





Pod House, Southwark, 2019. Short-listed for AJ Retrofit Awards 2019



Battersea House, Wandsworth, 2018. Highly Commended, British Homes Awards 2019



Folded House, Wandsworth, 2018. Short-listed for Don't Move Improve, 2019!



Soffit House, Lambeth, 2020. Overall winner Don't Move Improve, 2020!



## Design & Access Statement Summary

This document of drawings and images supports the application submitted by Proctor & Shaw on behalf of Myles Payne in respect of 11 Highgate West Hill, N6 6JR

Planning is sought for:

‘Erection of single storey rear extension (following demolition of existing conservatory) and a single storey basement extension to the rear underneath the new extension and patio, together with lowering the existing cellar floor and the creation of new light well to the front elevation.’

This document has been prepared by Proctor & Shaw, (Proctor & Shaw is a trading name of Proctor & Co Architecture Ltd).

## An Introduction to Proctor & Shaw

Proctor & Shaw, founded in 2014, are an architecture and design studio based in South London. We specialise in residential architecture from house extensions and refurbishments to large contemporary new-build homes and multi-unit developments.

The office has a growing reputation for executing high quality, sensitively designed residential projects. We have had four completed works included in the New London Architecture Don't Move Improve, 2019! Exhibition and a further 5 this year in 2020, of which our Soffit House won the Overall Award for best extension in all London Boroughs. Our Marylebone apartment refurbishment was also a recent winner at the internationally acclaimed Frame Awards 2020.

The directors, John Proctor and Michael Shaw, each have over 20 years of professional experience working for award-winning UK practices. Both John and Mike have lectured and tutored in several Universities throughout the UK.

See [www.proctorandshaw.com](http://www.proctorandshaw.com)



This Plan includes the following Licensed Data: OS MasterMap Colour PDF Location Plan by the Ordnance Survey National Geographic Database and incorporating surveyed revision available at the date of production. Reproduction in whole or in part is prohibited without the prior permission of Ordnance Survey. The representation of a road, track or path is no evidence of a right of way. The representation of features, as lines is no evidence of a property boundary. © Crown copyright and database rights, 2020. Ordnance Survey 0100031673

Scale: 1:1250, paper size: A4

SITE LOCATION PLAN

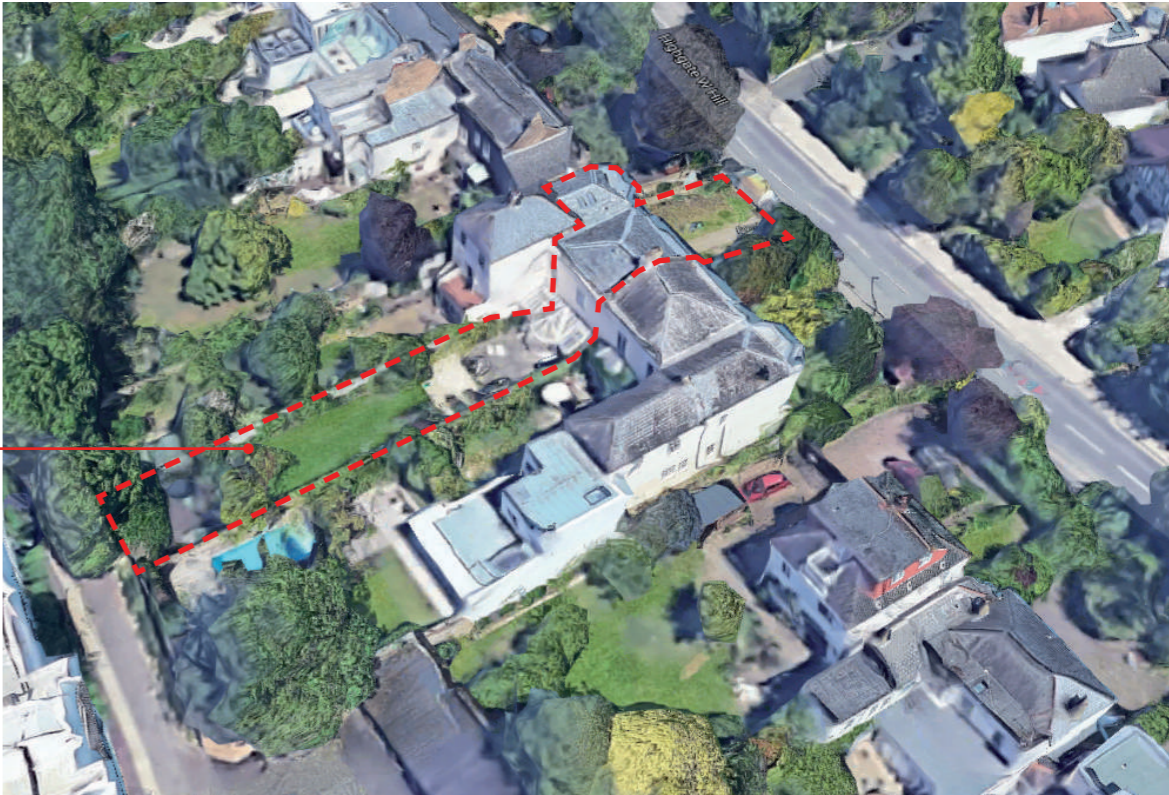
The Site -  
11 Highgate West Hill

THE SITE -  
11 Higate West Hill,  
London, N6 6JR



Aerial View from Google Maps

The Site -  
11 Highgate West Hill



Aerial View from Google Maps

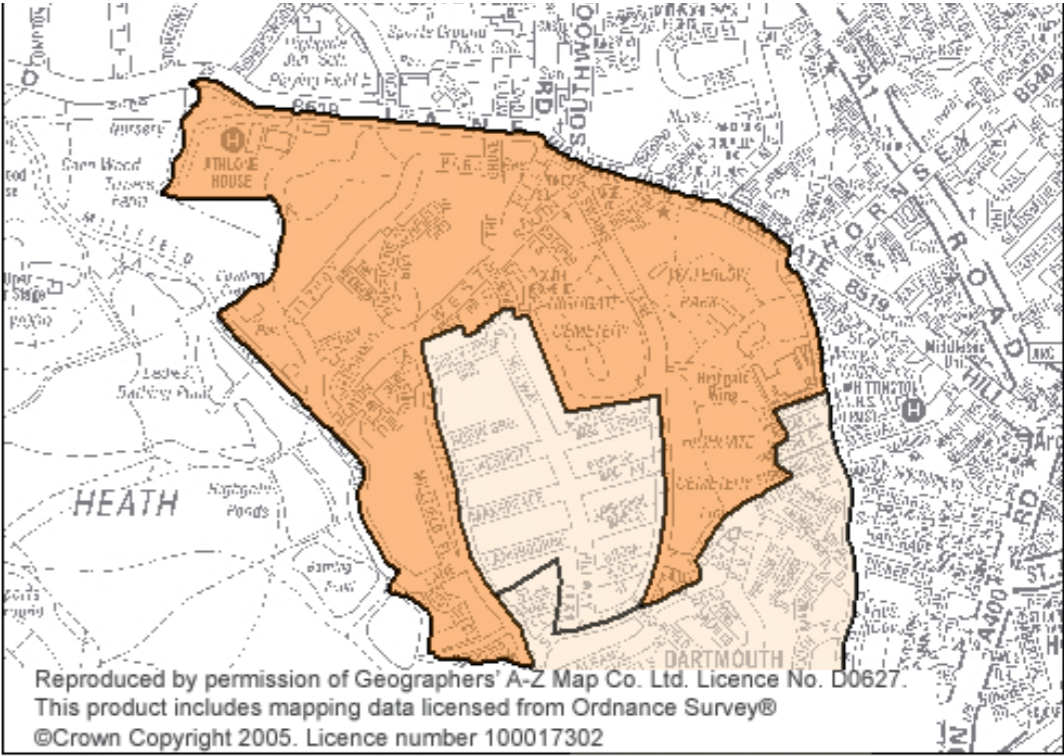
The Site & Context

Highgate West Hill is located within the ‘Camden Highgate Conservation Area’; 1 of 39 such areas designated within the London Borough of Camden. The area was in fact enlarged to encompass Highgate West Hill in 1978, and is now divided into 5 Sub-Areas. Of these N<sup>o</sup>.11 Highgate West Hill is located with Sub-Area 5: Merton Lane & Millfield Lane which is characterized by clusters of houses built within the grounds of larger properties and has subsequently become a ‘patchwork of building types and scales’.

The road is located on a steep hill, the southern end of which borders a separate conservation area, the ‘Holly Lodge Estate’. There is a great deal of vegetation to either side of the road collectively screening the majority of set back, early to mid 19th century buildings. Beyond this screening these buildings are revealed to be diverse, comprising a variety of styles though there is consistent designation of Grade II listing status between N<sup>os</sup> 6 to 14.



Aerial view of Southern section of Highgate West Hill.



Camden Highgate Conservation Area

Building Appraisal & Planning History

No 11 received joint Grade II status in 1974 along with the adjoining no 10 (List entry number 1379022). The pair are described as a;

*‘Semi-detached pair of villas. Early/mid C19. Stucco. 2 storeys. 3 windows each. Round-arched, recessed doorways with patterned fanlights and panelled doors, No.10 flanked by pilasters. Recessed sashes; canted bay windows through ground and 1st floors at angles, central windows tripartite to ground floor and separated by pilaster strips at 1st floor. Plain 1st floor band. Cornice and blocking course. Interiors: not inspected.’*

We believe the houses were originally conceived as two villas, designed around their own central, double fronted plan with a secondary outrigger extending back into the rear grounds. Since then both properties have been sub-divided into sub-dwellings for which no planning history is available. While N° 10a has been built directly behind and adjoins the rear of the original no 10, on the opposite side N° 11a exists within the original outrigger of N° 11. A flying freehold exists between the two dwellings – the small kitchen of no 11 sitting beneath a first floor area within no 11a (see existing plans).

The buildings themselves remain broadly as described within the listing details - rendered entirely in Cream Stucco around a series of pilasters and cornices. The multi-paned, single glazed sash windows are believed to be original.

Upon moving into the property no records of the interiors were available, though renovation work had clearly taken place. The discovered modern floor finishes are still present on both ground and first floors though the connecting staircase with its stone steps, delicate timber balusters and winding handrail, is thought to be original. Original decorative cornicing exists within most ground floor rooms with a simpler modern variation to the first floor landing only.

A traditional looking, glass conservatory has also been added to the rear (planning application reference 8470008). This is currently in poor state of repair

with several areas suffering from rainwater leaks while the glass itself is only single glazed and creates uncomfortable thermal conditions both in Winter and Summer.

In 2016, both Planning and Listed Building consent (references 2016/3262/P & 2758/L) were granted to develop the two existing, separate loft spaces both into habitable bedrooms. The work comprised new staircases to these spaces from the first floor as well as renovation of the existing tiled roofs which were failing from rainwater ingress. Subsequent amendments to these consents were then submitted for alternative stair locations (reference 2017/2586/L) as well as staircase detailing and room decoration (reference 2017/4532/L).

In 2017, both Planning and Listed Building consent (references 2017/4908/P & 4951/L) were granted to rebuild failing, retaining walls to the front of the property onto the public highway.

In 2019, both Planning and Listed Building consent (references 2019/5582/P & 2019/5729/L) were granted to for a new rear extension to replace the failing conservatory. Around the same time a pre-application was also made for basement work which was positively reviewed (refer to 2019/1091/PRE).



Rear extension and terrace to N°11a

Existing conservatory to N°11



Entrance to N°11

Entrance to N°11a

Concept

This application is a combination of previously submitted proposals for a rear extension (approved under applications 2019/5582/P & 2019/5729/L) and a basement (positively reviewed under pre-planning application 2019/1091/PRE). These designs have been, combined, co-ordinated and developed to form the new set of proposals.

The proposal is to extend to the rear with an elegant contemporary design that will appear subordinate to the host building, together with a new rear patio. This lies above a new basement extension to the rear with side light well. It is proposed to lower the existing cellar space and create a new light well with flush walk-on grate to the front of the house.

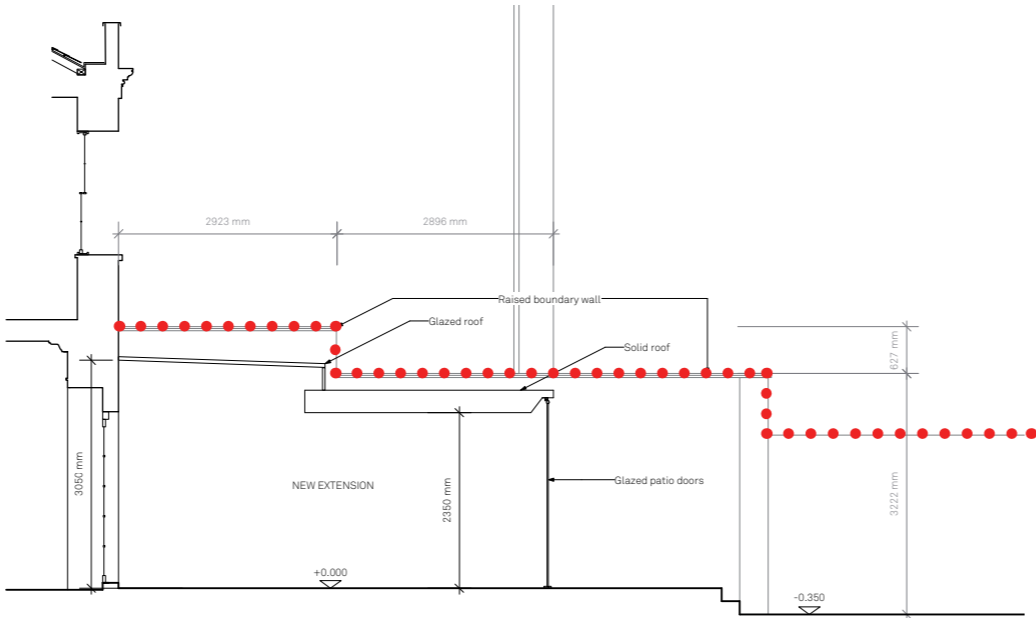
Rear Extension

The rear extension massing is almost identical to the approved scheme:

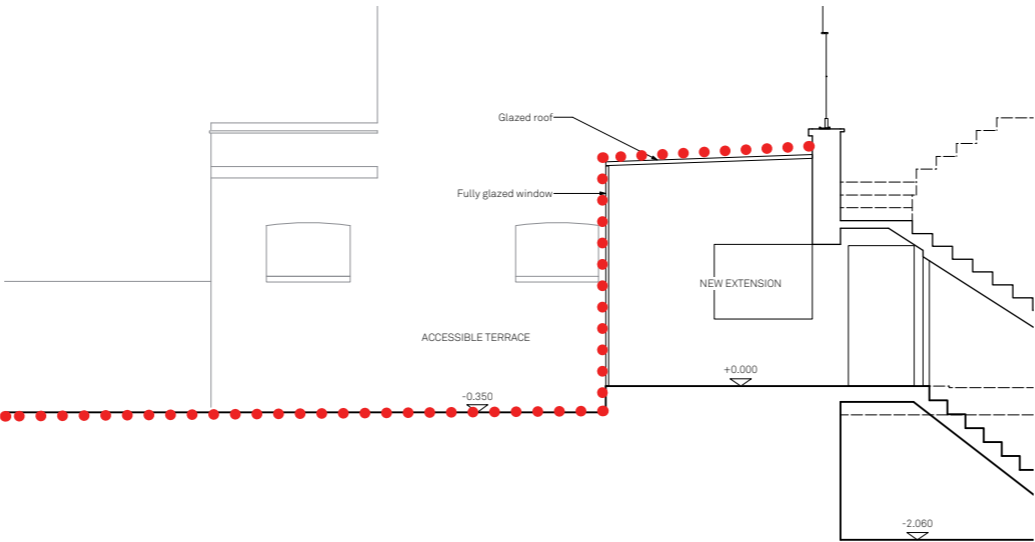
- The works proposed to the garden wall with N<sup>o</sup>.10 are the same.
- The principal massing elements are identical - a tiered massing with glazed connections to the host building. The principal rear elevation line is aligned with the principal rear elevation to N<sup>o</sup>.11a.

There are amendments to the approved extension scheme as follows:

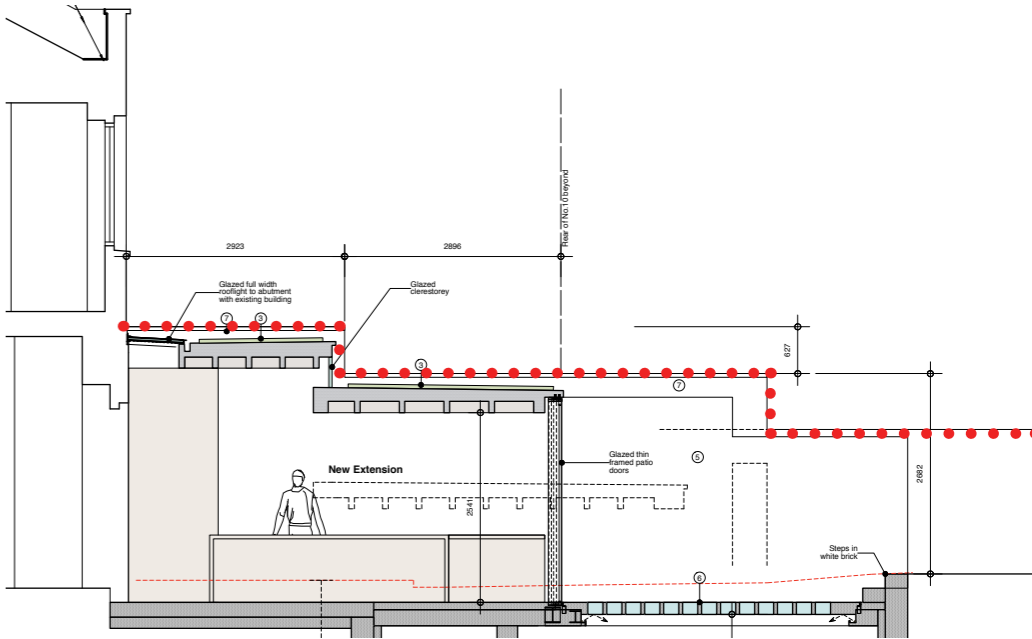
- The rear (higher) massing element is now partly solid to reduce the extent of glass. With a width of 2.7m and with a Westerly aspect it would likely overheat in Summer and be inefficient to heat in Winter. The glazed connection to the host building is retained with a full width roof light. In elevation there is full width clerestory glazing which ensures the form remains light weight and elegant.
- The side courtyard space is partially filled in with a green roofed stair well that protrudes about 1.1m above ground level to the underside of the side windows to N<sup>o</sup>.11a. This stair well creates access to the new basement room and is positioned as such to avoid the existing sewer pipe which has now been surveyed. Importantly the impact to the side windows enjoyed by N<sup>o</sup>.11a is no different from the previously approved scheme.
- The patio is extended about 2m, co-ordinated with the new basement room below, with a corresponding light well to the side.



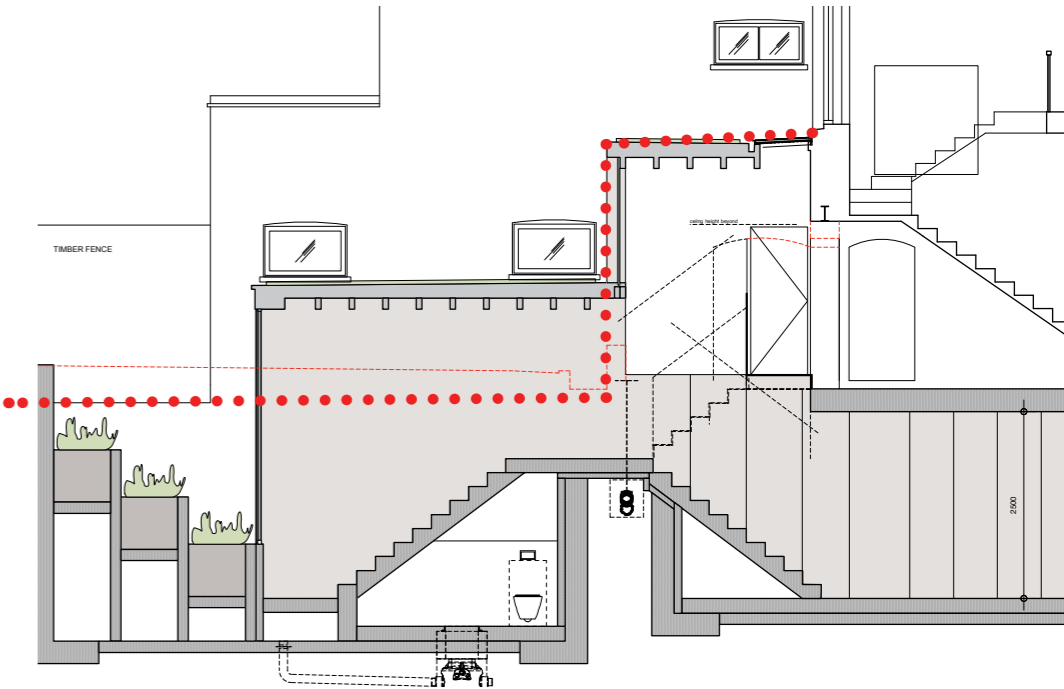
Previously Approved - Section FF (towards N<sup>o</sup>.10) (2019/5582/P & 2019/5729/L)



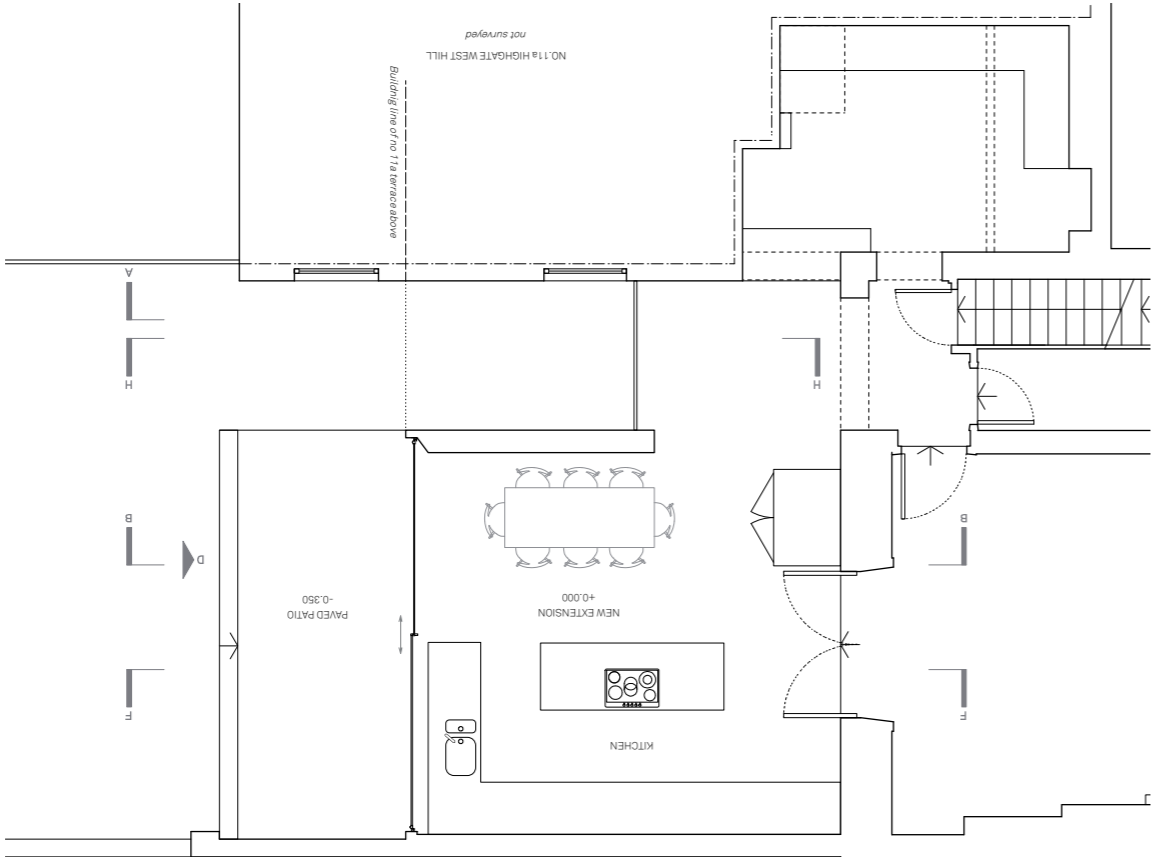
Previously Approved - Section AA (towards N<sup>o</sup>.11a) (2019/5582/P & 2019/5729/L)



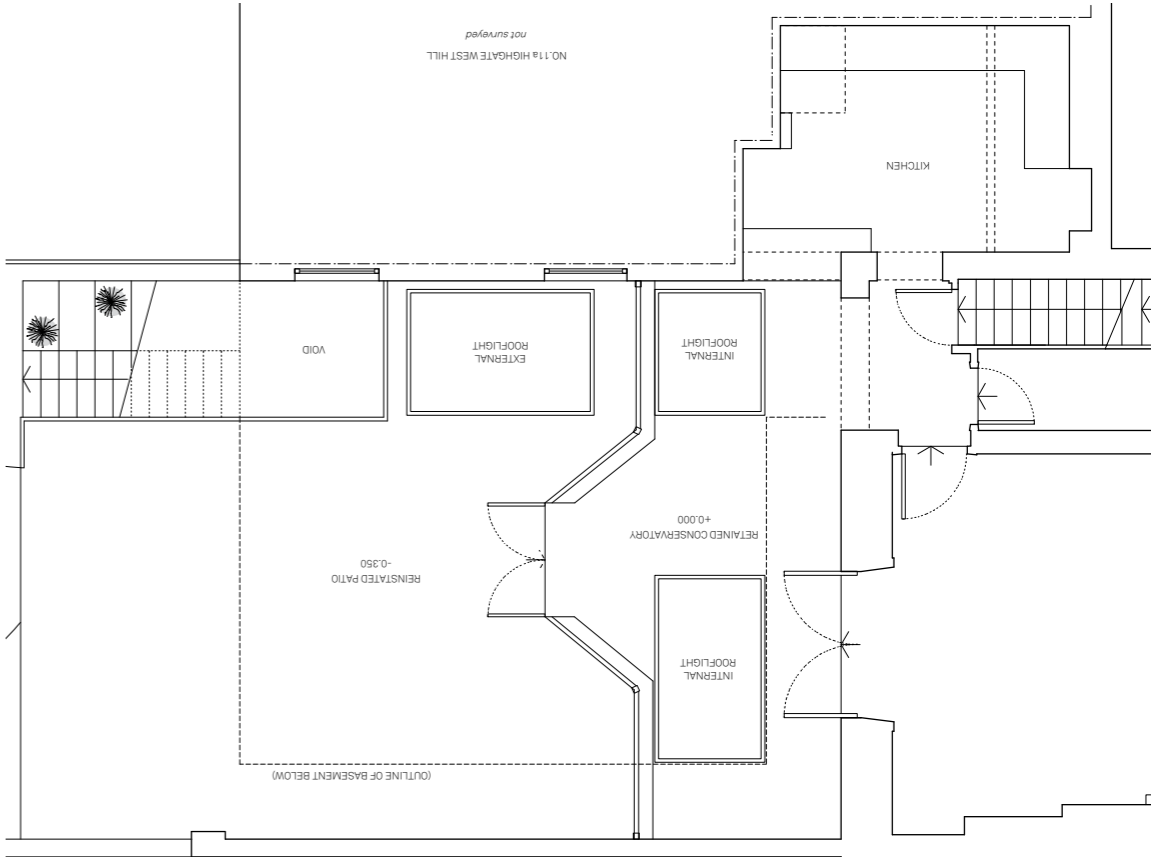
New Application - Section AA (towards N<sup>o</sup>.10)



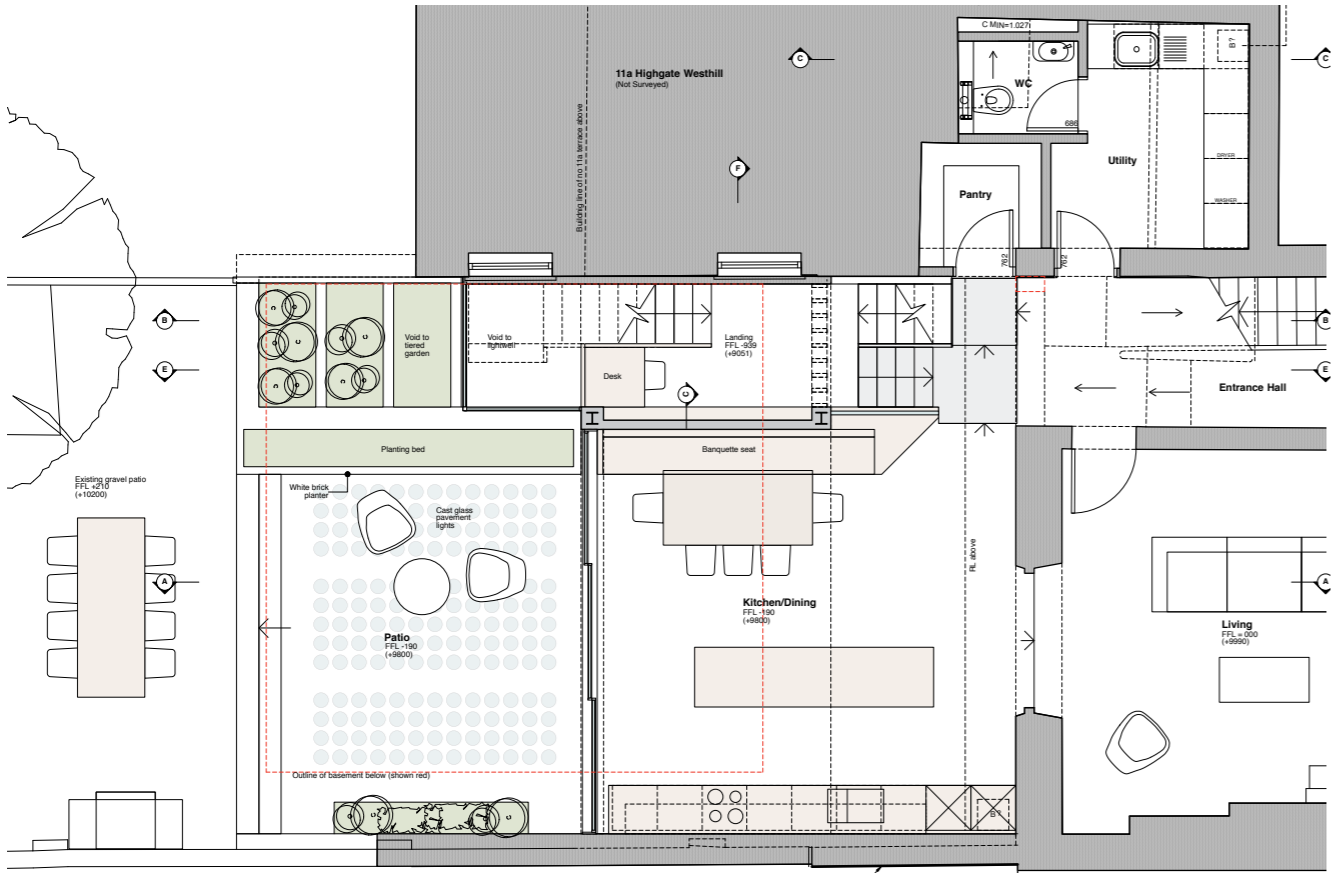
New Application - Section BB (towards N<sup>o</sup>.11a)



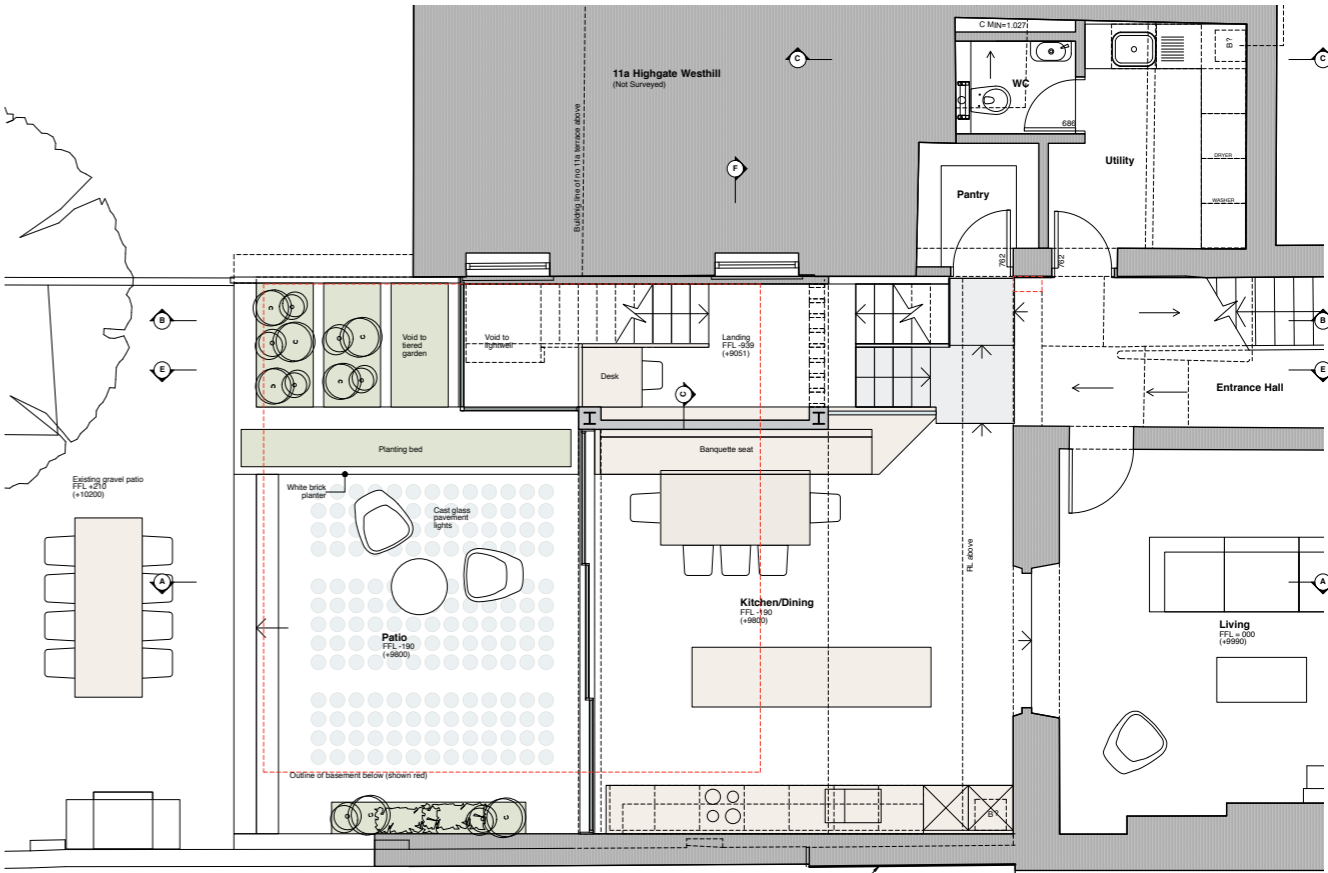
Previously Approved - Ground Floor Plan (2019/5582/P & 2019/5729/L)



Basement Pre-Application - Ground Floor Plan (2019/1091/PRE)



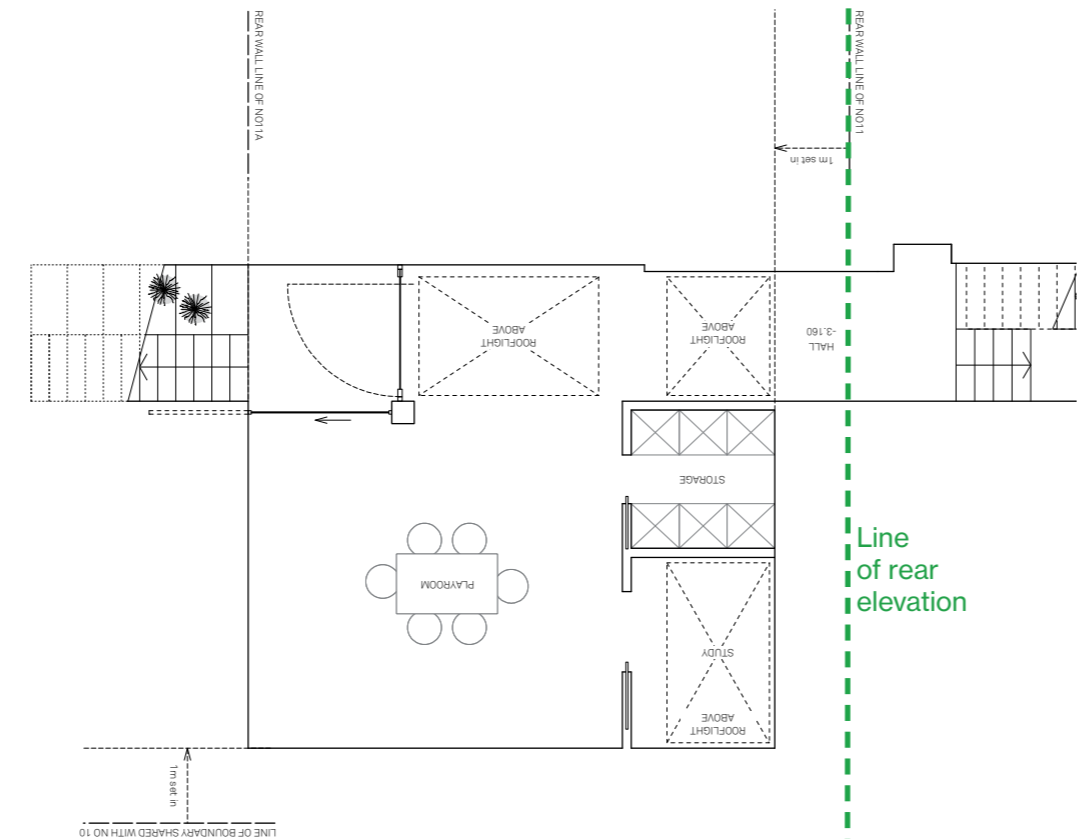
New Application - Proposed Ground Floor Plan



New Application - Proposed Ground Floor Plan

**Rear Basement**  
Following the accurate survey of the mains sewer line that runs under the existing property the basement room has had to move further away from the host building in comparison to the pre-application scheme. Changes to the pre-application scheme are summarised below:

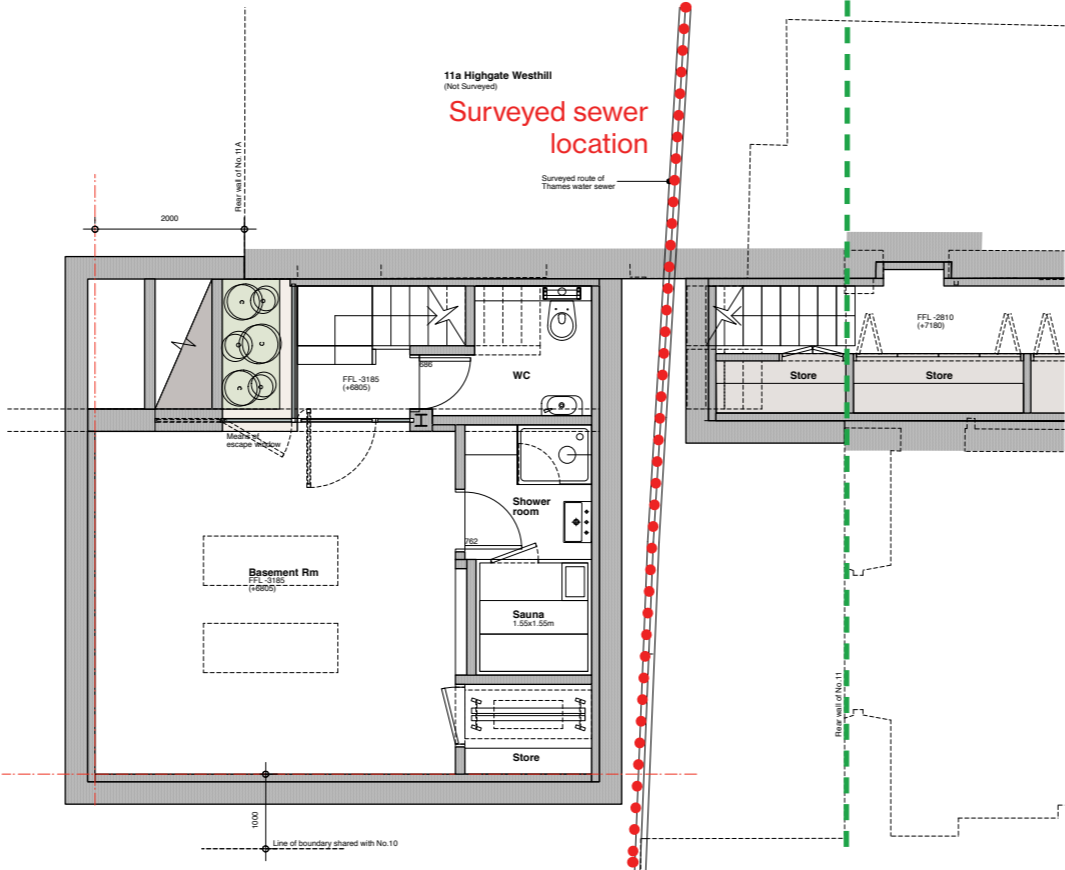
- The basement room has been moved about 2m further in to the garden to avoid clashes with the existing sewer pipe. The size of the room remains the same.
- Glazed panel roof lights have been omitted in lieu of glass block pavement lights which will form a pleasant paving patten to the patio and emanate a more diffuse light into, and from, the basement room.
- An internal stair case is positioned against the party wall to N<sup>o</sup>.11a. This stair bridges over the sewer pipe and turns 90° at its base in order to be as short as reasonably possible, thus keeping the glazed enclosure as small as possible.
- The rear light well is to be a planted tiered garden, providing potential fire escape and bringing light in to the basement space.



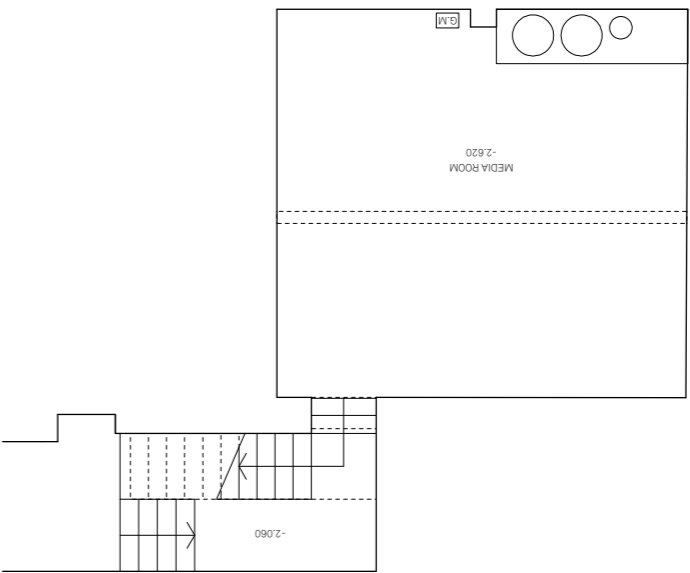
Basement Pre-Application - Rear Basement Floor Plan (2019/1091/PRE)

**Front Basement**  
The front basement room has been developed following the pre-application to include the following minor amendments:

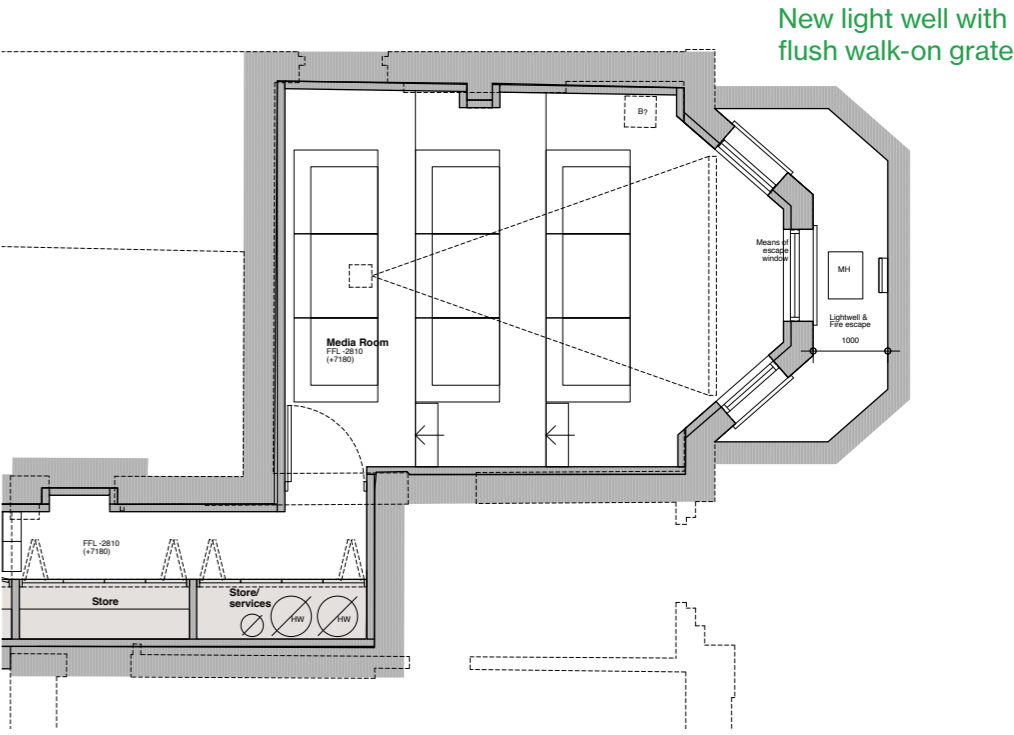
- The bay window form of the upstairs ground floor room is proposed to be carried down to the basement room together with a front light well and new windows.
- The basement room is to be used as a tiered cinema media room with blackout blinds to the windows.
- The front light well will have a flush walk-on grate and is sized to provide an alternative means of escape from the basement room. Impact to the front of the house will be negligible.
- The entrance passage ceiling height and top tier of media room seating is proposed to be 2.5m, the room above is 3.36m. Therefore, whilst the cinema room floor is tiered and the ceiling height will vary, the spatial hierarchy of the building is retained with the basement media room still legible as a subordinate space.



New Application - Proposed Rear Basement Plan



Basement Pre-Application - Front Basement Floor Plan (2019/1091/PRE)



New Application - Proposed Front Basement Plan

Elevations & Materials

The proposals have been carefully designed to respect the host building and enhance its characteristics. The rear extension will be highly glazed with thin framed double glazed aluminium sliding doors to the patio. The clerestory glazing will be a continuous double glazed system with minimal silicone jointing. Cappings will be thin profile aluminium, colour matched white to the sliding doors. Flat roofs will be covered in a green sedum roof system to increase the ecological footprint of the garden. Walls will be white brick, taking their cue from the cream stucco and painted white brick of the existing building. The patio area will be pre-cast (or cast in-situ) concrete paving lights with planters and steps in the same white brick as the walls. The light-weight contemporary style will ensure the extension is read as a distinct addition to the host building.

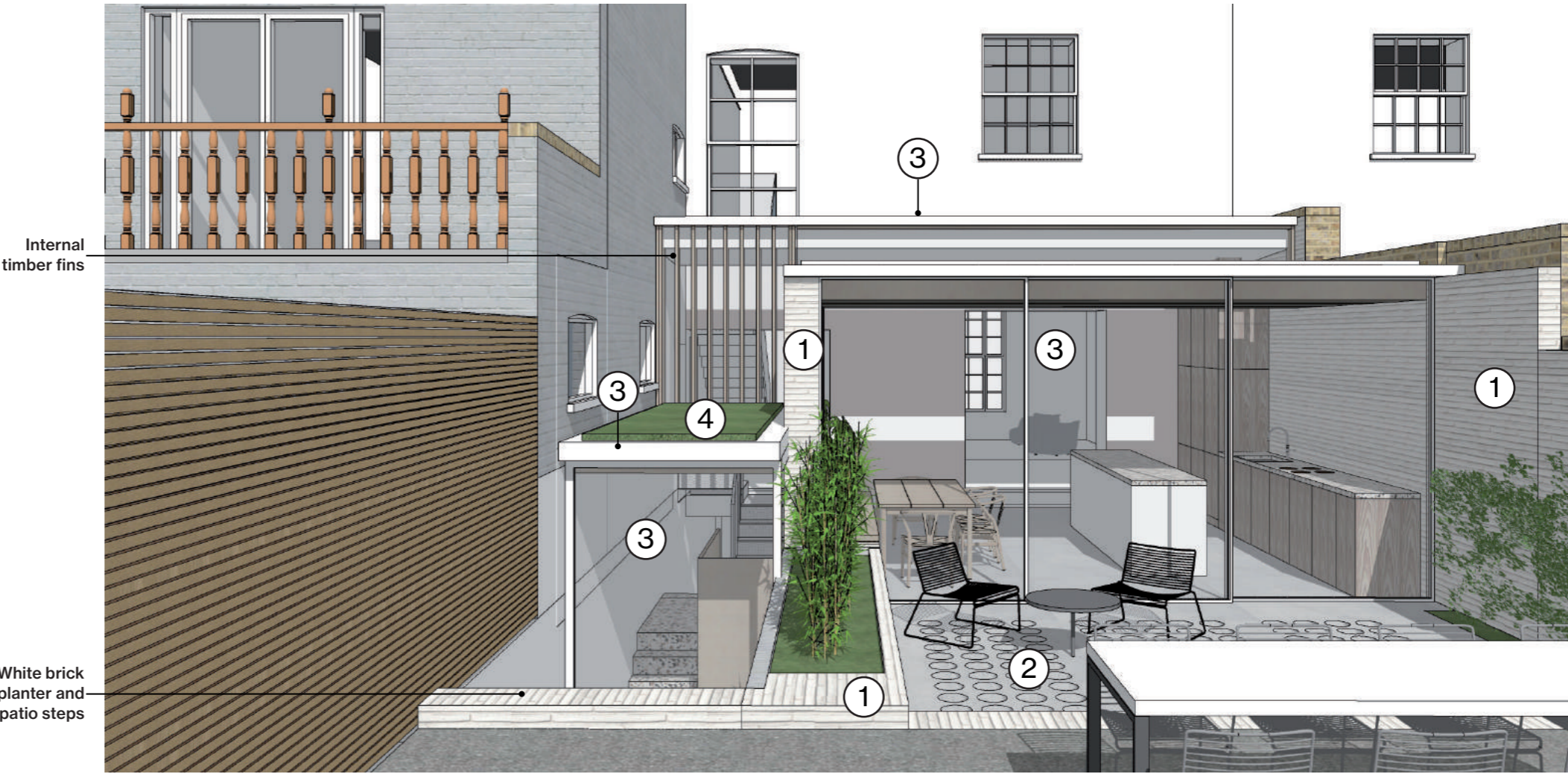
Landscaping

A new level patio, accessed through large sliding doors, will improve the accessibility to, and enjoyment of, the large rear garden that extends for over 35m. The vast majority of the garden remains unchanged by the proposals. Linear planters and green roofs are incorporated in to the design to increase the ecological footprint of the proposal.

Summary

- The above ground rear extension is very similar to the previously approved scheme.
- Adjustments to the rear basement scheme, as a reaction to the surveyed sewer pipe location, have been reviewed with the previous case officer and deemed acceptable in principal (refer to appendix A).
- The addition of the front light well, required for fire egress reasons, with a flush walk on grille has negligible impact on the building setting.

We believe that these alterations respect and maintain the character of the existing house, making minimal impact on the site or those of its neighbour's. It ensures the building's continued use as a single private dwelling suitable for modern family life and we believe should be a welcome form of development.



①



White bricks, exact spec TBC

②



Pre-cast or cast in situ pavement lights to patio

③



Thin framed double glazed aluminium sliding doors & thin profile powder coated aluminium cappings

④



Green sedum roof to all flat roofs

Email Correspondence with Case Officer Thomas Sild

The applicant Myles Payne wrote to Thomas Sild of Camden Planning asking about the shift in the rear basement location enforced by the surveyed location of the sewer pipe. The response was positive.

From: **Myles Payne** myles@agilefilms.com

Subject: Fwd:

Date: 21 July 2020 at 10:33

To: **John Proctor** john@proctorandshaw.com

MP

Begin forwarded message:

From: Myles Payne <myles@agilefilms.com>

Date: 27 May 2020 at 21:29:59 BST


To: "Sild, Thomas" <Thomas.Sild@camden.gov.uk>

Hi Thomas,

Thanks for calling me on tuesday.

As I mentioned when I made my pre app I understood that the sewer pipe servicing the house at 11 Highgate West Hill was outside the boundaries of what we were proposing. On investigations I have found it runs 2m back from the rear - right through the proposed space.

What I am hoping you will consider is allowing me to move the basement 2.5m further out under the patio to avoid the pipe. Here is drawing that illustrates what I am suggesting (blue dashed line is sewer pipe!):



1807.011-012\_a.pdf

Just to reiterate what I said on phone:

1. Basement will be no bigger than previously.

2. Basement will be set back from listed buildings as per discussions.

3. Basement will not be visible externally - no rooflights etc

4. I'm looking to put a green roof on extension I had approved to further soften appearance at back - will be part of my full planning app incorporating basement / extension.

Let me know if there is anything else you need / happy to talk on phone again,

Thanks,

Myles Payne

myles@agilefilms.com

www.agilefilms.com

Main: 0207 0002882

Direct: 0207 0002883

Mob: 07769685128

68-72 Redchurch Street

London

E2 7DP

Myles Payne

myles@agilefilms.com

www.agilefilms.com

Main: 0207 0002882

Direct: 0207 0002883

Mob: 07769685128

68-72 Redchurch Street

London

E2 7DP

From: **Myles Payne** myles@agilefilms.com

Subject:

Date: 9 June 2020 at 18:15

To: **Mike Shaw** mike@proctorandshaw.com, **John Proctor** john@proctorandshaw.com

MP

Sent from my iPhone

Begin forwarded message:

From: "Sild, Thomas" <Thomas.Sild@camden.gov.uk>

Date: 9 June 2020 at 18:06:05 BST

To: Myles Payne <myles@agilefilms.com>

Subject: RE: Re:

Hi Myles



Finally been able to have some discussions. The shifting of excavation 2m from the rear as suggested would be acceptable given its overall extent isn't increasing. Just to reiterate all excavation, including light wells should be set in from the neighbour boundaries approx. 1m where it extends beyond the existing building footprint.

I hope this assists.

Kind regards  
Thomas

Thomas Sild  
Planning Officer

Telephone: 020 7974 3686



The majority of Council staff are now working at home through remote, secure access to our systems. Where possible please now communicate with us by telephone or email. We have limited staff in our offices to deal with post, but as most staff are homeworking due to the current situation with COVID-19, electronic communications will mean we can respond quickly.

From: Myles Payne <myles@agilefilms.com>

Sent: 09 June 2020 15:21

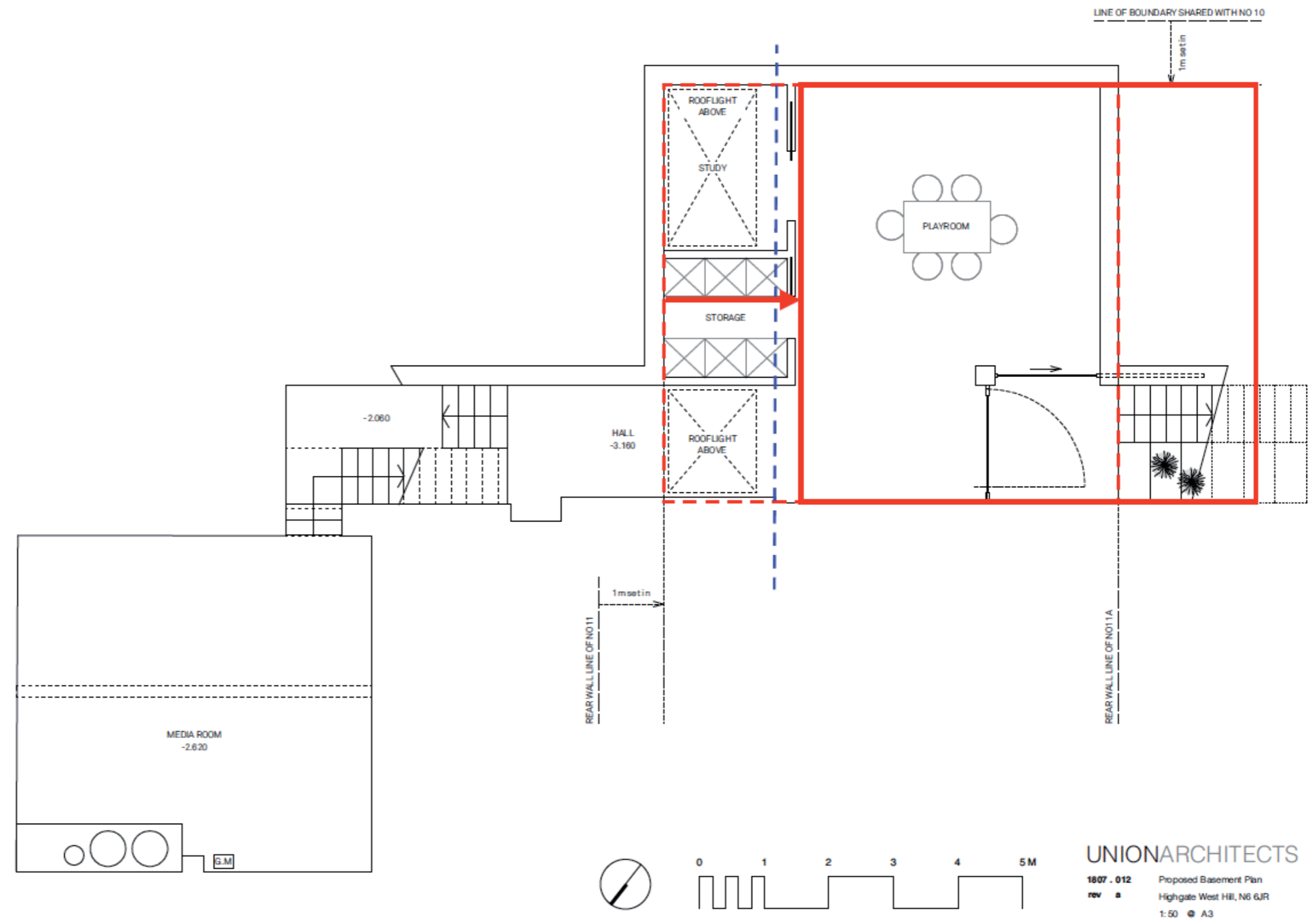
To: Sild, Thomas <Thomas.Sild@camden.gov.uk>

Subject: Re:

[EXTERNAL EMAIL] Beware – This email originated outside Camden Council and may be malicious Please take extra care with any links, attachments, requests to take action or for you to verify your password etc. Please note there have been reports of emails purporting to be about Covid 19 being used as cover for scams so extra vigilance is required.

Any news thomas?

Email Correspondence with Case Officer  
Thomas Sild - Copy of drawing



Previously approved applications for a rear extension, please refer to 2019/5582/P & 2019/5729/L

Application ref: 2019/5729/L  
Contact: Thomas Sild  
Tel: 020 7974 3686  
Date: 29 February 2020

Mr Myles Payne  
11 Highgate West Hill  
Highgate  
London  
N6 6JR  
London

Dear Sir/Madam

DECISION

Planning (Listed Building and Conservation Areas) Act 1990

Listed Building Consent Granted

Address:  
11 Highgate West Hill  
London  
N6 6JR

Proposal: Erection of single storey rear extension (following demolition of existing conservatory).

Drawing Nos: All prefixed 1807: 101; 001; 002; 003; 004; 005; 006; 007; 008; 009; 010; 042 Rev A; 043 Rev A; 046; 047 Rev A; 049 Rev A; 050 Rev A; 051 Rev A.

The Council has considered your application and decided to grant Listed Building Consent subject to the following conditions:

Conditions And Reasons:

- 1

The works hereby permitted shall be begun not later than the end of three years from the date of this consent.

Reason: In order to comply with the provisions of Section 18 of the Planning (Listed Buildings and Conservation Areas) Act 1990.
- 2

All new work and work of making good shall be carried out to match the existing adjacent work as closely as possible in materials and detailed execution.

Reason: In order to safeguard the special architectural and historic interest of the building in accordance with the requirements of policy D2 of the Camden Local Plan 2017.



**Development Management**  
Regeneration and Planning  
London Borough of Camden  
Town Hall  
Judd Street  
London  
WC1H 9JE  
  
Phone: 020 7974 4444  
[planning@camden.gov.uk](mailto:planning@camden.gov.uk)  
[www.camden.gov.uk/planning](http://www.camden.gov.uk/planning)

Application ref: 2019/5582/P  
Contact: Thomas Sild  
Tel: 020 7974 3686  
Date: 29 February 2020

Mr Myles Payne  
11 Highgate West Hill  
Highgate  
London  
N6 6JR

Dear Sir/Madam

DECISION

Town and Country Planning Act 1990 (as amended)

Full Planning Permission Granted

Address:  
11 Highgate West Hill  
London  
N6 6JR

Proposal: Erection of single storey rear extension (following demolition of existing conservatory).

Drawing Nos: All prefixed 1807: 101; 001; 002; 003; 004; 005; 006; 007; 008; 009; 010; 042 Rev A; 043 Rev A; 046; 047 Rev A; 049 Rev A; 050 Rev A; 051 Rev A

The Council has considered your application and decided to grant permission subject to the following conditions:

Conditions and Reasons:

- 1

The development hereby permitted must be begun not later than the end of three years from the date of this permission.

Reason: In order to comply with the provisions of Section 91 of the Town and Country Planning Act 1990 (as amended).
- 2

The development hereby permitted shall be carried out in accordance with the following approved plans: All prefixed 1807: 101; 001; 002; 003; 004; 005; 006; 007; 008; 009; 010; 042 Rev A; 043 Rev A; 046; 047 Rev A; 049 Rev A; 050 Rev A; 051 Rev A

Reason: For the avoidance of doubt and in the interest of proper planning.
- 3


Before the relevant part of the work is begun, detailed drawings, or samples of materials as appropriate, in respect of the following, shall be submitted to and



**Development Management**  
Regeneration and Planning  
London Borough of Camden  
Town Hall  
Judd Street  
London  
WC1H 9JE  
  
Phone: 020 7974 4444  
[planning@camden.gov.uk](mailto:planning@camden.gov.uk)  
[www.camden.gov.uk/planning](http://www.camden.gov.uk/planning)

Pre-application - 11 Highgate West Hill, please refer to 2019/1091/PRE

1



**Planning Solutions Team**  
**Planning and Regeneration**  
Culture & Environment Directorate  
London Borough of Camden  
2<sup>nd</sup> Floor  
5 Pancras Square  
London  
N1C 4AG

[www.camden.gov.uk/planning](http://www.camden.gov.uk/planning)

**Date:** 21/05/2019  
**Our ref:** 2019/1091/PRE  
**Contact:** Thomas Sild  
**Direct line:** 020 7974 3686  
**Email:** [Thomas.Sild@camden.gov.uk](mailto:Thomas.Sild@camden.gov.uk)

[info@union-architects.com](mailto:info@union-architects.com)

Dear Jim Colman,

**Re: 11 Highgate West Hill, N6 6JR**

Thank you for submitting a pre-planning application enquiry for the above property.

**1. Drawings and documents**

Various existing and proposed floor plans and sections. Revision B will be discussed in this letter.

**2. Proposal**

The proposal is for a single storey basement extension to the rear underneath the existing ground floor conservatory extension and beyond. Following initial feedback, a revised design was submitted showing the extent of proposed excavation being reduced.

**3. Site description**

11 Highgate West Hill forms part of one half of a semi-detached pair of Grade II listed early-mid 19<sup>th</sup> Century villas, located on the western side of Highgate West Hill. It is in use as a single family dwelling house (Class C3). The property benefits from a long rear garden that extends to West Hill Court.

The property is located in the Highgate Village Conservation Area.

