

Design and Access Statement

Planning Application for the Change of Use of a former Lloyds Bank to commercial offices at the ground floor with conversion of the first floor to form a self-contained residential apartment at:

**3 Market Place
(formerly Lloyds Bank)
Donington
Spalding
PE11 4ST**



This Design and Access Statement has been prepared to support a planning application for the Change of Use and conversion of the former Lloyds Bank at 3 Market Place, Donington, Spalding, PE11 4ST to form commercial offices at the ground floor (to serve Orchard Landscapes Ltd.) plus the creation of a new self-contained residential apartment at the first floor.

Cover Photo: 3 Market Place, Donington, July 2021

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1 INTRODUCTION

- 1.1 This Design and Access Statement forms part of a planning application submitted to South Holland District Council for the change of use and conversion from a former bank to create ground floor commercial offices with a residential self-contained apartment at the first floor of 3 Market Place, Donington, Spalding, PE11 4ST.
- 1.2 It is prepared in accordance with Article 4 of Statutory Instrument 2013/1238 which sets out the legal requirements for Design and Access Statements.
- 1.3 This statement summarises the key Design and Access considerations that have shaped the evolution of this planning application and influenced the final site design and layout.
- 1.4 It describes the existing site features and built form, together with an assessment of the site's location, surroundings and details of the proposed development.
- 1.5 It should be read in conjunction with the Integrated Planning Statement, the site plans and the elevation drawings, and the Heritage Statement submitted with the planning application.
- 1.6 The building previously served as a branch of Lloyds Bank until its closure in 2018. The property has remained empty since that time.

Fig.1: Front (north) Elevation



- 1.7 Following closure of the bank, the building was marketed for sale for a period of more than 2 years before being purchased by the applicants, Orchard Landscapes Limited. The applicants intend to use the office space in connection with the administrative and professional services associated with their landscaping business and utilise the flat for overnights stays when travelling between their two main headquarters (Sussex and Lincolnshire).
- 1.8 No previous attempts to redevelop the site have been made and no other uses, other than its continuous use as a bank, have occurred at the site since at least the early 1960's.
- 1.9 The building is in a deteriorating condition and at present is considered to have a negative impact on the local street scene. The renovation works proposed are sensitively designed in consideration of the historical setting and the use types proposed are compatible with the local area and neighbouring land uses.
- 1.10 This planning application seeks to establish a permanent change of use to convert the full extent of the building to form the ground floor offices and separate self-contained residential flat above.
- 1.11 As detailed in the submitted site and elevation plans, the proposed conversion works would require minimal material alterations to the external fabric of the main building, which is situated in a mixed-use setting at the heart of the village.

Fig 2: Area Plan - Donington



Fig 3: Site Location Plan



2 SITE LOCATION

- 2.1 The application site is located within the settlement boundary and close to the centre of Donington, a village and civil parish within South Holland district, towards the southern end of the county of Lincolnshire.
- 2.2 The village is a relatively tightly formed settlement, with census records showing the population in 2011 at 2,805 residents. Since that time, new developments have continued to add further growth to the village.
- 2.3 Situated within the Donington Conservation Area and forming part of the historical marketplace, the building occupies a prominent road-fronting position. As a result, its vacant and deteriorating appearance has a direct and negative impact on the street scene that will be significantly improved by the renovation proposed.
- 2.4 The village is located directly south of the A52, one of the districts main arterial highway routes connecting the market towns of Grantham and Boston, with good access to public transport (bus) and connectivity to the wider strategic road network.
- 2.5 The adjacent High Street is a two-way adopted public highway (the A152) with street lighting and dedicated pedestrian footways along either side of the road. The site is situated approximately 20m level walking distance to the closest bus stops on either side of the A152. It is positioned central to a variety of convenience retail stores and food outlets and is less than 800m walking distance to both the local primary and high schools.

Fig 4: Photo of the application site in its current condition (vacant since 2018).



3 SITE CONTEXT

- 3.1 3 Market Place is a two-storey double-fronted building with a render finish and clay pantile roof. The main entrance to the building is positioned in the centre of the road-fronting elevation and features a large flat-roofed bay window either side of the door. Very little of the frontage is original and numerous alterations have been carried out that have changed the height of the doorway and windows. The property is generally in a poor state of repair although much of the work needed to bring the building back into use is largely cosmetic, and not structural.
- 3.2 The building is link-attached to a Chinese and Thai food takeaway located at numbers 1 and 2 Market Place, and a fish shop at 4 Market Place – the latter is modern building, and both have residential uses on the first floor.
- 3.3 A staircase runs to one side of the building between number 2 and 3 Market Place that now only serves as an access to the residential apartment located above the takeaway next door at number 2. Previously the external staircase also served the application site and provided designated private pedestrian access between the first floor of the building and the street at the front. This has been bricked-shut at some point in the past but is proposed to be reinstated to serve as a fire escape for the first floor flat.
- 3.4 Internally, there is evidence of substantial historic alterations that have changed the layout, raised the ground floor ceiling heights (including raising the height of windows at the front) and the closure of earlier openings.

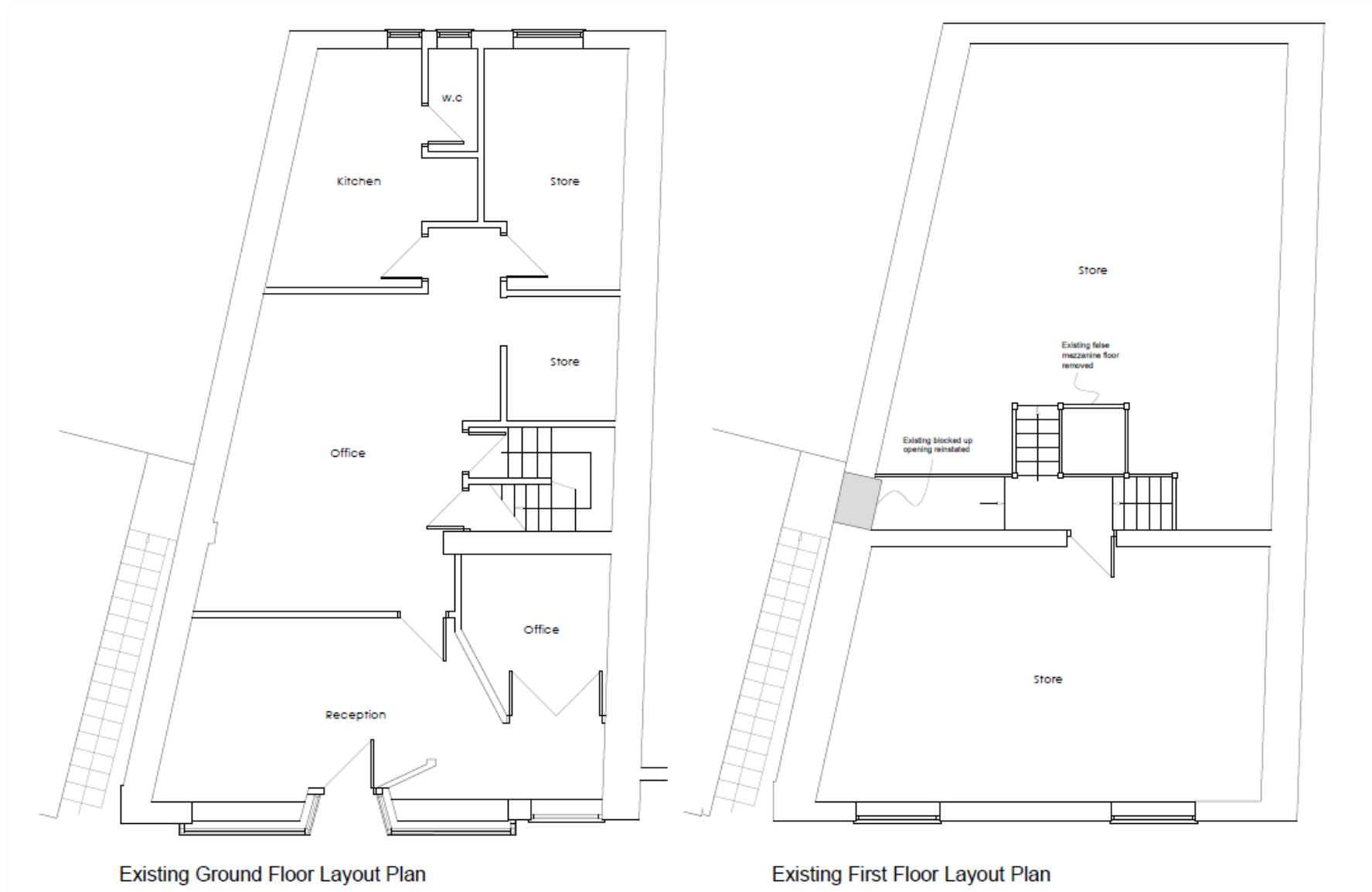
Fig.5: South (rear) elevation



Fig.6: Photo showing the bank prior to closure in 2018

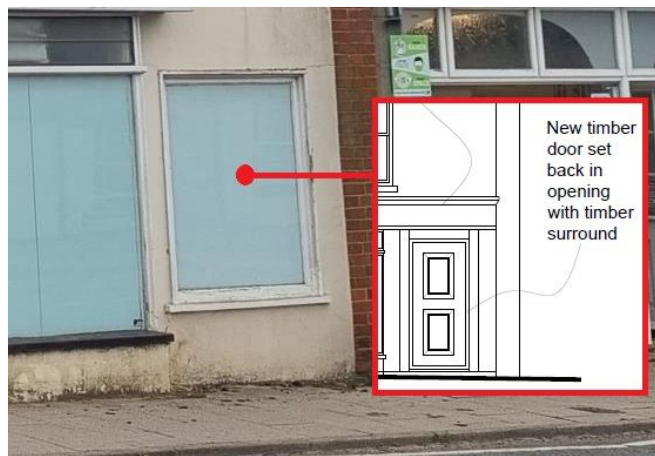


3.5 **Fig.7: Existing layout of the ground and first floor** (Extract of plan ref. A1/01 - not reproduced here to scale)



4 AMOUNT OF DEVELOPMENT/SCALE

- 4.1 As detailed earlier in this report, the site comprises the former Lloyds Bank at 3 Market Place, Donington.
- 4.2 The conversion works proposed would utilise the entire space available over both floors of the building. This would create one commercial office at the ground floor, comprising 3 storerooms, a large multifunctional office space, staff welfare facilities (kitchen and W.C.) plus a reception area in front of an existing glass screen (installed when the building served as a bank and now to be retained).
- 4.3 In order to separate the residential element and form an independent planning unit above, a new access is to be created from the street using the large existing window opening. This will be converted with a timber frame and door, fitted as indicated below (and shown on plan A1/01).
- 4.4 **Fig.8 – Photo showing location of new doorway/access**



- 4.5 At the first floor, the large, open former storage areas will be converted to form one new one-bedroom self-contained apartment.

5 LAYOUT

- 5.1 Since this planning application concerns the conversion of an existing building, the overall site layout will not be changed, aside from the new dedicated private access proposed for the residential element.
- 5.2 As shown in the proposed layout plans (ref. A1/01) the most notable changes concern internal alterations at the first floor in order to subdivide the space available to form new rooms and living space.
- 5.3 The apartment is designed to utilise the front part of the first floor for a large lounge/dining room, which benefits from views over the marketplace and High Street.
- 5.4 The bedroom is to be positioned at the rear of the property, which is away from the road frontage and therefore less affected by any potential road noise. Natural light into the bedroom will be achieved through the addition of a new window opening on the rear (south) elevation
- 5.5 Both neighbouring dwellings have living space at the first floor, as do many of the retail and commercial buildings in the local area. The uses proposed are considered to be appropriate and compliant with all local planning policies applicable to the site, as detailed in the Planning Statement.

5.6 **Fig.9: Proposed layout of the ground and first floor** (Extract of plan ref. A1/01 - not reproduced here to scale)



6 ACCESS

- 6.1 **Pedestrian Access** - The ground floor currently has level access from the street, and this will continue to serve as the main access for the ground floor offices.
- 6.2 As shown earlier this report, the large ground-floor window to the right of the double bay windows is to be converted into a doorway, leading to a new internal staircase, that will serve as a dedicated private access up to the first-floor residential apartment.
- 6.3 **Vehicular & Car Parking** – Further to its former use as a bank, the site itself has no dedicated parking provision however an informal parking area is available to the rear (in different ownership) and this provides off-road parking for one vehicle.
- 6.4 Any staff members (who will be part-time only) would be required to park elsewhere, however there will be far fewer employees overall (a maximum 1 or 2 at any one time) than were using the building when it served as a bank – which also generated the need for additional customer parking, which is clearly no longer a factor.

7 APPEARANCE

- 7.1 The restoration of the building will result in minimal changes to the fabric and appearance of 3 Market Place and all external finishes are intended to be retained and repaired.
- 7.2 The new doorway would occupy the position of a large existing (featureless) window and is designed with a simple wooden frame and fitted panel door fitted, chosen to be sympathetic to the buildings' historical setting.
- 7.3 Above this, the canopy will be extended to provide consistency with the main central door opening and create greater balance to the arrangement of the door openings when viewed from the street
- 7.4 The development will utilise local building products where practicable and include simple wooden signage that displays the company name.

8 Photo Record

Internal – First Floor Area (formerly storage, proposed to become the bedroom, kitchen and bathroom.



Internal – First Floor Area to become bedroom with new window opening.



Internal – Bricked-up opening to be reinstated to provide first floor fire escape.



Internal – First Floor (front of building) to become new lounge/diner.



Rear Elevation (new window opening to be formed).



External stairway (to be fire escape).



Existing window (to become doorway).



Front Elevation with neighbouring buildings (both food outlets) – note: properties on both sides feature residential uses at the first floor.



Part of the ground floor – to become multi-functional office space.



The existing ground floor kitchen is to be refitted and modernised.



An existing ground floor storeroom and the existing stairs (to be removed).



Further photo of the office space – showing the internal screens that subdivide the space.

