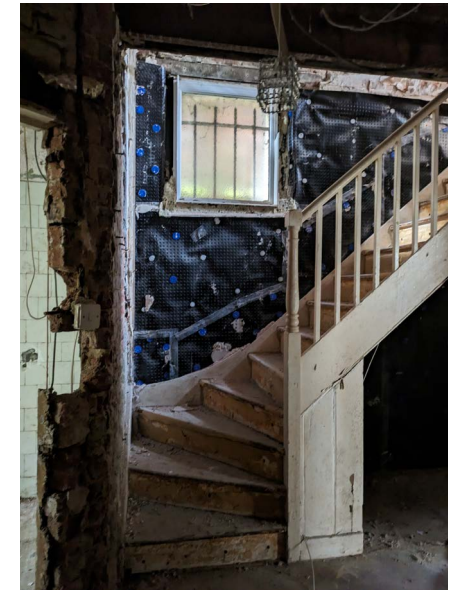


Lower Ground Floor

1



2



3



4



5



- 1 16 & 14 Connaught Road
- 2 14 & 12 Connaught Road
- 3 Access to Lower Ground Floor Flat to neighbouring attached property, 16 Connaught Road

1



2



3



Surrounding Area

FHDC Pre App

A Pre App meeting was held in January 2024 with FHDC. An earlier revision of the scheme was presented as shown to the right. Following the written response from FHDC, the plans have been amended incorporating the comments noted in blue italics on the following page.

Our Ref: 24/0026/PREAPP
Your ref: N/A
29 January 2024

30 Brockhill Road
Hythe
Kent
CT21 4AE

Proposal: Conversion of two storey maisonette into two self-contained flats.
Location: 14A Connaught Road, Folkestone, Kent, CT20 1DA

Dear Ms Earnshaw

I write in reference to your pre-application enquiry received 05/01/2024 following an onsite meeting on the 24/01/2024 for the conversion of the existing maisonette to two self-contained flats.

The pre-application enquiry follows the previous applications (ref: Y18/1390/FH and Y19/0997/SH) which were refused on failing to meet internal space standards and the poor-quality outlook and limited daylight available to occupants of the lower ground floor flat.

The site is located within the settlement boundary of Folkestone which is one of the districts strategic towns and on principle supports the conversion of space into residential accommodation contingent on material planning considerations such as design, amenity protection and highways.

Policy HB3 of the PPLP states that planning permission will be granted where the proposed scheme meets the nationally described technical housing space standard including minimum floor-to-ceiling heights.

Internally, from the information provided, it would appear that the internal space to both the ground floor flat (63 sq. metres) and the lower ground floor flat (70.7 sq. metres) would accord with the nationally described space standards and provisions set out under policy HB3 for both a two bed, four-person accommodation and a two bed, three-person accommodation. However, as no drawings to scale were provided at this stage, I am unable to confirm this is the case, but it would be formally assessed should you apply for planning permission. It is not clear from the drawings provided if the proposed floor to ceiling heights would adhere to these policy requirements however from visiting the site it is acknowledged that it is possible.

An area of open space for each new and converted dwelling should be provided under policy HB3. The rear amenity space is proposed to be a communal space shared between the two flats. This is considered to be acceptable however, this will need to be justified within the formal submission.



Folkestone & Hythe
District Council

Folkestone & Hythe District Council
Civic Centre, Castle Hill Avenue, Folkestone, Kent, CT20 2QY

CUSTOMER
EXPERIENCE

In terms of addressing the previous reason for refusal in regard to limited daylight and poor outlook to the lower ground floor flat, whilst it is acknowledged that you have sought to address the loss of light to the rear through introducing larger windows and by removing internal walls to open the space up it is not considered to be significant enough to allow greater light into the lower ground floor flat. As discussed on site, it is worth considering altering the existing side elevational openings, where the existing staircase is to be removed, to no longer be obscure glazed and increased in size as there is very limited potential for a loss of privacy to neighbouring properties given that they are below ground level.

In relation to the existing access to the lower ground floor flat, whilst the drawings provided do not provide a great detail in regard to the proposed access, it is my informal advice that this is improved which may in turn not only create a safer access to the lower ground floor flat, but also improve outlook and daylight to the occupants.

In regard to the proposed cycle storage, this should not be situated directly within the dining room or entryway but should be within a secure storage space to be beneficial to the occupants of the dwelling. If possible, the cycle storage should be situated to the rear of the property outside of the dwelling. In addition to cycle storage, it would need to be demonstrated through any formal submission where refuse storage would be provided.

Under policy T2 for two-bedroom flats, one off street parking space should be provided per unit. The property does not currently benefit from any off-street parking and there are on street controls within the area. However, given that the property is located within a town centre location and approximately a ten-minute walk away from the station, it is likely that the proposal would be acceptable in terms of parking.

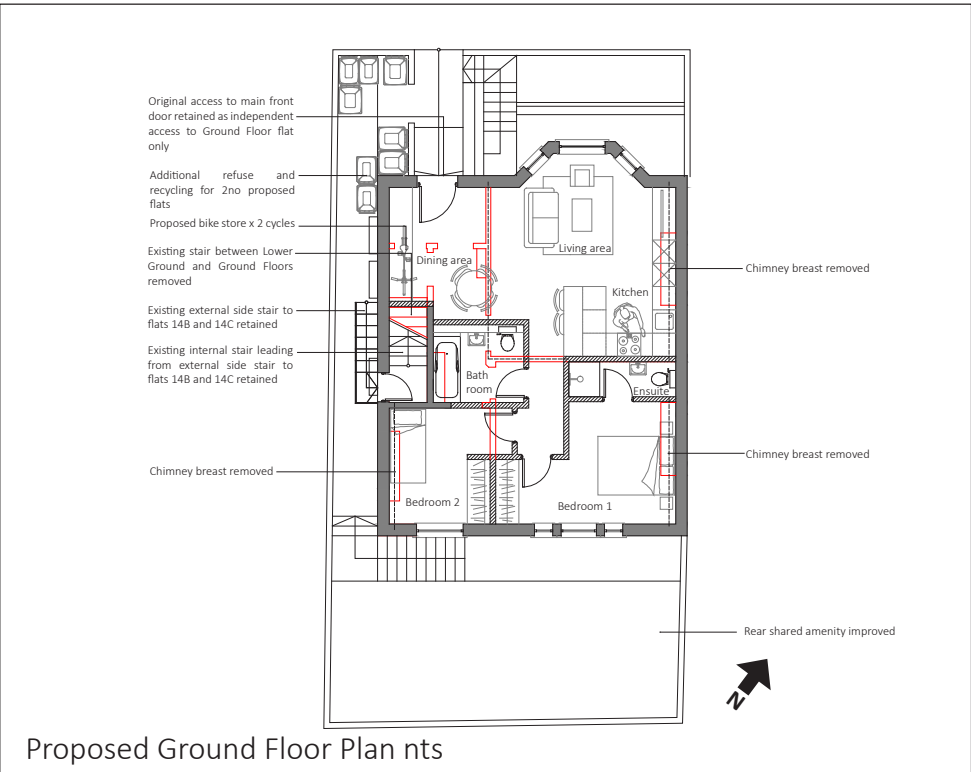
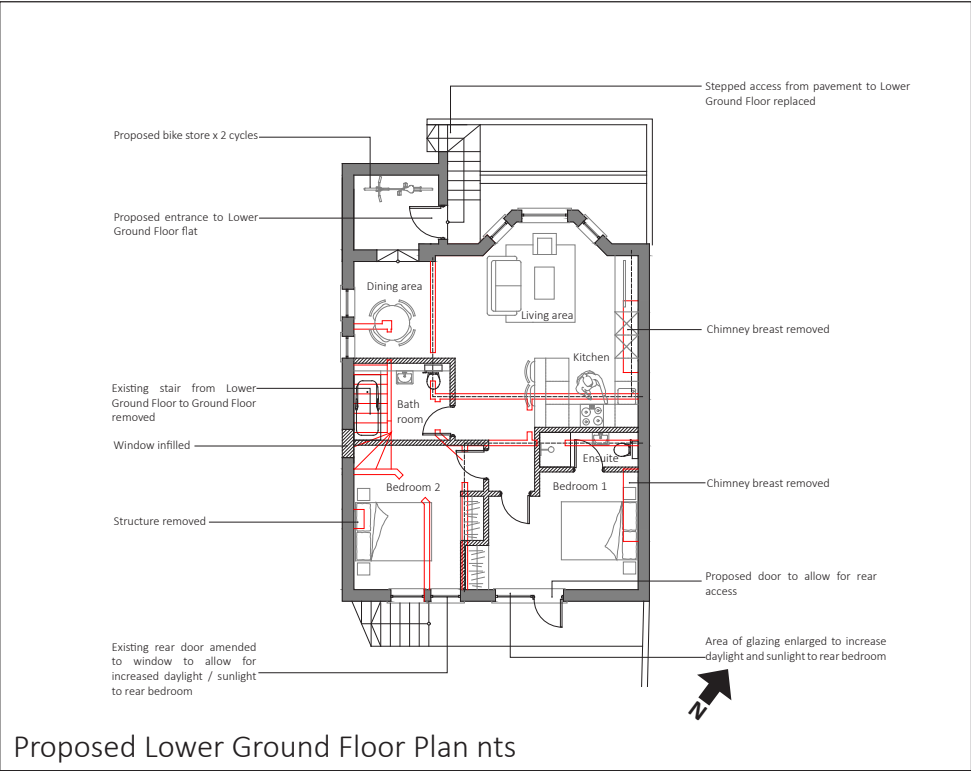
In my informal opinion, whilst the principle of the development is likely to be supported in the event of a formal application, it would need to be demonstrated should you submit a formal application that you have addressed the concerns regarding loss of daylight to the occupants of the ground floor flat and limited outlook.

This advice is given at officer level only and does not represent the formal views of the Council. Should an application be made, the decision would be based on the submitted plans and any material considerations following the submission of a formal application.

Yours sincerely
Macey Douglas
Planning Officer

TD / LS 008406 TD / 00204670

Page 2



Pre App Advice

I write in reference to your pre-application enquiry received 05/01/2024 following an on-site meeting on the 24/01/2024 for the conversion of the existing maisonette to two self contained flats.

The pre-application enquiry follows the previous applications (ref: Y18/1390/FH and Y19/0997/SH) which were refused on failing to meet internal space standards and the poor-quality outlook and limited daylight available to occupants of the lower ground floor flat.

The site is located within the settlement boundary of Folkestone which is one of the districts strategic towns and on principle supports the conversion of space into residential accommodation contingent on material planning considerations such as design, amenity protection and highways.

Policy HB3 of the PPLP states that planning permission will be granted where the proposed scheme meets the nationally described technical housing space standard including minimum floor-to-ceiling heights.

Internally, from the information provided, it would appear that the internal space to both the ground floor flat (63 sq. metres) and the lower ground floor flat (70.7 sq. metres) would accord with the nationally described space standards and provisions set out under policy HB3 for both a two bed, four-person accommodation and a two bed, three-person accommodation. However, as no drawings to scale were provided at this stage, I am unable to confirm this is the case, but it would be formally assessed should you apply for planning permission. It is not clear from the drawings provided if the proposed floor to ceiling heights would adhere to these policy requirements however from visiting the site it is acknowledged that it is possible.

The proposals (based on a professional measured survey) demonstrate a proposed Ground Floor Flat total GIFA area of 65.1m² (above the National Space Standard for a 2 bed 4

person dwelling of 61m²) and a proposed Lower Ground Floor Flat total GIFA of 71.7m² (above the National Space Standard for a 2 bed 3 person dwelling of 70m²). The floor to ceiling heights will typically be 2.6m LG Floor and 3.1m G Floor.

An area of open space for each new and converted dwelling should be provided under policy HB3. The rear amenity space is proposed to be a communal space shared between the two flats. This is considered to be acceptable however, this will need to be justified within the formal submission.

Please refer to page 23 in regard to the amenity provided to the two proposed flats.

In terms of addressing the previous reason for refusal in regard to limited daylight and poor outlook to the lower ground floor flat, whilst it is acknowledged that you have sought to address the loss of light to the rear through introducing larger windows and by removing internal walls to open the space up it is not considered to be significant enough to allow greater light into the lower ground floor flat. As discussed on site, it is worth considering altering the existing side elevational openings, where the existing staircase is to be removed, to no longer be obscure glazed and increased in size as there is very limited potential for a loss of privacy to neighbouring properties given that they are below ground level.

The proposals allow for improved daylight to, and outlook from the Lower Ground Floor Flat. This is discussed in more detail on page 22.

In relation to the existing access to the lower ground floor flat, whilst the drawings provided do not provide a great detail in regard to the proposed access, it is my informal advice that this is improved which may in turn not only create a safer access to the lower ground floor flat, but also improve outlook and daylight to the occupants.

The access the proposed to the Lower Ground Floor flat is improved via an improved stair with wider, shallower steps, and a handrail.

In regard to the proposed cycle storage, this should not be situated directly within the dining room or entryway but should be within a secure storage space to be beneficial to the occupants of the dwelling. If possible, the cycle storage should be situated to the rear of the property outside of the dwelling. In addition to cycle storage, it would need to be demonstrated through any formal submission where refuse storage would be provided.

Lower Ground Floor Flat - the cycle storage has been relocated to a secure space under the proposed access steps. Ground Floor Flat - the cycle storage has been relocated to a secure store in the rear amenity space. Both allow for two cycles.

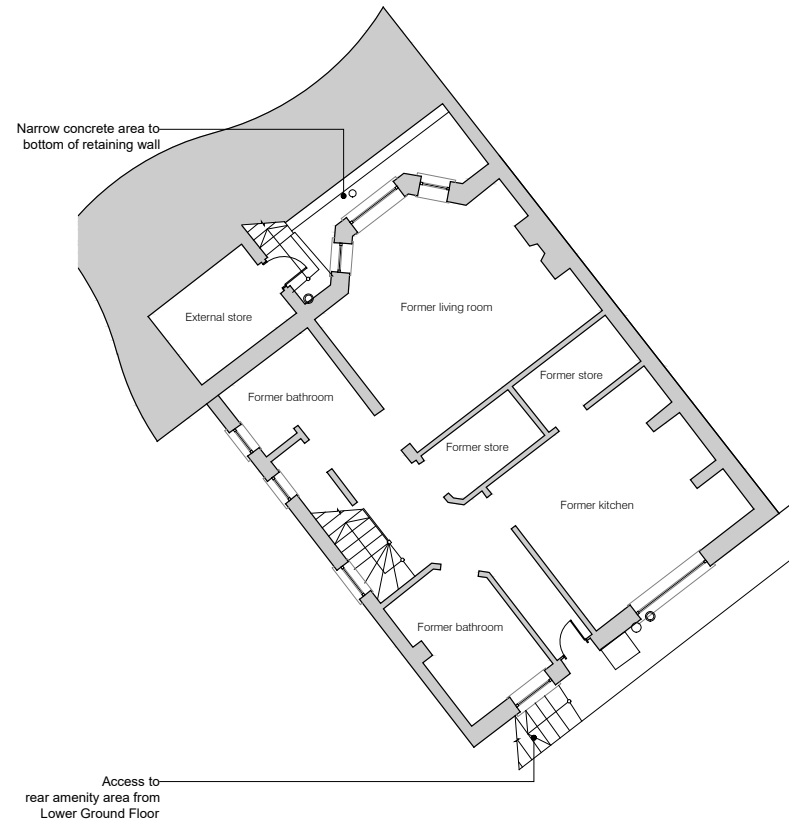
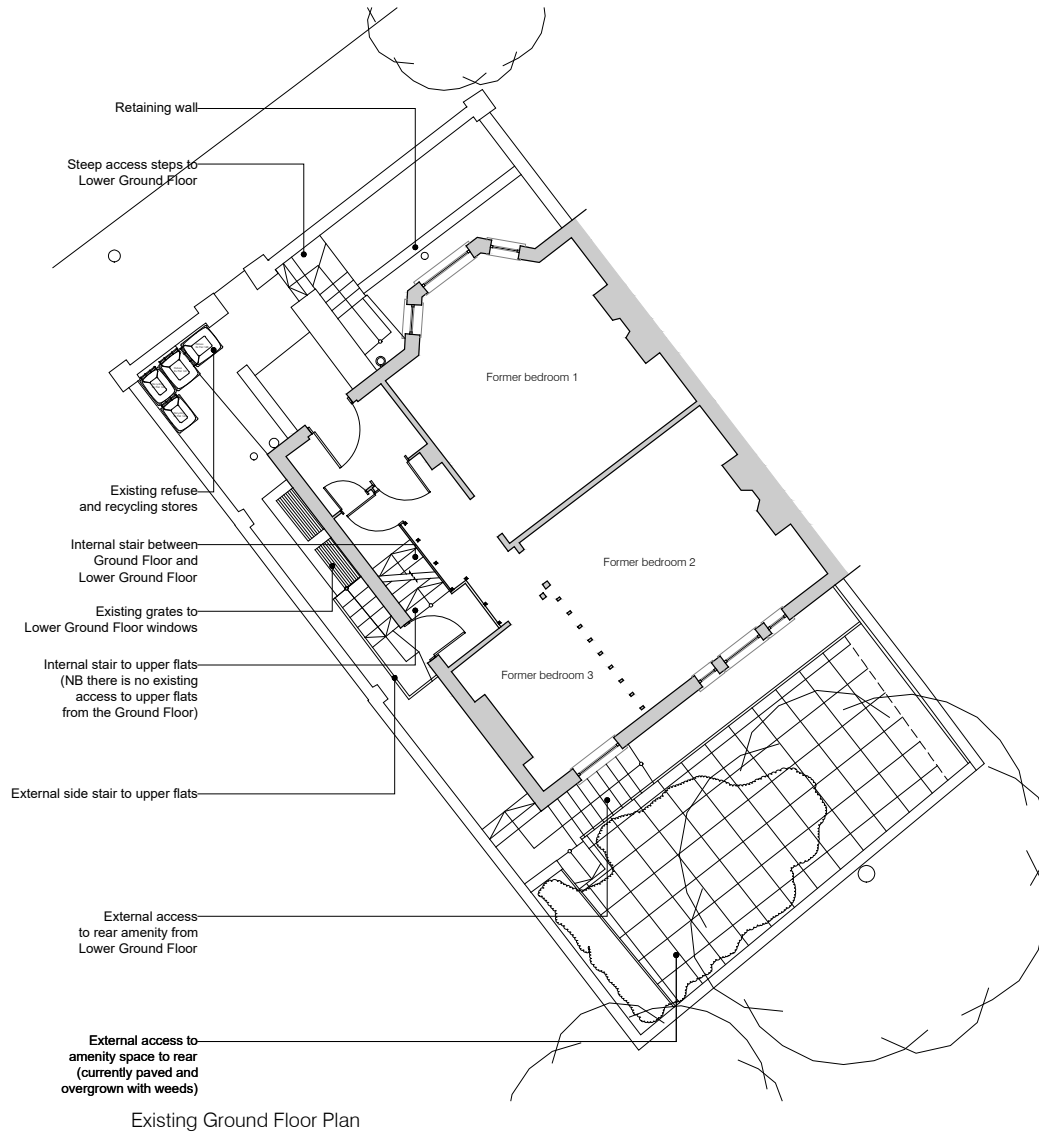
Refuse and recycling is shown located to the front and side of the property adjacent to the existing refuse and recycling bins for the existing two flats (14B and 14C).

Under policy T2 for two-bedroom flats, one off street parking space should be provided per unit. The property does not currently benefit from any off-street parking and there are on street controls within the area. However, given that the property is located within a town centre location and approximately a ten-minute walk away from the station, it is likely that the proposal would be acceptable in terms of parking.

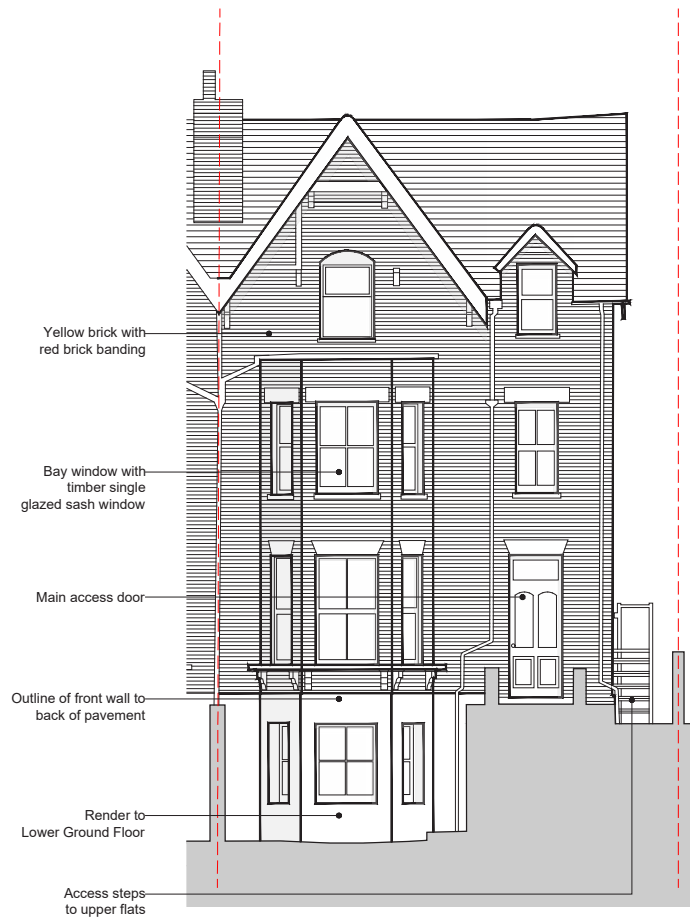
In my informal opinion, whilst the principle of the development is likely to be supported in the event of a formal application, it would need to be demonstrated should you submit a formal application that you have addressed the concerns regarding loss of daylight to the occupants of the ground floor flat and limited outlook.

The Pre App concerns have been addressed via the confirmation of the GIFA areas and floor to ceiling heights, improvements to the LG access, increase in daylight and improved outlook to the Lower Ground Floor.

Pre App Advice



Existing Plans



Existing North Elevation



Existing North Elevation - view from street



Existing West Elevation

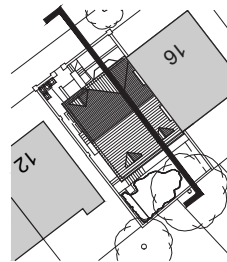
Existing Elevations



Existing South Elevation

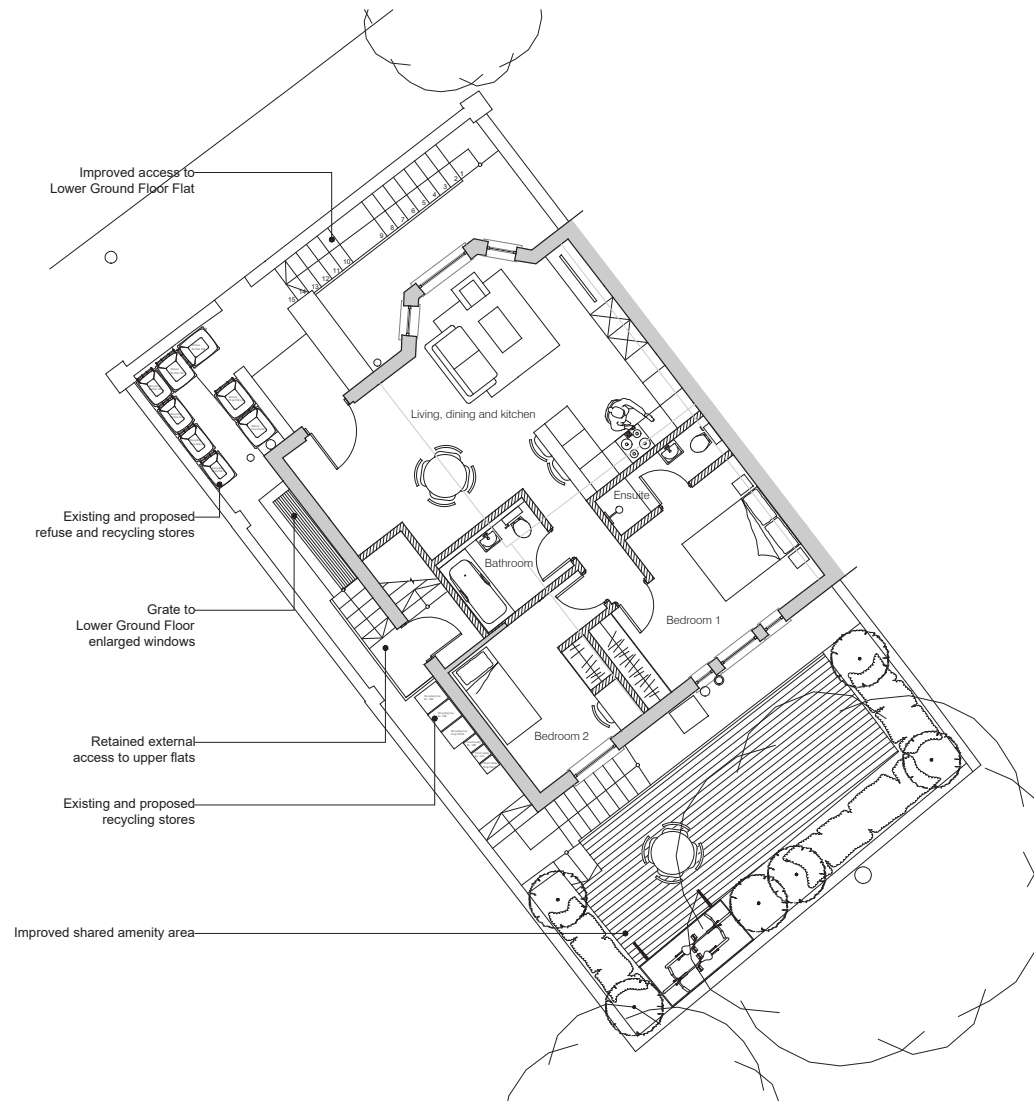


Existing Section

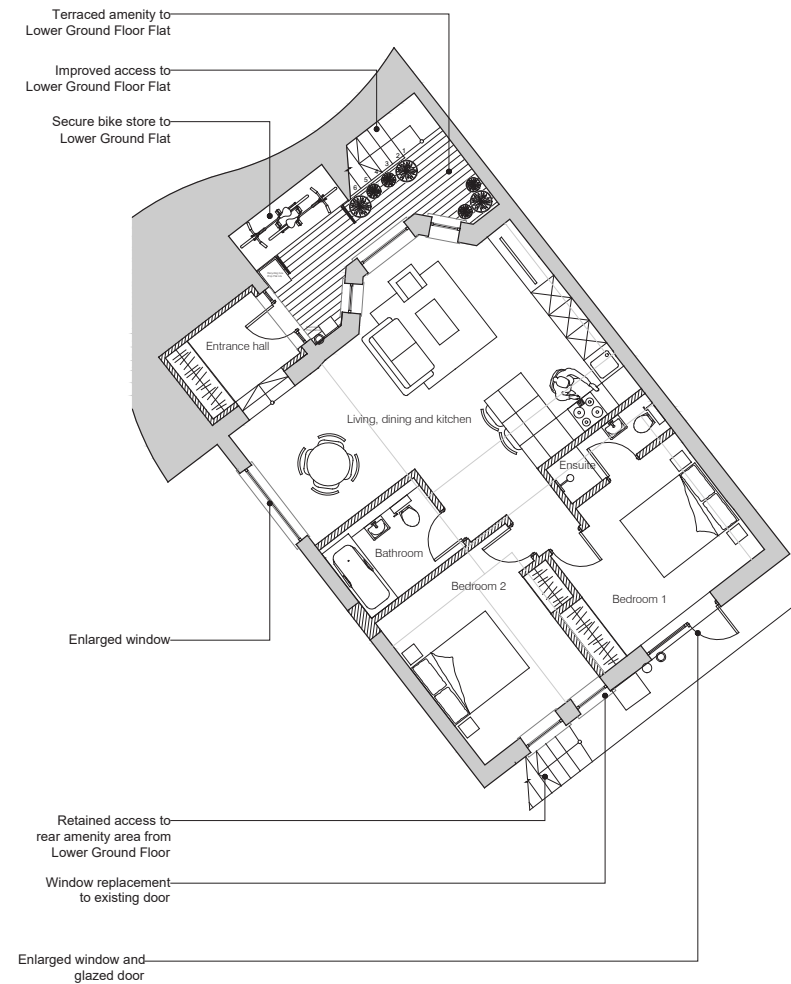


Key Plan showing section

Existing Elevations



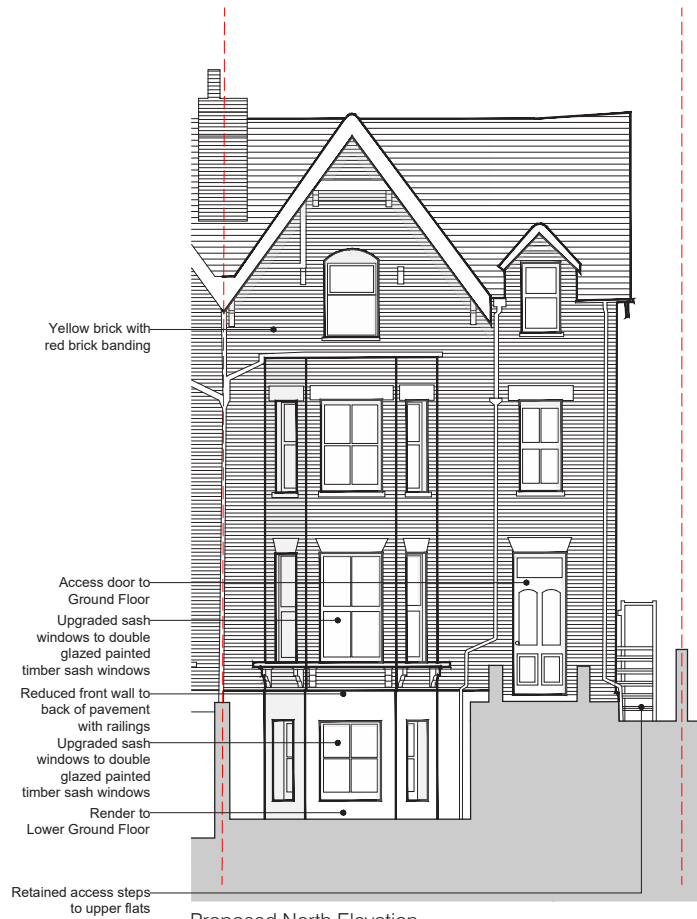
Proposed Ground Floor Plan



Proposed Lower Ground Floor Plan



Proposed Plans



Proposed North Elevation



Proposed West Elevation

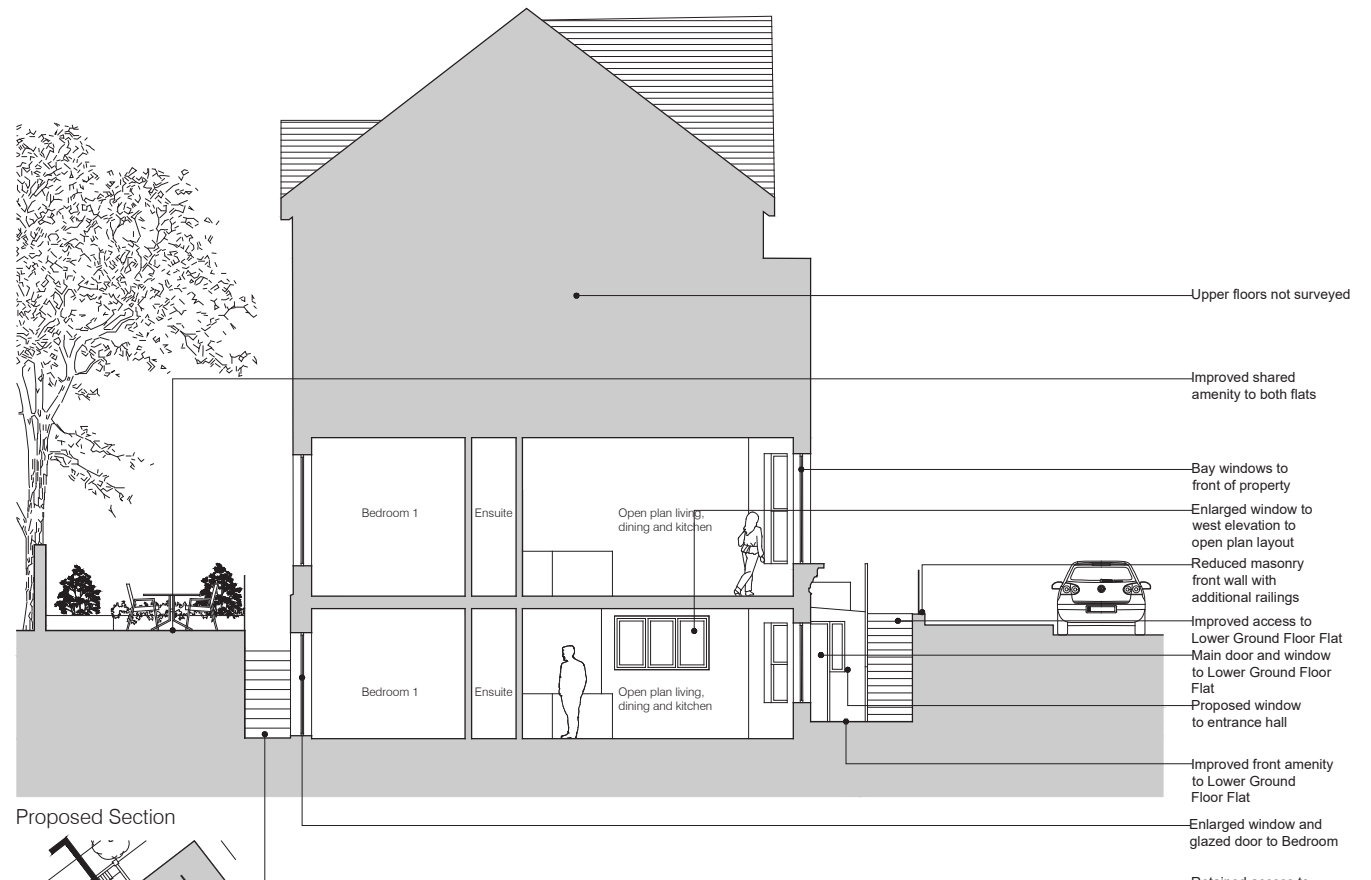


Proposed North Elevation - view from street

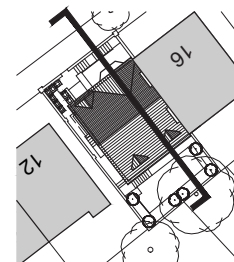
Proposed Elevations



Proposed South Elevation



Proposed Section



Key Plan showing section

Proposed Elevations

Folkestone and Hythe Places and Policies Local Plan, September 2020

The proposals have been designed in line with the FHDC Places and Policies Local Plan September 2020

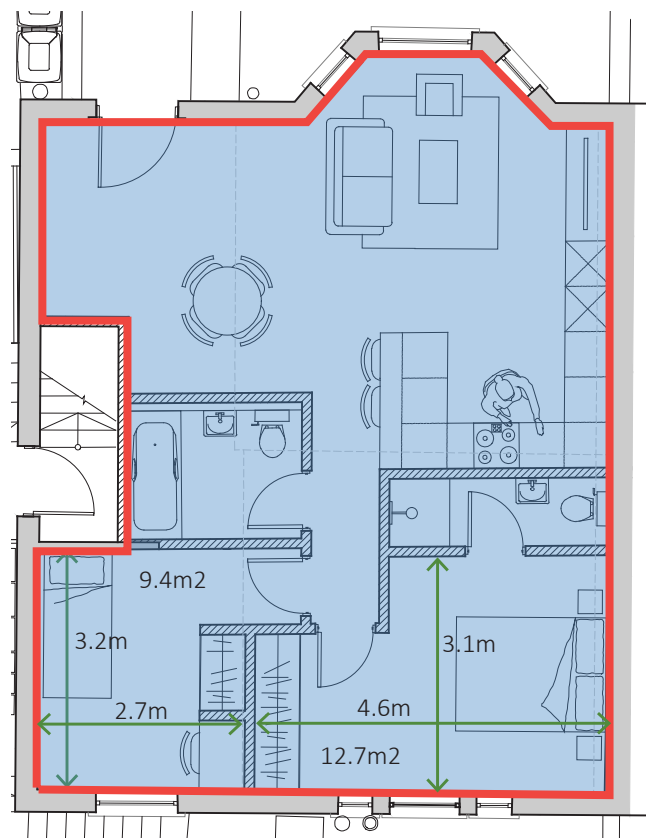
HB3 - Internal and External Space Standards

The flats have been designed in line with the Nationally Described Space Standards.

- Ground Floor- Total GIFA 65.1m²- 2 bed, 3 person
- Lower Ground Floor- Total GIFA 71.7m²- 2 bed, 4 person
- Bedrooms are in line with Space Standards as seen in the area diagrams to the right
- General floor to ceiling height Lower Ground Floor - 2.6m
- General floor to ceiling height Ground Floor- 3.1m

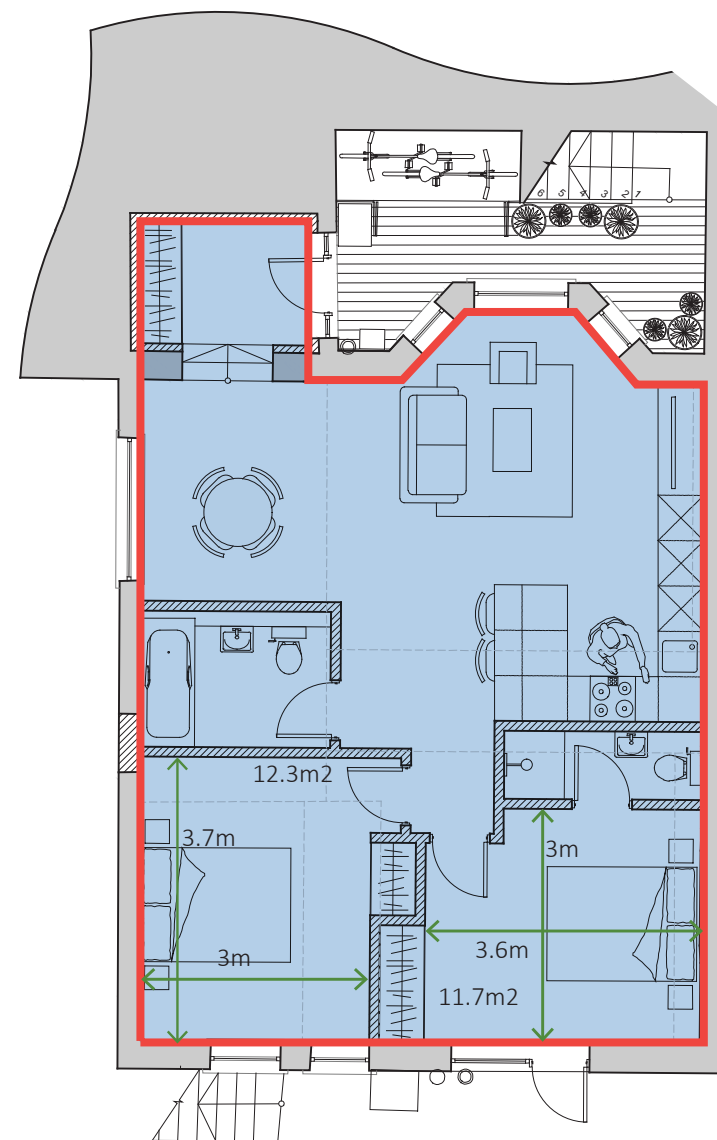
T2 - Cycle Parking

1 secure cycle space is required for each bedroom, therefore 2no external secure cycle spaces are proposed to each flat.



Proposed Ground Floor Plan nts

65.1m²
2 bedroom, 3 person



Proposed Lower Ground Floor Plan nts

71.7m²
2 bedroom, 4 person

Proposed Areas

Use

The residential use of the dwelling remains as existing. The proposal is to convert a two storey maisonette to 2no single storey flats; a 2 bed (4 person) self contained flat on the Lower Ground Floor, and a 2 bed (3 person) self contained flat on the Ground Floor, both with their own separate accesses.

Amount

The existing 2 storey maisonette has an area of 137.9m² GIFA

The proposed Lower Ground Floor flat (2 bedroom, 4 person) has an area of 71.7m² GIFA . The typical floor to ceiling height is 2.6m.

The proposed Ground Floor flat (2 bedroom, 3 person) has an area of 65.1m² GIFA. The typical floor to ceiling height is 3.1m.

Layout

The original front door is retained as the entrance to the Ground Floor flat, and leads to a living, dining and kitchen area. By removing internal walls, daylight is shared across the open plan area. Two bedrooms are located to the rear of the flat; a master bedroom with ensuite, and a single second bedroom with access to the main bathroom.

The stepped access to the Lower Ground Floor flat is improved and replaces steep concrete steps. An amenity terrace is located at the bottom of the steps, leading to a new main access door through the former external store. The existing internal stair connecting the Lower Ground and Ground Floor is no longer required and therefore removed. This provides a larger floor plan to accommodate a similar layout to the Ground Floor of an open plan living, dining and kitchen area to the front and two bedrooms, ensuite and bathroom to the rear. Access is retained from the rear Lower Ground bedroom, leading to the improved, shared amenity space at the rear. This is accessed by the inhabitants of the Ground Floor flat via the side access.

Scale

The scale of the building remains as existing.

Landscaping

The amenity space to the rear is currently paved and in a poor state with overgrown weeds, reducing light to the Ground and Lower Ground Floors.

The proposals improve the amenity space, introducing flower beds to the border and a secure cycle store for the Ground Floor flat. A terrace area will provide a space to be used by habitants of both flats. Improved railings and the clearing of weeds will improve the daylight to, and outlook from the enlarged windows to the two Lower Ground Bedrooms.

Improvements are proposed to the front retaining wall in order to provide better stepped access to the Lower Ground Floor. This will also allow a larger area of amenity to the front, accommodating a terraced area, potted plants and secure cycle spaces under the steps. This will create a pleasant entrance for the Lower Ground Floor and improve the outlook from the open plan layout.

Appearance

The external elevations are largely retained as existing, however there are some small alterations proposed to the Lower Ground Floor in order to improve the daylight to the flats, and the outlook from the windows. The amendments include:

- Masonry low wall to back of pavement reduced and railings added to increase daylight to Lower Ground Floor
- Front retaining wall to Lower Ground Floor amended to provide improved stepped access and amenity space
- Two side windows to west elevation merged and enlarged
- Single window with bars to west elevation removed
- Rear door replaced with window to provide two windows to Bedroom 2
- Enlarged window and glazed door to Bedroom 1

Access

Pedestrian access is retained as existing to the Ground Floor flat. The access to the Lower Ground Floor flat is improved via wider and shallower steps with a handrail, leading to a new front entrance in the former external store. Access to the rear amenity is relocated to LG bedroom 1 or via the side access at Ground Floor.

The property is located within a town centre location and is a ten minute walk from Folkestone Central train station, therefore the existing on street parking via controlled parking zones is considered appropriate.

Secure, external cycle stores accommodating 2no bikes are provided for each flat. Refuse and recycling is located adjacent to the existing provision for the upper flats, and partly on the Lower Ground terrace (food caddy and paper recycling box). All locations are within drag distances to the road collection.

Use, Amount, Layout, Scale, Landscaping, Appearance and Access

The daylight to habitable rooms of the Lower Ground Floor Flat is improved in the proposals, and the outlook from this floor is also bettered.

The existing layout has a limited amount of light entering the floor plan, as the internal walls reduce the daylight spread. By introducing an open plan layout, the light spreads further into the floor plan.

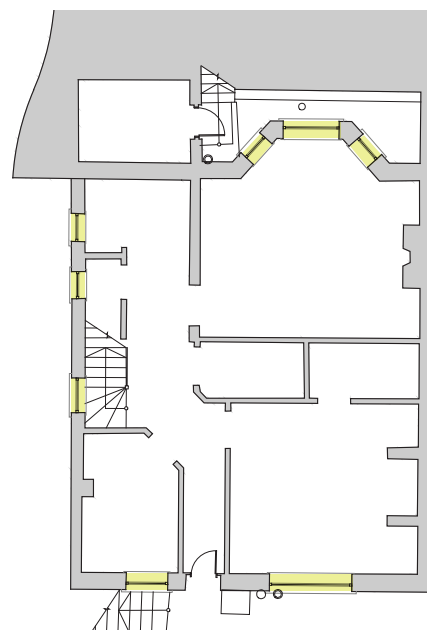
Two small frosted windows to the west elevation are enlarged to one larger window, (non-frosted) allowing more daylight into the dining area. The boundary wall eliminates overlooking to the west neighbour.

Two windows are added either side of the new front door, and light flows through a new opening between the entrance hall and open plan area.

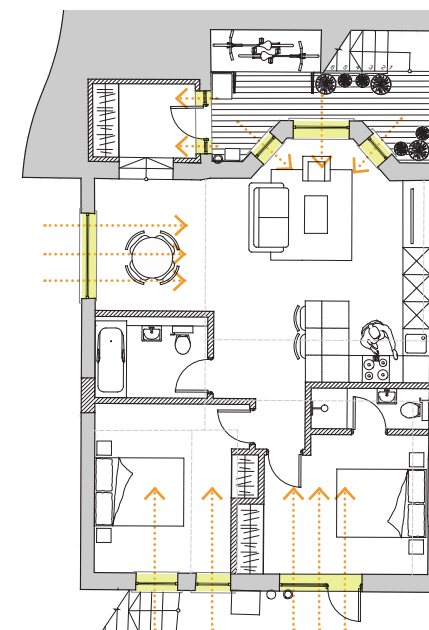
The masonry wall to the back of pavement has been reduced and railings added to improve daylight to the front open plan area, and improve the outlook to the road. The tall sash windows in the bay have an outlook to the improved front terrace.

To bedroom 1, three existing, multi-pane windows are replaced by a larger window and a glazed door leading to the stepped access to the rear amenity. This larger amount of glazing improves the amount of daylight to this room, and has an improved outlook to the rear amenity area.

To bedroom 2, two windows are provided via the upgrade of the west window, and the replacement of the part glazed timber door (to the existing rear corridor) with a non frosted glazed window.



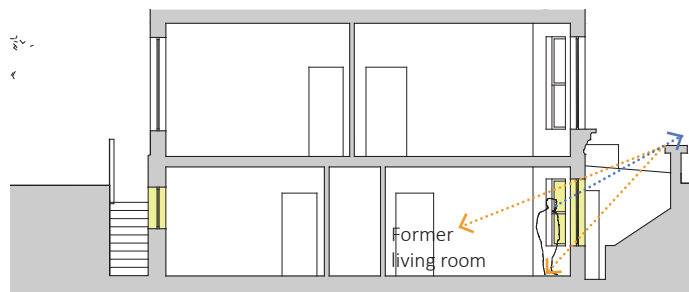
Existing Lower Ground Floor



Proposed Lower Ground Floor



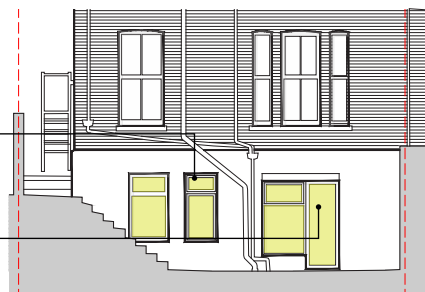
Existing Rear Elevation



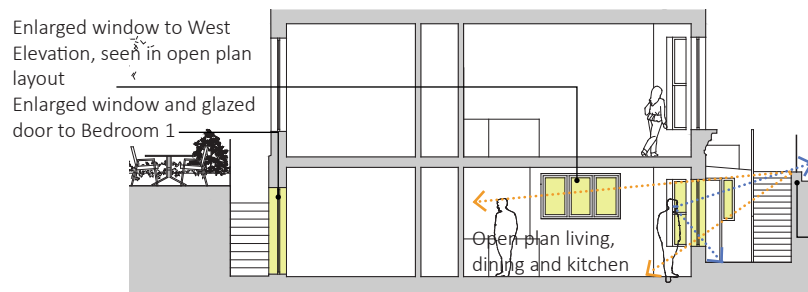
Existing Section



Existing Front Elevation



Proposed Rear Elevation



Proposed Section



Proposed Front Elevation

Masonry wall reduced and railing proposed to improve daylight to, and outlook from front bay windows

Improved daylight and outlook to Lower Ground Floor Flat

Amenity Space

Amenity space is proposed to the rear of the building and is to be shared by the occupants of the proposed two flats. Given the Victorian architecture with front facing sashed bay windows, and symmetry with the attached dwellings (no 16), additional individual balconies to the front of the building are not felt appropriate. Similarly, to the rear, it is not felt appropriate to add balconies as this is not in fitting with the architecture, and would result in overlooking to neighbouring rear gardens. Therefore, a shared amenity area is proposed to the rear of property, accessed via a proposed door from the rear bedroom 1 on the Lower Ground Floor, and via the side access from the Ground Floor. Secure storage for two cycles is proposed here for the Ground Floor flat occupants.

An area to the front of the Lower Ground Floor Flat is also proposed via the improvements made to the stepped access. A wider terraced area is proposed accommodating a secure cycle store, and allowing for potted plants.

Biodiversity

The biodiversity of the site is improved to the rear of the site. The rear terrace is currently paved and overgrown with weeds. The proposal shows a deep planted borders allowing for a variety of plants to be tended to by the occupants.

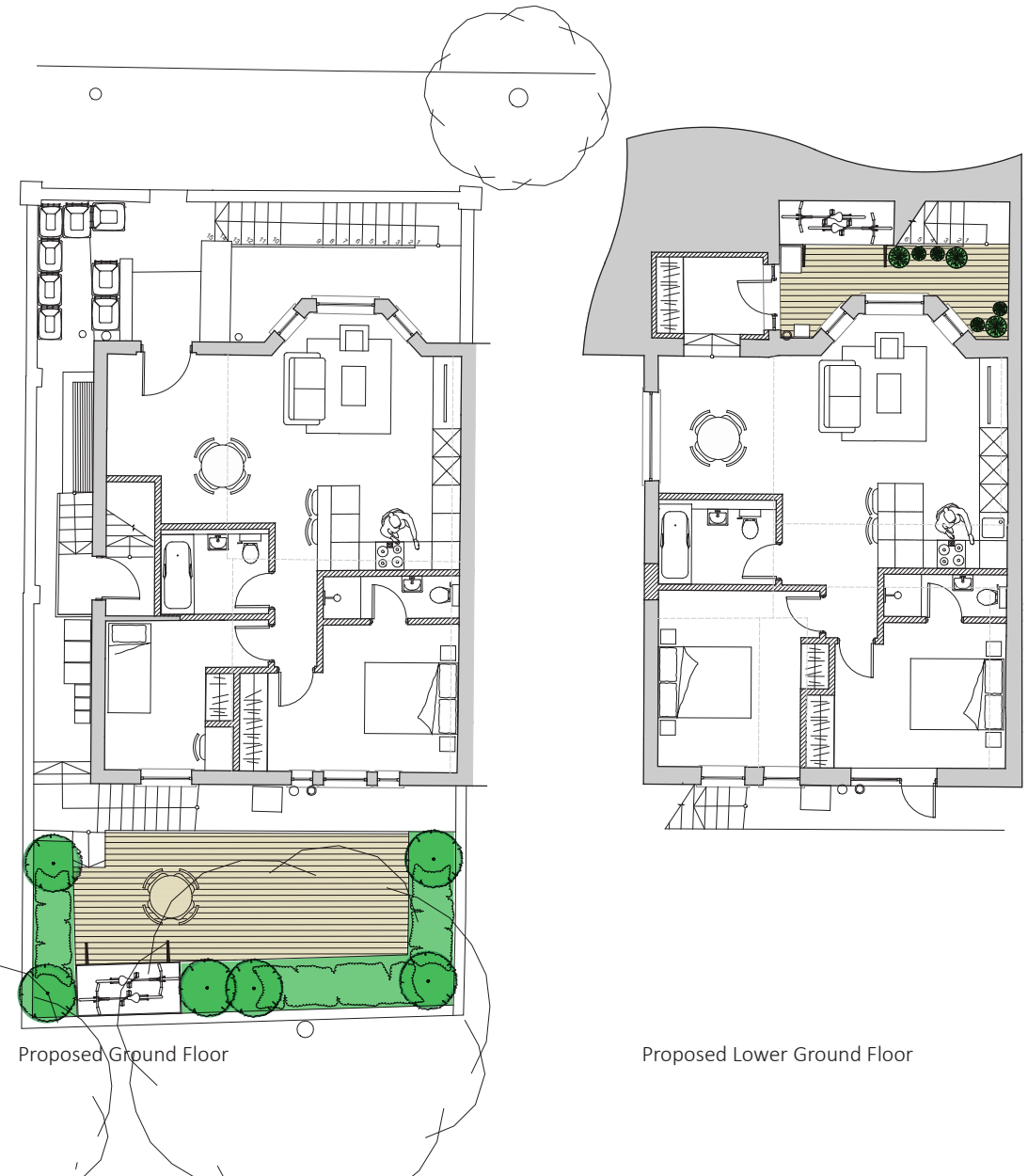
A smaller amount of terrace is proposed to allow for external dining and use of this amenity.

To the front of the property, the concrete retaining wall is proposed to be reduced to allow for improved access to the Lower Ground Floor flat from the stepped street entrance. By removing the retaining wall, there is now an opportunity to terrace the area to the front of the Lower Ground Floor external area, allowing for potted plants.

The biodiversity of the front and rear external areas demonstrate an improvement in comparison to the existing concrete hard standing to these areas.

Environmental Sustainability

The thermal properties of the dwelling as a whole will be improved via the upgrade of the windows, introduction of insulation, and remedial work to damp areas. Low energy appliances will be used throughout.



Amenity Space, Biodiversity and Environmental Sustainability

Summary

The proposals seek to renovate a currently unused and uninhabitable property to a 2 bed, 4 person self contained flat, and a 2 bed 3 person self contained flat to meet Nationally Described Space Standards. This is in keeping with many of the properties in the area that have been subdivided into flats including the attached property no16. This will add to FHDC housing provision, in a sustainable, residential location.

Access to the Lower Ground Floor is improved via wider and shallower steps, and a lower terrace is created to the Lower Ground Floor entrance.

Minimal alterations are made to the external envelope, only slight enlargements to windows to the side and rear, and amendments to the front wall, all to improve outlook and increase daylight to the Lower Ground Floor. Spread of daylight is improved to both floors through the proposed open plan layout.

The thermal properties of dwelling as a whole will be improved via the upgrade of the windows, introduction of insulation, and remedial work to damp areas. Low energy appliances will be used throughout.

A shared amenity area is proposed to the rear to be enjoyed by the occupants of the two flats. Biodiversity will be increased via the proposed landscaping to the rear amenity area.

Secure cycle storage is proposed to each flat.

Through the renovation of the lower two floors, the property as a whole will benefit from improved security.

The proposal therefore accords with policies of the adopted FHDC Places and Policies Local Plan 2020; HB3: Internal and External Space Standards, HB8 - Alterations and Extensions to Buildings, and T2- Cycle Parking

Summary

It should be noted that these designs and are subject to, but not limited to, the following:

- Structural design
- Mechanical and Electrical Design
- Confirmation of underground utilities
- The design is subject to Planning Permission and Building Regulations approval. These drawings are not for construction use
- All Planning Policy maps retrieved online from FHDC November 2023

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