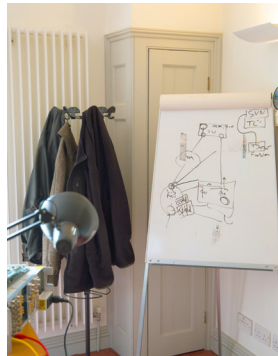


Location / connection / general configuration	Key architectural features	Impacts of proposed residential conversion	
First Floor Back Service Corridor, R&D Lab 3 F.15/16, R&D Office F.14 Apartment 13			
The Back Service Corridor and R&D Lab F.15/16 are set at the lower floor level as per other floor areas, while the R&D Office F.14 is set at a raised level (due to the increased height of the principal rooms below). F.15/16 is approached from the Back Corridor and features an existing window opening in the western elevation, with a small opening in the south elevation looking over the existing roof terrace. Existing steps in the south-eastern corner lead up to a doorway which links this space with the R&D Office F.14. The R&D office is approached from a doorway from the Main Stair Landing, and features a bay window in its western elevation.	• The most significant architectural feature within these spaces is the tripartite bay window to the R&D Office. This features full height glazing with central French windows, with integral shutters, and opens out on to an existing lead roof over the former Dining Room below, set behind an existing crenellated flintwork parapet. • The north west corner of the room contains an existing built-in timber panelled cupboard. • Doors within this room feature distinctive architrave details, not used elsewhere in the building. • Flooring within this room was relaid as part of the previous conversion works • As with the other R&D spaces in the building, these rooms were significantly altered as part of the Previous Conversion Works and limited original architectural features remain.	• It is proposed that these rooms will form a two bedroom apartment. • The R&D Office will become an open plan living / dining / kitchen space, similar to the apartment below, and entered from the existing doorway. • The existing roof terrace will have removable timber “duckboards” applied over the existing leadwork and a new structural glass balustrade installed behind the parapet to comply with Building Regulations requirements. • Existing doorframe will be relocated in the north western corner of the space (retaining existing corner cupboard), with steps down to an internal corridor that accesses the new bathroom and two bedrooms to be formed within the existing R&D Lab 3. • This corridor will link to the western end of the Back Service Corridor, which will be subdivided to the west of the existing arch to serve as a secondary entrance to the unit (with the existing rooflight above retained). • New opening in existing partition wall to the north-western corner of the R&D Lab, with a new separating wall constructed aligned with the original kitchen beams below the clerestory light in order to provide additional area to the new master bedroom. • As with other first floor areas, the separating floor between this unit and areas below will be upgraded from above – this is particularly critical to the ceiling below the R&D Office, which is the feature neo-Tudor ceiling to the former Dining Room below.	
Bay window	Door architrave	Corner cupboard	Service corridor arch
			

SOUTHLEIGH
PARK HOUSE

Location / connection / general configuration	Key architectural features	Impacts of proposed residential conversion
First Floor Main Office F.12 and Office F.13 Apartment 12 and upper level of Duplex Apartment 1		
The Main Office is a large contiguous space that spans over the three ground floor principal rooms to the southern elevation of the main house. It is divided into three sections – the central bays part of a bow-fronted bay to the principal elevation with a central casement window. The bays either side each have a pair of south facing casement windows. It is entered from the first floor landing by two doorways either side of a central chimney breast, and at the western end of the space, an interlinking doorway provides access to the Office F.13, which sits above the former ground floor loggia. This space contains windows in its southern and north-western elevations.	• Within the original Manor House, these spaces were originally divided into bedrooms – the partitions defining these rooms were removed during the Original Office Conversion Works. • As part of the Previous Conversion Works, this space was significantly refurbished as an open plan office, the non-structural downstand beams (supported by pilasters) and Art Deco-style deep perimeter coved cornices to the ceiling were added as this time. These divide the space into three bays, matching the division of the principal rooms below. • The plywood floor was installed as part of these works, and features a deep floor void to the ceiling over the principal rooms below.	• The eastern end of the Main Office will become the upper level to Duplex Apartment 1, with a new separating wall will be constructed on the line of the first bay. • The space will be divided to create two bedrooms and two ensembles in a symmetrical arrangement, with a central stair rising up from the Library below. • Doorway from the first floor landing will be fixed shut and treated internally for fire / acoustic insulation to retain the existing appearance to the common landing. • The remainder of the Main Office, together with Office F.13 will become a three-bedroom apartment – this will be accessed from the western door from the first floor landing. • The central bay (with bowed front to principal elevation) will become an open plan living / dining / kitchen area, with a free-standing kitchen to the northern side of the space, and retaining the existing cornice to this bay. • New access corridor formed along the northern side for access to the bedrooms – two within the western bay (with a central bathroom) and one within Office F.13 with an ensuite. • As with other first floor areas, the separating floor between these units and the rooms below will be upgraded from above.

General view



Cove detail



Central bay and window



Window detail F.13



Location / connection / general configuration	Key architectural features	Impacts of proposed residential conversion
First Floor Corridors and Main Stair Landing Proposed Common Corridor and Stair		
The First Floor Main Corridor and Back Service Corridor are in the same location and cover a similar footprint to their counterparts at ground floor level. These areas link the Main Stair and former Service Stair. As noted previously, there is a level difference between the landing area serving the rooms to the southern section of the main house and the northern areas – this results in two flights of three steps adjacent to the Lift and to the east of the Main Stair. To the east of the Main Stair, a steep access stair behind a doorway provides access to the roof.	• Marble staircase with wrought iron balustrade & hardwood handrail (restored as part of Previous Conversion Works) • Tall feature metal-framed window with brass winding opening mechanism on stair mid-flight level. • Curved glass oval-shaped metal framed lantern light above stairs. • The landing area features timber flooring and a hardwood timber-framed fire-rated glass screen and double-swing door, which was installed as part of the Previous Conversion Works to provide compartmentation. • Steps at either end of the landing feature Art Deco curved dwarf walls with oak cappings. • The majority of timber panelled doors leading from this corridor area were installed as part of the Previous Conversion Works. • The narrow, secret-fixed hardwood flooring on the higher level to the Main Stair landing, in the Back Corridor changes to a wider hardwood plank, with fixings plugged were installed as part of the previous conversion works • Rooflights are located above the former Service Stair and at the western end of the Back Corridor.	• As per the ground floor proposals, the first floor corridors, stairs and lift will be largely unmodified from their current configuration, and will serve as communal access routes to the first floor apartments. • The existing compartmentation arrangements to the corridor will not require modification or additional subdivision as egress is possible from all first floor apartments via existing windows utilised as escape windows. • All existing rooflights will be retained. • As noted for the individual units, where modifications are required to existing doorways (closing some openings off / forming new openings elsewhere) the existing timber panelled doors will be retained for reuse (subject to fire / acoustic upgrade work). • The Back Corridor will be partially subdivided to provide an entrance to Apartment 13. • Maintenance access to the roof from the communal corridor area will be retained.

Rooflight over stairs



Stair detail



Glazed screen



Part height wall



Change in timber board type



Location / connection / general configuration	Key architectural features	Impacts of proposed residential conversion
West wing – General Notes		
Originally the west wing contained the Kitchens, Billiard Room and staff quarters for the Manor House when the site was in residential use. The kitchen was a double height space, at the eastern end of this block and featured a large clerestory light above. When the building was first converted for office use, this section of the building was extensively reconfigured, with the installation of an additional first floor level over the kitchen and the pitched roof to the majority of the west wing replaced with a steel-framed mansard roof structure. As part of the Previous Conversion Works for the main house, the conversion of the west wing into a suite of executive offices, with a central double height reception / breakout space in the former kitchen location was proposed. Of the proposed works, only the renovation and minor alterations to the exterior, along with internal demolition and formation of new openings was completed, and since then the west wing has remained in a “shell” state, without internal partitions, linings, services and finishes.	• Significant restoration and minor alteration works were completed to the exterior of the west wing as part of the third phase of the Previous Conversion Works. These included: - o Reconstruction of the southern flint wall (facing the formal garden) which included replacement of unsympathetic latterly-added doors and windows with fenestration that respected the original design of these areas. - o New pyramidal lead roof over existing clerestory light over the former kitchen. - o Existing mansard roof recently renovated with a new high-performance warm roof covering. • To the northern side of the west wing a number of window & door openings contain later fenestration that was proposed for replacement as part of the Previous Conversion Works, but not completed, and a new entrance opening into the former kitchen area was formed, but not completed. • In terms of interior finishes and features, through the initial office conversion of this area and then the incomplete state of the Previous Conversion Works, there are no interior architectural features of significance remaining.	The following unit-by-unit schedule notes the impact of the proposed residential conversion on the existing building fabric of the west wing.

Location / connection / general configuration	Key architectural features	Impacts of proposed residential conversion
West wing (East) Ground – former kitchen, partially completed reception / break out area First Floor – double-height space with perimeter corridor & first floor toilets F.04 Proposed Townhouse 6 (duplex)		
These existing spaces link the western end of the main house Back Service Corridor with the west wing at ground and first floor level. The former kitchen area has a double-height void beneath the large clerestory light above, and has French windows opening out towards the formal garden. To the north of this space is a partially-completed lobby area, with a central entrance formed in the northern elevation. At first floor level, a double-height void was formed immediately below the clerestory light, with a corridor running around its western and southern sides, and the first floor toilets F.04 to the east. Openings were formed in the north wall through to a gallery area, with three north-facing window openings and a low sloping ceiling.	- The existing fenestration to these areas was restored previously, with the exception of the arched entrance opening (door with sidelights) formed in the north elevation. - Internally the significant architectural features within this area include the existing clerestory light, the remains of the chimney breast which enclosed the kitchen range, and remaining sections of unrestored stone flag flooring.	- Due to the unique opportunity created by the existing clerestory light, and the double aspect of the upper level of this area, it is proposed that these spaces will be converted into a two-bedroom townhouse with its living/dining space at first floor level underneath the clerestory. - The arched entrance opening will be completed as the entrance to this townhouse, with a new entrance doors with sidelights (to detail). - Inside this entrance a new stair will be inserted leading up to the first floor gallery level (which will become a study area). - At first floor level the double height space under the clerestory light will be infilled with new floor structure to create a new open-plan living/ dining space. - In the east wall of the living area, a new opening will provide access to a kitchen/utility room and WC, formed within the existing toilet area. - At ground floor level, the remaining area will be divided into two bedrooms and a bathroom. - The master bedroom will be formed in the southern section, opening south through the existing French windows on to the formal garden. - The second bedroom will be formed in the north eastern section, with new openings required through the existing internal partition wall and a new window opening in the northern elevation, aligned with the first floor window above. - A new separating wall at both ground and first floor level to Apartments 3 & 13 is proposed in the south eastern corner, following the existing structural beams below the line of the clerestory light. - Where new openings in existing walls are proposed, these will be dimensioned to retain a sufficient side nib and overhead downstand so that the original wall alignment is apparent in the converted building.
Existing kitchen beams	Existing stone flags	Chimney breast - former range
		

Location / connection / general configuration	Key architectural features	Impacts of proposed residential conversion
West wing – Central bay of west wing (East) Proposed Townhouse 7		
The spaces consist of the eastern section of the west wing central bay. The ground floor space is divided north-south by a central spine wall which contains existing openings formed as part of the Previous Conversion Works and has French windows and a glazed door to the southern elevation which open out to the formal garden. Along the northern side of this space, two windows and a doorway face out into the existing walled garden area. At first floor level, the area is currently configured as a single undivided space, underneath the mansard roof area, with two windows in the southern elevation looking over the formal garden and a single window opening in the north elevation.	• The existing fenestration in the southern elevation at ground and first floor level were restored as part of the Previous Conversion Works. • The northern elevation contains existing openings with windows and doors that are later modifications that do not match other windows on this elevation. • The garden area to the north is enclosed by a flint garden wall, with brick detailing at corners and a tile and bull-nose brick capping. • As with other west wing areas, there appear to be no internal architectural features of note.	• These spaces are proposed to be converted to a three-bedroom townhouse, with living / dining / kitchen areas at ground floor along with a study. • The entrance to the unit will be from the walled garden via the existing doorway in the northern elevation, with a entrance hall with new stair to first floor immediately inside. • The remaining area north of the partition wall will become a WC and study, the study looking out through an existing window to the walled garden area. Window wg.24 to the eastern elevation of the study will be obscure-glazed to its lower section where it overlooks the adjacent townhouse garden area. • The southern section of the ground floor will become an open-plan kitchen / dining / living space, looking out over the formal garden through the existing openings in the south elevation. • At first floor level the space will be divided into three bedrooms – two looking south over the formal garden through existing windows and one looking north (with central family and ensuite bathrooms). • As noted in the landscape works, the existing garden wall is proposed to be reconstructed on a new alignment in order to facilitate vehicle access and forward visibility through the courtyard area.

Floor structure above



Window wg.24



Location / connection / general configuration	Key architectural features	Impacts of proposed residential conversion
West wing – Central bay of west wing (West) Proposed Townhouse 8		
These spaces consist of the western section of the west wing central bay. As above, both the ground floor and first floor are divided north-south by a central spine wall which contains openings formed as part of the previous conversion works. The northern side of the space has a rear return which at ground level contains two entrance doors (from the walled garden) and an existing staircase leading to the first floor. The southern elevation contains a pair of French windows at ground floor level and a pair of windows at first floor which look out over the formal garden. A pair of windows in the rear return, together with a further window in the main north elevation, look over the walled garden area.	• The existing fenestration in the southern elevation at ground and first floor level were restored as part of the previous conversion works. • The northern elevation contains some existing openings with later windows and doors that do not match original windows on this elevation. • The western elevation at ground floor level contains an existing chimney breast. • The garden area to the north is enclosed by a flint garden wall, with brick detailing at corners and a tile and bull-nose brick capping. • The existing stairs located in this area were installed as part of the Original Office Conversion. • As with other west wing areas, there appear to be no internal architectural features of note.	• These spaces are proposed to be converted to a three-bedroom townhouse, with living / dining / kitchen areas at ground floor along with a study • The entrance to the unit will be from the walled garden via the existing doorway xd05 in the side of the rear return elevation, with an entrance hall with new stair running parallel to the existing stair (with a new separating wall between and WC underneath). • The remaining area north of the partition wall will become a study, looking out over the walled garden through an existing window. • The southern section of the ground floor will become an open-plan kitchen / dining / living space, looking out over the formal garden through the existing French windows in the south elevation. • At first floor level the space will be divided into three bedrooms, the Master Bedroom looking south over the formal garden through existing windows and two bedrooms facing north, with the stair and landing between. • The bathroom and ensuite will be located adjacent to the central spine wall. • As noted in the landscape works, the existing garden wall is proposed to be reconstructed on a new alignment in order to facilitate vehicle access and forward visibility through the courtyard area.

Entrance door xd.05

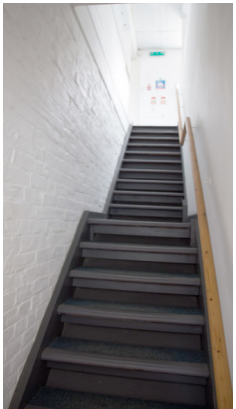
Chimney breast

Rear return windows (first floor)



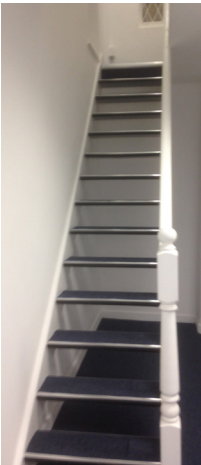
SOUTHLEIGH
PARK HOUSE

Location / connection / general configuration	Key architectural features	Impacts of proposed residential conversion
West wing – Western bay of west wing Proposed Townhouse 9		
These spaces consist of the western section of the west wing, which is divided into a series of existing rooms (which appear to be former service areas). The southern section of this space has a raised floor level at ground floor level and this combined with the lowered floor level of the room above restricts the headroom in this area. Existing doorways in the eastern wall connect with the existing stairs and entrance from the walled garden. Windows and door opening to this space are generally within the western elevation. The first floor is split into two rooms, with the floor level to the southern room stepping down from the main floor level. The northern room has windows to its northern and western elevations.	• The remainder of a former coal cellar is apparent in the centre of the ground floor area. • The majority of window and door openings do not appear to have been refurbished during the Previous Conversion Works • The garden area to the north is enclosed by a flint garden wall, with brick detailing at corners and a tile and bull-nose brick capping. • As with other west wing areas, there appear to be no internal architectural features of note.	• These spaces are proposed to be converted to a two bedroom townhouse, with living / dining / kitchen areas at ground floor level. • The entrance to the unit will be from the existing doorway in the north western corner to the west wing. The existing doorway xd04 will be blocked up to create space for a ground floor WC. • A new stair will be constructed in the location of the existing stair, enclosed by a new separating wall from the adjacent Townhouse 8. • The southern section of the ground floor will become a kitchen / dining space, with the floor level of the room above raised to create increased headroom at ground floor level and a better floor level relationship at first floor. • A new part-glazed doorway will be created in the south elevation, matching and symmetrically related to door wg.15 (as proposed in the previous permission for the Phase 3 Conversion Works). The existing doorway to the west elevation will be partially infilled for the installation of a new timber casement sash window. • The northern section of the ground floor will become the living room, with a existing door opening linking it to the stair, and a new opening formed in the north elevation for access by French windows to the walled garden area. • At first floor level the space will be divided into two bedrooms, the Master Bedroom within the northern section, overlooking the walled garden, and with the bathroom adjacent. • The southern room will become the second bedroom, looking west, with its floor level raised as noted previously. • As noted in the landscape works, the existing garden wall is proposed to be reconstructed on a new alignment in order to facilitate vehicle access and forward visibility through the courtyard area.
Ground floor (dry rot-treated) wall	Floor / ceiling level to be raised	Floor level to be raised (first floor)
		

Location / connection / general configuration	Key architectural features	Impacts of proposed residential conversion
Coach house Proposed townhouses CO1, CO2 & CO3		
The coach house bounds the western side of the courtyard space to the north of the main house, and is a two storey structure with single storey pitched roof extensions to its northern and eastern sides – the latter being a later addition, with strip windows to the perimeter and an asbestos-sheeted sloping roof. As part of the Original Office Conversion works this building was heavily modified internally, opened up internally to create open plan office and support spaces, with the later single storey extension to the east. The northern section of the building is used for garden machinery storage, and has a raised floor level from the main building, with double doors opening to the west. At first floor level the existing timber roof truss structure is apparent, with a partitioned office space in the north eastern corner.	• The main building has flint walls with brick detailing and a natural slate roof. • Generally configuration of existing window openings appears to be largely intact, but the majority of windows and doors within these opening are later modifications. • Due to the extensive internal modifications of this building previously, few internal architectural features of note remain.	• It is proposed that the modern single storey extension to the east of this building will be demolished in order to open up the courtyard and allow the principal façade to be reinstated in a more sympathetic manner. • The building will be divided into 2x two bedroom and 1 x three-bedroom townhouses, utilising existing partition wall and truss lines for new separating wall locations. • Townhouses CO2 and CO3 will be configured with open plan living / dining / kitchen spaces at ground floor level, accessed from the courtyard side, and with access to proposed back gardens to the west. • The access to Townhouse CO1 will be via the existing raised doorway to the north, with internal steps down into the kitchen / dining room and a new opening in the southern wall to the living room and ground floor bedroom. • Openings in the existing floor will be required for three new stairs to the first floor, typically centrally located within each unit. • The first floor level will contain the remaining bedrooms for each unit, together with a bathroom – one bedroom to townhouse CO1, three bedrooms to townhouse CO2 and two bedrooms to townhouse CO3.
East elevation window detail  Northern extension 	Western elevation  Internal stair  First floor timber structure 	• The eastern elevation of the building will maintain the existing opening positions, but the fenestration and areas of infill cladding required will be in a contemporary style that is sympathetic to the existing building. • Modification will be required to the western elevation to lower window sill levels to have a better relationship to internal floor levels and to accommodate new access doors to the rear gardens. • As noted in the landscape works, the perimeter of the gardens will be enclosed with new garden walls (with fences forming internal divisions), and the forecourt area will be developed as part of the courtyard landscape improvement works.

SOUTHLEIGH
PARK HOUSE

Location / connection / general configuration	Key architectural features	Impacts of proposed residential conversion
Former Stables ('clock house') Proposed townhouses CL1, CL2 & CL3		
The former stable bounds the eastern side of the courtyard space to the north of the main house, and is a two storey structure with a single storey flat roof extension to the south. To its eastern elevation, a modern flat roof and brick corridor links it with the modern office building to the north. This corridor appears to have been constructed at the same time as the office block. As with the coach house, this building has been heavily modified internally, both as part of the Original Office Conversion and later Previous Conversion Works. The principal western elevation appears to have originally featured a symmetrical arrangement of openings, with a central oversailing canopy with the clock tower above. However, with later modifications to door arrangements at ground level, and a first floor external fire escape to the northern arched window opening this symmetry has been diminished. At the rear of the building, above the link corridor the first floor arrangement of windows, dormers and roof lights appears to be later additions, installed in an ad-hoc arrangement.	• The former stables has flint walls with brick detailing and a natural slate hipped roof, with central oversailing canopy supported by posts to the western elevation. • The existing clock tower, weather vane and clock mechanism are centrally located on the roof, and were carefully restored as part of the Previous Conversion Works • Due to the extensive internal modifications of this building previously, few internal architectural features of note remain, particularly at ground floor level. Northern door detail 	• It is proposed that the latterly-added single storey extension to the south of this building will be demolished in order to provide better separation from the main house to allow for vehicular access to the main house and remainder of the development. • The modern link corridor to the rear of the building will be demolished along with the modern office block to the north of the building. • The building will be divided into 3x two bedroom townhouses, with new separating walls constructed along existing partition lines / bay divisions. • All townhouses will be configured with open plan living / dining / kitchen spaces at ground floor level, accessed from the courtyard side. • New openings will be formed in the eastern elevation so that a new flat roofed single storey extension can be constructed to the east, to contain the new kitchen / dining room for each unit, and with bifolding glazed doors opening into the unit's garden areas. This extension will be constructed in a contemporary style, sympathetic with the existing buildings. • The position of the opening section in the triple doors to Townhouse CL3 will be moved to the central opening to provide access into this unit. • Openings in the existing floor will be required for three new stairs to the first floor. The existing stair will be removed as its configuration is unsuitable for residential use. • Each townhouse will have two bedrooms and a bathroom at first floor level. • The existing fire escape door at first floor level to Townhouse CL3 will have the external fire egress stair removed and the arched window reinstated to match that to Townhouse CL1 • New escape windows will be introduced at first floor level to the northern and southern elevations to provide fire egress from these first floor bedrooms without requiring modification of the arched window openings to the principal elevation • The arrangement of windows and rooflights to the rear elevation at first floor level with the removal of the existing dormer and introduction of new conservation-style roof lights and windows to match the existing, in a symmetrical arrangement. • As noted in the landscape works, the perimeter of the gardens will be enclosed with new garden walls (with fences forming internal divisions), and the forecourt area will be developed as part of the courtyard landscape improvement works.
First floor arched window  	Clock mechanism  	

Location / connection / general configuration		Key architectural features	Impacts of proposed residential conversion		
Gate Lodge Proposed House					
The gate lodge is located in the north eastern corner of the site, adjacent to the former entrance to the site from the corner of Horndean Road and Bartons Road. This junction was modified to a staggered arrangement at a later date, with the alignment of Bartons Road moved to the north, and the gateway becoming redundant as an access point (at some point one of the flint entrance piers was lost). The gate lodge is a predominantly two-storey structure, entered through an octagonal 'tower' to the north, with a steeply-pitched roof. To the southern end of the building a single-storey pitched roof extension wraps around the southern and eastern sides, creating a small courtyard area inside the line of a section of the former flint boundary wall.		• The gate lodge has squared, coursed and knapped flint walls with brick detailing to quoins, plinths and door & window reveals and a steeply-pitched natural slate roof, with leadwork detailing including a lead finial. • The window openings to the northern section of the house are typically Gothic arched openings, with metal framed casement window sashes with lead lights. These windows were restored as part of the Previous Conversion Works. • Windows to the southern section of the building are typically timber-framed sliding-sash, set in openings with flat arched brick heads. • The parapet to the eastern elevation features crenellation details similar to the main house. • To the north west, a remaining gate pier and section of the former flint boundary wall extends to the west. • Due to recent extensive internal modifications of this building previously, few internal architectural features of note remain.	• The gate lodge will be converted into a two-bedroom townhouse, utilising the configuration of existing rooms and openings to minimise the need for modification of the building. • At ground floor level, a new entrance door opening with sidelights will be formed in the western elevation of the rear extension to create a new front door to the building, facing the wider development. • The external storage cupboard to the courtyard will be demolished and the courtyard infilled with a glazed conservatory-type structure, to enclose the proposed kitchen location for the house. • The remainder of the single-storey extension will be converted to a ground floor bedroom and WC. • The large central space will become the living room, retaining the existing stair in its current location, and leading to the octagonal entrance room, which will become a dining room. • At first floor level the octagonal space will become the bathroom, incorporating a free-standing bath, and the larger central room will become the master bedroom. • As noted in the landscape works, the curtilage of the building will be developed to include the existing historic wall features as an integral part of the design proposals.		
Octagonal room interior	Stairs	Exterior north	Wall with pier	Flint detail	
				 	

APPENDIX D: BUILDING REGULATIONS COMPLIANCE STRATEGY

As part of the design development process, a Building Control Approved Inspector has been consulted to review the implications of the proposed change of use from office / commercial purposes to residential, and the potential impacts on the historic building fabric of Building Regulations compliance requirements. In general terms the proposed conversion of the listed structures is considered a Material Change of Use under the Building Regulations 2010 (as amended), but as the legislation takes account of the likely existing building constraints when an existing building is refurbished, only certain Approved Document sections are applicable to the proposals. The following section examines the key implications of each of these.

Part B: Fire Safety

Means of Escape (main house)

The escape strategy relies on each apartment being self-contained within its own 60 minute fire-rated compartment with a stand-alone fire alarm system. Egress will be via external doorways or existing windows designated as egress windows. As those at first floor are less than 4.5m above ground level and meet the required minimum clear opening dimensions they meet the requirements of Part B1.

Means of Escape (coach house, former stables and Gate Lodge)

Although these buildings will be configured as individual dwellings with their own individual entrance doors, since escape routes via stairs are open to and pass through living areas, the first floor habitable rooms will require egress windows as above. In the case of the former stables, to avoid the need for modification to arched windows in the principal elevation, new egress window openings are proposed to the flank elevations to serve the bedrooms.

Means of Escape (Common Areas – main house)

The common areas of apartment buildings often feature smoke ventilation and restricted travel distances, but the two storey configuration of the main house and first floor egress windows mean these provisions are not applicable to this building. However, the two stairs are separated by existing fire-rated compartmentation, which will be retained.

At the detailed design stage, proposals for the following will be considered: fire alarm systems, upgrade of floors and walls for separation and compartmentation, fire protection of structure, fire resistance upgrading of existing doors and

cavity barriers. It is proposed that detailed information be provided as a later conditional submission.

The site layout proposals allow for the majority of the perimeter of each listed building to be directly accessible by fire appliances.

Part C: Site Preparation & resistance to contaminants & moisture

Damp proofing needs to be considered to existing walls and surface condensation in partially-insulated roof areas.

Most roof areas in the main house have been upgraded for both weather proofing and thermal performance as part of the Previous Conversion Works, and in some locations where existing walls have been drylined, ventilation to concealed cavities has been installed.

As noted in Part L below, as part of the more extensive conversion work proposed to the west wing of the main house, coach house and former stables, it is proposed that the external walls will be upgraded with thermally-insulated drylining. Details for this area will consider the ventilation of concealed cavities for damp proofing and condensation protection purposes, and it is proposed that these will be provided as a later conditional submission.

Part E: Resistance to the passage of sound

Acoustic separation between units is the key consideration - i.e. walls separating units, walls between units and common areas, and upper floors separating units. As part of detailed design development, an acoustic assessment will be required to develop detailed proposals that utilise existing building fabric elements with a minimal level of impact.

For separating walls these generally follow the lines of existing masonry walls, but where new separating walls are required, these may use lightweight construction methods. The general approach will be to utilise a proprietary plasterboard drylining and framing system (applied to the wall, or as a new double frame wall) to achieve the required fire and acoustic performance. Detailed information is to be provided as a later conditional submission.

In the case of separating floors, upgrade of fire and acoustic performance will be achieved by removal of the latterly-added floor boards at first floor level and introduction of new services, fire resistant treatment and acoustic isolation and insulation from above, to retain existing

ceilings and decorative features below (detailed information to be provided as a later conditional submission).

The upgrade of existing door sets for acoustic performance (including those to be left in a fixed closed position) will be considered in conjunction with fire upgrade proposals.

Part F: Ventilation

Proposals for background and purge ventilation to the units will depend on the overall heating and ventilation strategy for the buildings. This may require new ventilation openings to the exterior, but it is proposed that these will be routed internally to vent either via existing redundant chimneys or via vent slates integrated within the roof finish wherever possible (detailed proposals to later conditional submission).

Where new windows and doors are proposed that do not need to exactly match existing historic fabric, these may include integrated trickle vents. Where intermittent extract fans from kitchens and bathrooms are proposed, these will be routed to vent slates integrated within the roof finish.



Former woodstore to become communal bin store

Part H: Drainage and Waste Disposal

Refer to the Utilities Strategy for proposals of how the listed building will connect with existing and proposed drainage infrastructure within the site.

The existing woodstore to the north west of the main house, adjacent to the walled garden areas at the rear of the west wing, will become a communal bin store, accessed from the communal courtyard area.

Part J: Combustion appliances & fuel storage systems

The proposed heating source for the apartments and townhouse conversion are to be confirmed. Any details for installation that might affect the external envelope (such as gas boiler flues etc.) will be provided as a conditional item

Part L: Conservation of Fuel and Power

Under the Material Change of Use requirements, the newly converted dwellings will be treated under Part L1B of the Regulations, and will not require a SAP certificate to demonstrate compliance. However, new and replacement thermal elements (walls, floors, roofs, windows and doors etc.) will need to meet the minimum performance values described in the Approved Document.

The threshold performance of existing fabric will need to be assessed and upgraded where possible to meet the required improvement provided that it is technically and functionally

feasible and achieves a simple 15 - year payback. Where upgraded elements are required to match the appearance and profile of existing building elements to maintain the historic fabric, reduced performance levels can be justified and mitigating strategies proposed. Detailed proposals in this regard will be developed in the later detailed design process.

The proposed heating and ventilation strategy for each building will also be required to demonstrate compliance with Approved Document L1B. The detailed implications of these proposals on the historic building fabric could be provided as a later conditional submission.

Part M: Access to and use of buildings

Under the Change of Use criteria, the requirements of Part M are not applicable to the proposed conversion. However, for the main house the existing lift installation will be retained, and this has a level access approach from the secondary entrance xd.08.





APPENDIX E: STATEMENT OF CONSULTATION

This chapter summarises the main engagement activities that have taken place in the preparation of the planning application proposals, including:

- Pre-application meetings with planning officers
- Initial discussions with developers
- Engagement through the council's Development Consultation Forum.

It also summarises the consultation that has taken place by Havant Borough Council itself through the preparation of the Local Plan Housing Statement.

Consultation with local officers

Meeting with officers 13th May 2015

An initial meeting was held on 13th May 2015 with Julia Potter, the Executive Head of Planning & Economy, Dan Grindey from Economic Development and Andrew Biltcliffe from Planning Policy and representatives from planning consultants Terence O'Rourke and the client Snell & Wilcox Pension Fund.

This meeting presented the key issues and discussed the potential for a change of use on the site. Key points to come out of the meeting were as follows:

- The uniqueness of the site at Southleigh Park was particularly noted, there are very few sites like this in Hampshire
- Quality of restoration work
- Officers understood the cost of maintenance and the overriding priority to protect and maintain the listed buildings.
- Southleigh Park is likely to be an exceptional situation where it is possible to justify an alternative approach to "normal policy" (where retention of employment use would be preferred).
- There is a need to demonstrate a quality use with viability for the long-term. Ensure that the change of ownership of the asset leaves it in "safe hands".
- Officers suggested a checklist of uses to examine the costs and benefits of different uses and their viability.

- It was agreed that the principal setting of the listed buildings is the open outlook to the south and there may be scope for development on the remainder of the site, including the redevelopment of the modern office building.
- The local political situation is likely to be supportive of a change of use.

Meeting with officers 10th February 2016

A second meeting with officers was held on 10th February 2016 with Development Manager Steve Weaver, case officer Heather Lealan, Andrew Biltcliffe and conservation officer Peter Fellows. The client, planning and architecture team from Terence O'Rourke and Robin Dickens from Lambert Smith Hampton were also present.

At the meeting, the principle of residential development on the site was agreed, given the results of the hard marketing to date, and it was recommended that the site is promoted as a housing site in response to the borough's "call for sites" submitted to the borough as a potential housing site.

Further information regarding the preparation of the planning application and the information requirements was discussed. It was recommended that emerging proposals were presented to the Development Consultation Forum which is open to all councillors and interested parties.

There was also some discussion regarding planning obligations and requirements, and it was agreed that a further pre-application meeting would be helpful when plans are progressed further. Officers confirmed a wish to be closely involved as the proposals developed.

Officer contact June-July 2016

Contact was maintained between individual team members and local authority officers during this period, and meetings were held on site with the conservation officer Peter Fellows, landscape officer Michelle Good and tree officer Jamie Gargett.

Meetings identified the following key design considerations:

Setting of listed buildings

- Highly desirable to retain view across lake towards main house from southern entrance point, frontage of units facing on to lawn to south of main house to have front garden landscaping that softens their impact.
- Limit views into back gardens from outside the site.
- Buildings enclosing west wing formal garden – building form to be subordinate to, but to have logical relationship with main house and west wing. Consider active frontage to gable ends and roof line.
- Access road past southern elevation of the main house to be as narrow as possible to prevent parking in this area.

Coach house, clock house & associated courtyard

- New gardens to the rear of the coach house – preference for garden walls (brick softened with planting) to create enclosure adjacent to public areas.

- Demolition of (later) single storey extension to east of coach house with the preferred approach utilising contemporary glazed treatment of retained openings.
- Proposed structures north of courtyard to contain and consider subordinate relationship of eaves and ridge height to existing structures.
- Clock house - desirable to retain existing entrances and clock mechanism.
- Rear of clock house - desirable to resolve difficult mixed arrangement of windows, dormers and roof lights. When (later) link corridor is demolished, consider a single storey flat roof extension with a contemporary treatment.
- Demolition of (later) single-storey kitchen extension to south of clock house supported – brings building back to original form and improves the separation to the main house.

Lodge and its curtilage

- Proposed external modification - new entrance into the single-storey element of western elevation and glazed enclosure of small courtyard (for kitchen) considered acceptable.
- Preference to retain as much of existing flint former boundary wall and entrance pier as possible. Consider using wall and pier as part of treatment of landscape curtilage.

Main house conversion

- Proposed conversion configuration seeks to retain existing main entrance and vestibule, main corridor and stairs (at both levels) and former service corridor and stairs as common areas without modification.
- West wing - the principle of division into townhouses considered acceptable, opening onto formal garden to the south and private gardens enclosed by existing walls to the north. Changes to fenestration at ground level in north elevation acceptable if sensitively detailed.

- West wing gardens (north) - existing flint woodshed to create a cycle store considered acceptable. Sub-station to be moved out of walled garden area, otherwise suitably enclosed.
- Formal garden (south of west wing) - removal of remnants of former conservatory and reinstatement of formal garden (in modern form) considered acceptable.
- West wing former kitchen - double-height space to be converted to townhouse and new interventions to be suggestive of original configuration and new openings to match existing fenestration in detail and proportion.
- Redundant doorways - in obvious positions on main corridors these should be retained and treated internally for soundproofing / enclosure.
- Main house ground floor - the spaces to the southern (principal) elevation retain a number of significant architectural features and have been previously restored. The aim is to maintain the integrity of these spaces and minimise

impact while providing appropriately sized and saleable apartments. The preferred approach was to introduce a new open staircase within either the central room or library, maintaining these two rooms as a flowing living space, preserving their integrity while allowing access to bedrooms / bathrooms at first floor in a duplex configuration.

- South terrace to be retained, with integrated dividing 'screen' elements between apartments.
- Main house former dining room – this space includes a restored neo-Tudor ceiling, parquet floor, feature fireplace and stained glass windows. This area to retain as a single flowing living space with bedrooms / bathrooms in side rooms to north.
- Main house first floor apartment above the former dining room - similar arrangement, but western wall set back from parapet with external leaded flat roof, consider decking & balustrade behind parapet to this area if intended for access.

Meeting with officers 6th July 2016

The purpose of this meeting was to update officers on progress to date and introduce the emerging viability assessment. The meeting was attended by the project team and Steve Weaver, Heather Lealan, Peter Fellows and Michelle Good, and officers were sent initial drawings in advance of the meeting.

The results of the background survey work to date were shared with officers, including ecology, noise, utilities, contamination, transport and trees. The emerging design proposals and landscape strategy were presented. The results of the initial viability assessment confirmed that there are significant challenges in ensuring that development is both acceptable and viable. It was agreed that viability would be analysed internally in order to come to a shared agreement, and officers were provided with the initial assessment.

Regarding the application, it was agreed that both the outline and the listed building forms would need to be completed, and that arrangements should be made for consultation with councillors, both individually and via a Development Control Forum planned for September.

Officer contact between December 2016 and April 2017

A further four meetings were held during this period, in the run up to the submission of the planning application. This comprised:

- Meeting with the ecology officer Tristan Norton to report back on the survey results and agree a mitigation strategy (16th December 2016)
- Meeting with new case officer Rachael McMurray to discuss application requirements and the Infrastructure Delivery Statement (23rd January 2017)
- Meeting with strategic policy officers David Hayward and Jacqueline Boulter regarding the strategic site allocation at Denvilles – Emsworth (27th February 2017)
- Meeting with the conservation officer Peter Fellows and case officer Rachael McMurray to agree presentation and content of application drawings (1st February 2017). At this meeting, the following points were noted:

Setting of listed buildings

- Revised proposals for access road to the south eastern corner of site, to be to north of the main house, intended to protect views to and from the front of the house and the amenity value of the front lawn and lake, was considered acceptable.
- The route requires the demolition and reconstruction of the existing flint wall (on a new alignment) to the rear of the west wing to improve visibility for traffic passing between the main house and clock house. Wall to be reconstructed on a like-for-like basis, matching existing detailing and materials.
- Proposed new buildings in close proximity to the listed buildings need height parameters defined so that they have an appropriate relationship in scale and form. Materials used need to be sensitive, downplaying the significance of the new structure against the existing, whilst maintaining context.

- Designated marker buildings should have a more detailing, such as string courses, window reveals, brick bond etc.
- The majority of parking spaces will be enclosed in car barns structures to reduce visual impact of car parking and meet market expectations. Where in close proximity to the main house, these would be more suitable as screened car parking, or mono-pitch structures to reduce visual impact on listed structures.

Main house & west wing

- Following consultation with a Building Regulations consultant, a fire egress strategy was proposed that involved utilising existing first floor windows for escape purposes in order to minimise internal compartmentation requirements. This approach was considered acceptable as long as it has minimal impact on the elevations.
- Proposed approach for upgrade of first floor structure for fire / acoustics from above, preserving existing ceilings below and removing flooring installed as a later modification.

- Proposed additional doorway through former silver safe for bathroom access - retain curve in outer room and retain traces of shelving where possible.
- Proposal for external access from apartments to external areas along north elevation of main house – proportion to be considered, and retain sash window to former morning room.
- Proposals to set design parameters for reinstated formal garden within landscape strategy.

Coach house, clock house and associated courtyard

- Proposed doorways at rear of coach house – move door to central townhouse and mirror internal layout for more balanced elevation.
- Coach house northern townhouse internal arrangement to respond to external level changes.
- Treatment of façade behind extension to be demolished proposed as timber cladding (as state of wall behind

uncertain) – desirable to select a timber species that can be left to naturally silver.

- Clock house townhouse entrances – relocate northern townhouse entrance door to central opening, with obscured glazing to side openings. Retain entrance doors to central and southern townhouses in their current state.
- Proposal to remove external fire escape and reinstate window under arch considered acceptable. Requirement to provide first floor fire egress windows near these locations.