

Design and Access Statement

Change of Use from Office to Residential



High Street View

*Prepared by
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1.00 Introduction

- 1.01 The following Design and Access Statement has been prepared in support of a full planning application to change the use of the first and second floors of a pair of Grade II listed properties from offices to residential flats. The application site is located within a predominantly commercial environment, on the High Street of the town centre within the Old Uxbridge and Windsor Street Conservation Area.
- 1.02 The proposal seeks to convert a long-term unoccupied office site into residential use, in accordance with the guidelines in the Town & Country Planning Act (as amended) and within the policy context set down by Hillingdon Council in their local plan.
- 1.03 The detailed aspects of the design have been developed in consultation with the Client and Mike Kemp of Hillingdon Council. The proposed details as set out in this report follow the guidelines set out in the Design & Access Statement prepared by CABE and published by the Commission for Architecture and the Built Environment 2006.
- 1.04 The Statement aims to provide the local authority with the relevant supporting information upon which the design team have based their proposals. The process of survey, analysis, synthesis and design aims to create an integrated approach to the proposal.
- 1.05 A survey has been undertaken to establish the site conditions and identify the relevant constraints. Further to this survey a thorough photographic survey has been undertaken to establish the context of the site and its surroundings. An analysis of these findings has been undertaken and used to ensure that the development of the project is not only consistent with policy but combine to form a coherent scheme.
- 1.06 The sites comprises Nos. 122 and 123 High Street, a pair of Grade II listed buildings located in Uxbridge Town Centre within the Old Uxbridge and Windsor Street Conservation Area.
- 1.07 The ground floor of the building is split into two commercial units, one of which is in use as a beauty parlour, the other as an estate agents. The two upper floors of the building were last used as office space. The site lies towards the end of Uxbridge High Street and there are a range of surrounding uses. The ground floors of the majority of the surrounding buildings are used for a variety of commercial uses.

- 1.08 The adjoining building to the north is used as a bar, whilst the adjoining building to the south is used as a McDonalds restaurant/takeaway on the ground floor and partially on the first floor, the remaining part of the first floor is used as a pool bar.



Warwick Place View (Car Park)

2.00 Policies

- 2.01 The most relevant policies that have been accessed and that have guided the development includes The Local Plan: Part 1 - Strategic Policies (2012), The Local Plan: Part 2 - Development Management Policies and Site Allocations and Designations (2020). Others include Local Plan 2021 and The West London Waste Plan (2015).
- 2.02 The National Planning Policy Framework (NPPF) (2024), Planning Practice Guidance, as well as relevant supplementary planning documents and guidance are all material consideration in planning decisions.
- 2.03 Policy DME 3 of the Hillingdon Local Plan: Part 2 - Development Management Policies (2020). This states that the loss of office space is only acceptable subject

to the following: firstly, that the office space has been actively marketed for two years without success, secondly, that the site is no longer viable for office use, taking account of the potential for internal and external refurbishment; and thirdly that the surrounding employment uses will not be undermined.

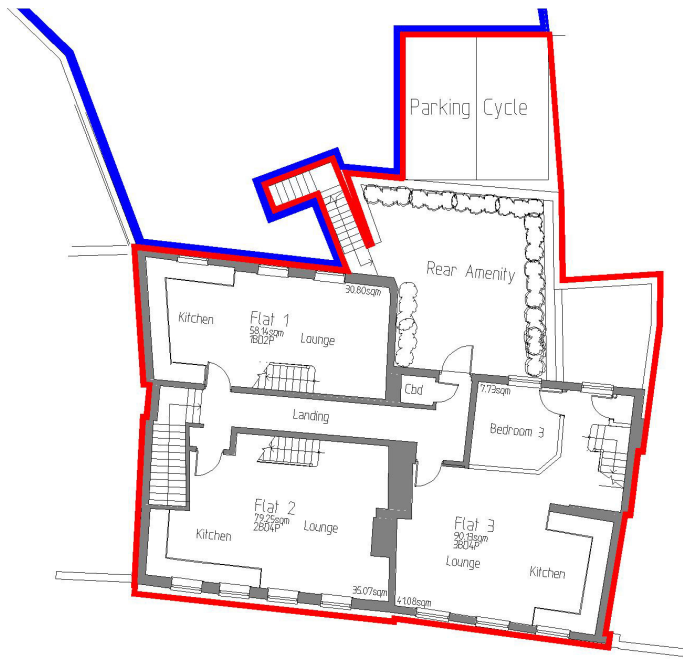
- 2.04 Statement from local estate agency that the upper floor offices has been actively on the market for excess of two year without takers has been provided in support of this application. Due to Grade II listing of the properties, external alterations is limited which makes it challenging to refurbish the offices to modern requirements. The availability of modern office spaces around the area makes the property challenging to rent. The property has remained unoccupied for more that two years and it is highly unlikely that the size of the property will undermine surrounding employment.

3.00 Design

- 3.01 The unoccupied offices are well suited for residential use and the period building with original features offer an opportunity for high quality & unique living spaces to be created. Three duplex units are proposed. Flat 3 has dual aspect while the other 2 units have sole aspect. Flat 1 is east facing and looking onto the rear of the site while Flat2 is west facing and looking onto the High Street. The duplex layout of the units means that both the living and bedroom spaces do not need to compromise on natural light.
- 3.02 The amenity space will be protected by a new metal railing in accordance with Approved Document K. The units are all arranged over two floors with the living, kitchen and dining located on first floor and the bedrooms and bathrooms located on second floor.
- 3.03 External alterations are not proposed to the fabric of the building, and the extent of the internal alterations is to be limited to the removal of internal partition walls and the addition of secondary glazing, which will not compromise the buildings historic significance.
- 3.04 Given the sites location on a busy high street and close proximity to late night noise generating uses, noise mitigation measures have been incorporated into

Change of Use from Office to Residential at 122-123 High Street Uxbridge

the design of the proposal. A supporting external building fabric report has been prepared by Clement Acoustics, that demonstrates that through secondary glazing and other mitigation measures the proposal is capable of achieving the necessary internal noise requirements.



First Floor Layout



Second Floor Layout

4.00 Use

4.01 The application seeks to change the first and second floor offices from office to residential use to provide a total of three flats. No external changes are proposed to the building. The ground floor accommodation of the building would remain for commercial uses.

5.00 Accommodation

5.01 Three new residential units will be provided, provision of which would not compromise supply of office accommodation as the premises has remained unlet for a considerable period.

5.02 The proposal would not adversely impact on the amenity, daylight and sunlight of adjacent properties and open space. A daylight and sunlight report has been undertaken in support of this applications, that concludes that all habitable rooms will meet or exceed the minimum levels of natural daylight required under the BRE guidelines.

5.03 Adequate provision of internal spaces providing appropriate living environment is proposed, all rooms and the GIA of each flat complies with the stipulations of National Technical Housing Standards – nationally described space standard which confirms that adequacy of the habitable rooms.

5.04 Flat 1 is a one bedroom duplex flat with GIA of 58.14sqm, flat 2 is a two bedroom flat with GIA of 79.25sqm whilst flat 3 is a three bedroom flat with GIA of 90.13sqm.

6.00 Amenity

6.01 Shared amenity space is located on the first floor at the rear of the proposed flats above the rear single store structure, although area of outdoor amenity space is not policy compliant for three residential flats, the site is within close proximity of a large area of public open space - Fassnidge Park – located within 200 metres of the development property - it provides a large area of outdoor open space that could be easily accessed by future occupants. Also provided to the rear ground level is one car parking space and secure cycle parking provision.

7.00 Access

7.01 The proposed units are all accessed from a central corridor which connects the main entrance stair from the High Street to first floor hall with access to all flats and a new shared amenity space to the rear.

7.02 Refer to attached accessibility statement.

8.00 Conclusion

8.01 The proposal to utilise existing office space to develop three new dwellings within the subject property accords with Local Plan, regional and national planning policies.

8.02 In light of the listed status of the building and its location within a conservation area the scheme has been carefully designed to preserve and enhance the significance of the building. Following positive pre-applications with council the design of the scheme has be evolved to ensure that it complies with the relevant planning policies and is acceptable.

8.03 The scheme will provide three high quality residential units in a sustainable location that will help to contribute to the council's housing needs.