Urban Design Forum
AGENDA
DATE 15/09/2025

Please fill in DM officer name, ref, address of case

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Officer/Case	Site Constraints – FZ, CA, LB, TPO's, Related Application?	Actions agreed	UD Officer
CDEW 25/80227/COND Tilbrook Mill Kennels High Street Tilbrook Discharge of Condition 5 (Architectural Details) of 24/00591/FUL C5 Architectural Details		**C5 Architectural Details** *Notwithstanding the details shown on the plans hereby approved,, no development above slab level, apart from demolition, shall take place until architectural details for the external surfaces of buildings have been submitted to and approved in writing by the Local Planning Authority. The details shall include:* *a) the reveal depth and means of opening of windows and doors,* *b) the location and colour of flues, vents, extracts and meter boxes.* *The development shall be carried out in accordance with the approved details.* *Reason: To ensure the external appearance of the development does not detract from the character and appearance of the area in accordance with Policies LP11 and LP12 of the Huntingdonshire Local Plan to 2036.* **Submission:** • TK-2025-DOC-1.01 Vent Extract, Meterbox & Air Source Heat Pump Setting Out Details • TK-2025-DOC-1.02 Window Reveal Jamb & Handle Detail • Condition 5 Photo Submissions. Comments: a) The propsoed 65mm reveal depth of windows is accepatble. Windows will be fitted with handles at the lowest possible hight, door handles will be fitted 1050mm above FFL in accordance with Building Regulations Part M. Based on the approved elevation drawings, it is unclear if windows would be side hung or top opening. As per the wording of C5 part a, details of the means of window opening should be confirmed by labelling the direction of opening (using < or >) of each window on the elevations for the Type A, B and C units. Windows should have symmetrical opening configurations to maintain the symmetry of windows. b) The arrangement of roof vent tiles and extractor fan covers (to match the roof tile and facing brick) are accepatble. The location of ASHPs on the rear elevations are accepatble. Submitted dwg TK-2025-DOC-1.01 indicates standard white coloured recessed electric meter boxes on the front elevations of each unit – these should be located on side elevations if possible to reduce their prominence or painted to match the facing brickwork in accordance with the HDC Design Guide SPD page 160 – *'Meter boxes should be designed into a scheme from the outset to avoid cluttering the elevations. They should be on end rather*	**MP**

		than front elevations where possible and be in a colour that blends in with the surrounding wall. The introduction of smart meters may mean that external boxes are unnecessary'. Recommendations. Seek minor amendments / further information in response to comments in red text above.	
CDEW 25/01436/FUL 3 Sheepwalk Cottages Oundle Road Elton Amendments: Proposed 2no. replacement dwellings and 1no. detached double garage Amendments		Urban Design note that revised drawings have been received 29/08/2025, however these appear identical to those originally submitted. Previous Urban Design recommendations still stand: *Subject to the following matters being addressed, the revised proposals are considered acceptable in urban design terms:* - *Update drawing 6807/01K to include the first-floor side ensuite 2 window on the elevations.* - *Condition obscured glazed first-floor side bathroom and ensuite windows and fitted with opening restrictors.* - *Confirm secure cycle storage provision for the western unit.* - *Condition the final details (design, dimensions, and materials) of the cycle store for Plot 1.* - *Condition that entrance doors are fully glazed to reinforce the traditional barn-style appearance.* It is recommended that full details of all materials (Main dwelling: stone walling, slate grey roof. Rear extension: smooth grey cladding, natural timber cladding and grey standing seam roof) be confirmed by way of condition.	**MP**
JW 25/01088/FUL 150 High Street Huntingdon PE29 3YH Change of use of existing commercial premises (Use Class E) to residential (Use Class C3) incorporating conversion into 4No. Self contained apartments. Erection of 2No. Semi detached dwellings to rear Amendments		Comments in blue text are in response to amended drawings received 22/08/2025: The application relates to Nos. 148–150 High Street, Huntingdon and seeks the change of use of the existing vacant commercial premises to 4 self-contained apartments, together with the erection of a pair of 1.5-storey semi-detached dwellings to the rear (referred to as *Old Bridge Mews*). The High Street frontage comprises three continuous buildings facing south, ranging in height from 2 to 3 storeys. Both Nos.149 and 150 High Street are Grade II listed. To the rear lies a surface car park accessed via the undercroft passage beneath No. 148. The northern boundary of the site contains three trees and some shrubbery within the application site. To the east are the rear elevations of three terraced dwellings within Pump Court, while to the west are a small private garden associated with the neighbouring 'Niche Comics' store and, further north, the rear garden of the Samuel Pepys public house. Also, to the west lies a small single-storey outbuilding accessed via the application site. Comments on the proposed conversion works are deferred to Conservation colleagues in the first instance, particularly in relation to the listed buildings. Urban Design comments and observations are as follows: **Trees** • The proposals include the removal of the G1 group of Category C1 Sycamore trees located at the rear of the car park to facilitate the development of the Old Bridge Mews units. These trees are protected by virtue	**MP**

of their location within the Conservation Area and currently provide visual and spatial separation from the adjacent development at St Clements Court to the north.

- Further comments on the impact of tree removal and potential effects on retained tree T2 (Category B1 Birch) should be sought from the Tree Officer. The retention of the birch tree and reinforcement of boundary planting should be considered to mitigate the loss of existing green infrastructure and soften views of the Old Bridge Mews from St Clement's Court.

Defer comments on trees to the Tree Officer.

Space Standards

- The overall footprint of the proposed 4 flats within the conversion and the two 2 storey mews houses to the rear appear to accord with the NDSS standards. Notwithstanding floor plans should be annotated showing the designed occupancy to ensure full compliance with the NDSS requirements for 1B1P, 2B3P and 3B4P flats and 2B3P 2 storey houses. Designed occupancy now included on the submitted drawings.
- Two of the proposed units are considered to create cramped living spaces:
    - Flat 1 Bedroom 2 has a floor space of approximately 7sqm and is approximately 2.20m wide, whereas the NDSS requires a minimum floor space of 7.5sqm and minimum width of 2.15m to form a single bedroom and 11.5sqm and minimum width of 2.55m to form a double bedroom (noting that a double bed is illustrated on the floor plans). As such this room is too small for form either a single or double bedroom. In addition to this Flat 1 Bedroom 2 appears to be solely lit by a glazed door panel facing the alleyway between the development and Pump Court and is unlikely to receive adequate daylighting. Amendments are recommended to the arrangement of accommodation and it is suggested Flat 1 is reduced to a generous 1 bed unit to accord with the NDSS requirements. The second bedroom and living accommodation has been swapped to create a larger open plan kitchen / living / dining room. The rear entrance door now leads off the kitchen. This change is supported and increases the size of bedroom 2 and improves natural daylight.
    - While there are no specific minimum space requirements for living spaces, the bedroom 1 within flat 2 (1 bed unit) appears disproportionately large compared to the cramped kitchen / living / dining room – it is suggested these rooms are swapped to provide this unit a larger living space. No change.

Flat 4

The proposal includes a large 3-bedroom flat (Flat 4) within the converted building, with a total internal floor area of approximately 81sqm. While this meets Nationally Described Space Standards (NDSS) for a 3B4P unit, the inclusion of a unit of this size raises several concerns:

Given the number of bedrooms and overall floor area, Flat 4 is likely to appeal to small families. However, there is no provision for either private or shared outdoor amenity space. This omission significantly limits opportunities for external play, relaxation, drying clothes, or other day-to-day activities that are particularly important for family households.

The absence of any usable amenity space is likely to compromise the long-term suitability and liveability of this

unit, especially for households with children. In line with Local Plan Policy LP12 part L (requires development to ensures that public and private amenity spaces are clearly defined and are designed to be inclusive, usable, safe and enjoyable) and the guidance set out in the Huntingdonshire Design Guide SPD, developments are encouraged to provide high-quality and functional outdoor space, either privately or communally, that responds to the needs of future occupiers. Consideration should therefore be given to reconfiguring the accommodation to potentially reduce the number of bedrooms, exploring the potential to provide two double ensuite bedrooms for house shares. No change.

Old Bridge Mews

- The proposed mews block is sited at the northern end of the existing car park and consists of a pair of 1.5-storey 2-bedroom semi-detached units with a ridge height of 6.794m and eaves height of 4.425m. The proposed scale establishes a subservient relationship with the High Street frontage buildings and respects the scale of adjacent Pump Court properties.

- The block is of traditional appearance, with proposed materials including Flemish bond 'Cambridge buff' brickwork, natural slate roof tiles, heritage-profile black plastic rainwater goods, PPC aluminium windows (RAL 3011 red-brown), conservation rooflights, and zinc-clad dormer roofs in charcoal. Chamfered brick plinths, chimney features, and corbelled gable eaves details reinforce a traditional architectural character. The proposed material palette is broadly acceptable, subject to the submission of further details. A condition should be imposed to secure samples and a sample panel (to confirm manufacturer / product name and mortar mix) on site prior to commencement.

- An architectural detailing condition should also be imposed to secure:
  - The RAL colour specification of all external vents and extracts;
  - Location and treatment of all meter boxes (to be brick-coloured and discretely located on side elevations);
  - Window and door reveal depths (minimum 75mm recommended as per the HDC Design Guide recommendations).

- Old Bridge Mews is located approximately 15m from the rear elevation of St Clements Court, and fails to accord with the HDC Deisgn Guide SPD recommendations for 21m back to back distance. There is concern the kitchen windows on the northern elevations will overlook the neighbouring communal garden and windows on the rear elevation of St Clements Court. Further clarification is needed regarding proposed boundary treatments to ensure appropriate levels of privacy and amenity between the two sites. Obscure glazing should be considered to mitigate any direct overlooking from ground floor kitchens. Obscure glazing now proposed for these kitchen windows to mitigate overlooking into the rear garden of St Clements Court – Support, details of the privacy level (Pilkington level) of these windows should be confirmed by way of condition.

Car parking

The proposals include 6 car parking spaces, representing 1 space per unit. The spaces measure 2.4m x 4.8m whereas larger 2.5m x 5m spaces are encouraged to accommodate modern vehicles and space for car door

opening. There is concern the arrangement of space 1, close to the front elevation of the mews block and immediately in front of the left hand unit entrance is likely to dominate this unit and limits opportunities for defensible landscaping. Given the highly sustainable location of the site a small reduction in parking could be considered. The reduction in the number of parking spaces to five is accepatble and improves the frontage of the left hand mews unit. Parking is now limited to east side of the courtyard.

Refuse Storage
The conversion retains the existing brick refuse store in the car park, which will accommodate a single 1100-litre bin for general waste. Recycling facilities for the flats are proposed in a lean-to structure at ground level and comprise two 240-litre wheelie bins.

Bin storage for the Old Bridge Mews dwellings is located in front of each unit and includes two 140-litre wheelie bins per dwelling (refuse and recycling).

While bin sizing and provision should be confirmed by HDC Operations colleagues, there are concerns over:

- The practicality of stacked recycling bins for the flats, which may require residents to move one bin to access the other. These remain as stacked recycling bins.
- The visual prominence of the Mews bins, which could detract from the character of the dwellings and could compromise adjacent parking provision. Mews bin storage is now provided within dedicated double wooden bin storage units, each housing two 140L bins for general refuse and recycling, screening and enclosing the wheelie bins.

As submitted, the refuse arrangements do not appear well-integrated and are contrary to Local Plan Policy LP12 Part M, which requires refuse, recycling, and storage needs to be integrated without dominating the site layout and the HDC Design Guide SPD 2017 (page 98) which requires:

"Storage for waste and recycling can be provided either individually for houses or communally for flats or other high density developments. In all cases storage should be:

- *designed with sufficient capacity to accommodate the applicable containers*
- *discreet when viewed from the public realm*
- *protected from weather and animal interference*
- *designed to enable ease of access to bins on collection day"*

Revised refuse arrangements should be explored to better integrate these functional requirements into the layout.

Cycle Storage

- The scheme proposes a vertical bike hanger shelter accommodating 6 bikes in the courtyard. To meet Local Plan Policy LP17, which requires 1 cycle space per bedroom, a total of 11 spaces are required (7 for the converted flats, 4 for the Mews units). The vertical bike hangers have been replaced with a two tier bike rack and shelter, accommodating 10 bikes and is fully covered. Other opportunities for bike storage include the passageway to either side of the mews houses and the gated alleyway to the rear of flat No. 1.

- Vertical bike hangers are often impractical, particularly for elderly or less able-bodied users due to the lifting required. Covered, secure Sheffield stands or assisted gas-lift hangers are recommended to improve accessibility and usability. The specification of the cycle parking should be confirmed by way of condition.

		The two tier cycle rack is accepatble. **Recommendations** – seek amendments as set out above. Previous comments have largely been addressed. The application is supported in design terms.	
CDEW 25/01295/FUL Exel Distribution Depot Washingley Road Change of use to a mixed-use Class B2 (general industrial), B8 (storage and distribution) and E (g) (offices, research and development and industrial processes) facility, along with external alterations to the buildings, including the installation and replacement of roller shutter doors, dock level doors and windows, extraction flues, plant enclosures, substation and equipment and the siting of external stores, a smoking shelter and bike store		The application follows 25/70021/PREAPP. The internal layout of the building is to be reconfigured to suit the relocation and operation of Marshall Land Systems and includes the removal and installation on partition walls to provide increased office space, storage areas, meeting rooms, changing rooms, toilet facilities and supporting facilities. Changes to the external elevations include the introduction of 2 new sectional doors on the north elevation (and replacement with a marginally larger sectional door) and replacement of the 17No. existing dock level loading doors on the west elevation with PPC coated aluminium windows. The position of the access, roads, paths, yards, car parking and buildings remain as existing, however car parking arrangements will be re-marked, reducing existing HGV and van spaces and increasing car parking spaces to provide 417 spaces, 14 of which will be accessible and 44 will have EV charging provision. The proposals include a replacement covered cycle parking shelter accommodating 24 bikes, accommodating the 22 spaces identified within the TS. Urban Design raise no objections.	**MP**

For PENQS: The above comments represent informal officer views and are therefore without prejudice to the determination of any planning application should one be submitted. Furthermore the views expressed will not bind the decision of Members should a planning application be submitted, nor prejudice the formal decision making process of the council.