

PLANNING DESIGN & ACCESS STATEMENT

JUNE 2025

Job number 2518

Ty Albero, 7 Gold Tops,
Newport, NP20 4PH

Contents

- 01 Description of proposal
- 02 Use
- 03 Amount
- 04 Layout
- 05 Scale
- 06 Appearance
- 07 Context
- 08 Access
- 09 Tree Statement
- 10 Drainage Statement
- 11 Planning Statement
- 12 Heritage Statement
- 13 Applicant Statement
- 14 Salutem Care and Education Green Travel Plan

01

Description of proposal

Change of use from C3(a) Dwellinghouse to five bedroom C2 Residential institution - Conversion of ex Vicarage into five bedroom managed residential accommodation.

The proposed change of use is modest, well-considered, and policy-compliant. It provides much-needed supported accommodation within an existing building, without physical alteration, and with no adverse impacts on amenity or heritage. The development is consistent with the aims of both national and local planning policy and should be supported.

02

Use

The proposed development involves the change of use of a former vicarage (Use Class C3(a) Dwellinghouse) to a five-bedroom managed residential accommodation (Use Class C2 Residential Institution). The use will provide supported living accommodation for individuals requiring a degree of care or supervision in a domestic-style environment. All residents will occupy private bedrooms with en-suites and tea point pods, alongside shared living and support facilities.

The proposed use responds to an identified community need for supported residential accommodation and contributes to the provision of non-market housing within Newport in accordance with LDP Policy H4.

03

Amount

The proposal will accommodate a maximum of five residents, with provision for support staff on-site. The internal layout includes:

- 5 en-suite bedrooms (each with tea point pod)
- Shared kitchen and dining room
- Laundry room
- Shared resident bathroom
- Secure medical store
- Staff office and sleeping accommodation
- Plant room

No external extensions or alterations are proposed, and the overall footprint and volume of the building remain unchanged.

04

Layout

The internal layout has been carefully designed to ensure functionality, privacy, and accessibility for residents and staff. Each resident has access to private and communal spaces, promoting independence within a safe and supported environment.

The ground floor includes communal spaces, office and staff facilities, and some bedrooms. Remaining bedrooms and additional facilities are located on the upper floor. Circulation spaces are clear and well-proportioned to accommodate safe and efficient movement throughout the building.

05

Scale

There are no changes to the scale of the building. The existing two-storey building remains unchanged in height, footprint, and massing. The proposed use makes efficient use of an existing property without introducing additional built form.

The scale of occupation (five residents) is consistent with the residential character of the area and is appropriate in context.

06

Appearance

No external alterations are proposed. The existing appearance, materials, and architectural features of the property will remain intact, preserving the character and aesthetic of the building and its surrounding area. As such, the visual amenity of the area and the setting of the adjacent Grade II listed St Mark's Church will be preserved.

07

Context

The site is located on Gold Tops, a mixed-use area comprising residential dwellings, offices, medical and religious buildings. The property is within the setting of St Mark's Church, a Grade II listed building.

The proposed development will not affect the external form of the vicarage and will not cause harm to the setting or significance of the listed building, in accordance with Planning Policy Wales and TAN 24.

The proposal is sensitive to the building's context, both architecturally and functionally. The low-intensity use is compatible with the area's character and will not result in harm to amenity, traffic, or heritage assets.

08

Access

Access to the site remains as existing via the main entrance from Gold Tops. No changes are proposed to external access arrangements. The internal layout has been adapted to improve accessibility where possible and meets relevant standards for supported residential accommodation.

The location benefits from sustainable transport links, including nearby bus routes and Newport railway station, encouraging staff and visitor travel by public transport. Vehicle parking and servicing are to remain in accordance with the existing arrangements. The level of use will not result in unacceptable traffic or parking impacts.

09

Tree statement

1. Introduction

This Arboricultural Statement has been prepared in support of the proposed change of use of the former vicarage at 7 Gold Tops, Newport. The proposal involves the conversion of the existing building into a five-bedroom C2 residential institution. No external building works, groundworks, or extensions are proposed.

This statement outlines the potential impact of the development on existing trees on site.

2. Tree Overview

There are a number of established trees located within the site boundary, contributing to the site's mature and attractive setting:

- A group of mature trees along the southern boundary, the largest of which are located in the south-western corner of the site. These trees provide screening and contribute positively to the site's character and local amenity.
- An additional grouping of trees is located in the north-western corner of the site, forming part of the site's boundary planting and soft landscaping features.

All trees appear to be in a healthy condition and offer both ecological and visual value.

3. Impact of Proposals

The proposed development is entirely contained within the existing building footprint. There are:

- No external alterations, extensions, or excavation works
- No changes to ground levels or surfacing
- No need for tree removal, pruning, or root disturbance

As such, all existing trees will remain intact and unaffected by the proposed change of use. The protection of existing trees will be ensured during any minor internal refurbishment works by maintaining appropriate working practices and ensuring that access and storage areas are kept clear of root protection zones.

4. Tree Protection

Although no direct impact is anticipated, best practice tree protection measures (in line with BS 5837:2012 – Trees in relation to design, demolition and construction) will be adopted if any external maintenance activities occur in proximity to trees. This includes:

- Avoidance of storage of materials or parking within root protection areas
- Careful routing of any temporary service runs or maintenance access
- Supervision of any minor maintenance works near tree canopies or roots, if required

5. Conclusion

The proposed development will have no adverse impact on any trees located on or adjacent to the site. All trees will be retained and protected, and their contribution to local amenity and the character of the area will be fully preserved.

No arboricultural objections are raised in relation to this proposal.

10

Drainage statement

1. Surface Water Drainage

The proposed development involves a change of use only, with no physical extensions or alterations to the building's footprint. As such, the extent of impermeable and permeable surfaces across the site remains unchanged. There will be no increase in surface water runoff or change in the site's existing drainage characteristics.

Given the lack of any new built form, the proposal will have no impact on existing surface water drainage arrangements, and no new drainage infrastructure is required.

2. Foul Water Drainage

The property is currently connected to the mains foul drainage system, and this arrangement will continue under the proposed C2 use. Although the internal configuration of the building will be adapted to provide five en-suite bedrooms, the overall occupancy level and resultant foul water discharge will remain comparable to typical residential usage for a large dwelling.

There will be no significant increase in foul water output, and the development will not exceed the existing foul drainage capacity of the site or local network.

3. Conclusion

The proposed change of use does not affect surface or foul drainage infrastructure. No additional impermeable surfaces are introduced, and the site's drainage profile remains unaltered. The existing connections to the public sewer will continue to be used, with no adverse impact on local drainage systems.

11

Planning Statement

1. Introduction

This planning statement supports a full planning application for the proposed change of use of the property at 7 Gold Tops, Newport, from Use Class C3(a) (Dwellinghouse) to Use Class C2 (Residential Institution). The proposal comprises the conversion of the former vicarage into a five-bedroom managed residential accommodation. No external alterations are proposed. The property is located within the setting of the Grade II listed St Mark's Church.

2. Site Description and Context

The application site comprises a substantial detached property at 7 Gold Tops, formerly used as a vicarage. The building is set within a predominantly residential and institutional character area, with nearby uses including offices, medical centres, and ecclesiastical buildings. The site lies within the setting of the Grade II listed St Mark's Church.

3. Proposed Development

The proposal seeks to change the use of the property from a single residential dwelling (Use Class C3(a)) to a C2 residential institution, accommodating five residents. The building will provide:

- Five en-suite bedrooms with individual tea point pods
- Shared kitchen and dining area
- Laundry room
- Secure medical storage
- Shared resident bathroom
- Office and staff sleeping accommodation
- Plant room

The proposed use is to be fully managed and staffed. No external alterations are proposed to the building fabric, preserving the external character and visual amenity of the area.

4. Relevant Planning Policy

The development is assessed against the following policy framework:

National Policy - Future Wales: The National Plan 2040

- Planning Policy Wales (PPW) Edition 11 – Emphasises the importance of providing a range of housing types to meet community needs, including supported accommodation.
- Technical Advice Note (TAN) 12: Design
- TAN 24: The Historic Environment

Local Policy – Adopted Newport Local Development Plan 2011–2026

Key policies relevant to this application include:

- SP1 – Sustainability
The development is sustainable and makes efficient use of an existing building within the urban boundary, close to public transport and amenities.
- SP9 – Conservation of the Natural, Historic and Built Environment
No external alterations are proposed, and the proposal preserves the setting of the adjacent listed building.
- GP2 – General Amenity
The proposed use is compatible with surrounding land uses. The intensity of occupation is modest and will not result in unacceptable harm to residential amenity.
- GP6 – Quality of Design
The internal configuration meets functional requirements for C2 use while retaining the external character of the building. No changes to the building’s form or materials are proposed.
- H4 – Non-Market Housing
The proposal supports specialist accommodation needs and aligns with the policy objective to provide a range of housing types.
- CE7 – Conservation Areas and Listed Buildings
Although the site is not within a conservation area, it is within the setting of a listed building (St Mark’s Church). Given that there are no external works, there is no detrimental impact on the significance or setting of the listed asset.

5. Heritage Considerations

The proximity to St Mark’s Church has been carefully considered. The proposed change of use does not involve any physical intervention to the exterior of the building. As such, the setting and significance of the listed church remain preserved in line with Section 66 of the Planning (Listed Buildings and Conservation Areas) Act 1990 and TAN 24.

6. Conclusion

This proposal represents a sustainable and policy-compliant change of use. It provides managed residential accommodation that meets a specific housing need without impacting residential amenity or the historic environment. The proposal:

- Aligns with national and local planning policy
- Supports the effective reuse of an existing building

- Protects the setting of the adjacent listed building
- Introduces no external alterations or design harm
- Accordingly, planning permission should be granted.

12

Heritage Statement

1. Introduction

This Heritage Impact Statement supports the proposed change of use and associated repair and maintenance works at 7 Gold Tops, a former vicarage located within the setting of St Mark's Church, a Grade II listed building. The proposal involves the change of use to a five-bedroom C2 residential institution, with no external alterations to the building's footprint or appearance. The only physical works relate to essential repairs and like-for-like renovations that will preserve the character and integrity of the building and its contribution to the setting of the nearby listed church.

2. Identification of Heritage Asset

The heritage asset affected is:

St Mark's Church, Gold Tops – Grade II Listed

While the vicarage itself is not listed, it lies within the curtilage and visual setting of St Mark's Church and is historically and functionally associated with it. As such, any development within its setting must be assessed in terms of its impact on the special architectural and historic interest of the listed church.

3. Significance of the Asset

St Mark's Church is a late 19th-century ecclesiastical building of notable architectural quality, exhibiting Gothic Revival style with characteristic stonework, stained glass, and spire. Its significance derives from its:

- Architectural design and craftsmanship
- Historic association with the local community and religious life
- Group value with associated buildings on Gold Tops, including the vicarage
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The former vicarage at 7 Gold Tops contributes to this setting through its scale, materials (stone and slate), and stylistic alignment with the ecclesiastical architecture of the church.

4. Description of Proposed Works

The proposal includes the following elements:

- Change of Use from single dwelling (C3(a)) to managed residential accommodation (C2) with no external alterations.
- Internal reconfiguration to create five en-suite bedrooms with communal and staff facilities (kitchen, laundry, office, medical store).
- Timber window renovation, retaining original frames where possible; decayed sections to be repaired or replaced on a like-for-like basis.
- Roof repairs, specifically renewal of the lead valley gutter, with traditional materials in keeping with the original roof design.
- Basement waterproofing using breathable, traditional lime-based products to protect against damp while preserving the building fabric.
- General external repairs, including repointing and minor stonework maintenance, all to be carried out using traditional materials and techniques.

5. Assessment of Impact

The proposed change of use and associated repair works will result in no harm to the listed building or its setting. Key considerations:

- Visual impact: No extensions or external alterations are proposed. Repairs are restorative, not transformative, and retain the building's original character and appearance.
- Material impact: The works involve sympathetic repairs using appropriate traditional materials such as timber, lead, lime render, and natural slate, ensuring full material compatibility and historic authenticity.
- Setting: The aesthetic relationship between the vicarage and St Mark's Church will be preserved and enhanced through sensitive maintenance and conservation-led repair.
- The proposal complies with the objectives of TAN 24, which supports the conservation of the historic environment through sustainable use and high-quality restoration.

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6. Justification

The use of the building as managed accommodation ensures its continued active use, which is a key principle in conserving historic buildings. The repair works are necessary to arrest deterioration, ensure longevity, and enhance the contribution of the vicarage to the setting of the listed church.

As the vicarage is closely associated with the church historically, maintaining its original materials and appearance through like-for-like repairs and sensitive internal reconfiguration reinforces the site's historical coherence.

7. Conclusion

The proposed development will preserve and enhance the significance of the heritage asset. The change of use ensures the sustainable reuse of the building, and the repair works will:

- Safeguard its structural and material integrity
- Maintain its visual and historical relationship with the adjacent church
- Conserve the wider character of Gold Tops

The application is compliant with:

- Planning (Listed Buildings and Conservation Areas) Act 1990 (s.66)
- PPW Edition 11
- TAN 24: The Historic Environment
- Newport LDP Policy CE7 – Conservation of the Built Environment

Accordingly, the proposal should be supported on heritage grounds.

13

Applicant Statement

Salutem Care and Education provides over 125 services across England and Wales, including residential care, supported living, and education for individuals with learning disabilities and complex needs. They offer support for both children and adults, including those with autism, mental health issues, and other diverse needs.

We have been asked by Aneurin Bevan local HNS commissioning board to increase our provision of services in the area.

The new home will consist of 5 self-contained rooms, designed to support people with complex learning disabilities and Autism. It is a 24 hour managed care home that will be regulated by CIW.

As with our other similar services, we aim to support individuals to lead active lives in which their individuality, independence, dignity and respect are maintained. We fully embrace person centred planning, ensuring the person we support is at the centre of our high-quality care and support.

We will support our individuals to engage in activities bespoke to them, organised based on their individual wants and needs. These include trips out into the community , promoting the use of public transport, engagement in community events.

Our aim is for the home to offer 2 ground floor rooms and 3 first floor rooms. Each room has a lounge, kitchen/dining area, bedroom and bathroom, enhancing the lives of the people we support.

We are in regular talks with the Aneurin Bevan commissioning team, our aim is to provide individuals with a home for as long as it is necessary whilst working with various professional support teams to be able to increase their independence and where possible they may move to support living accommodation in the future. We recognise that for some individuals, this may be their forever home and we will work with the commissioners and their families to support them as appropriate.

14

Salutem Care and Education Green Travel Plan

Introduction

As part of our commitment to sustainability and responsible business practices, we have developed this Green Travel Plan for 7 Gold Tops in Newport. The plan sets out a number of practical steps to encourage environmentally friendly travel choices for staff and visitors. Our focus is on reducing car dependency, improving local air quality, and supporting healthier, more sustainable commuting habits.

1. Central and Accessible Location

The office at 7 Gold Tops is ideally situated in the heart of Newport. It benefits from excellent transport links, including close proximity to Newport train station and multiple local bus routes. This makes it an ideal base for staff to travel by foot, bike, or public transport.

2. Facilities to Support Walking and Cycling

To make active travel more accessible and attractive, we are putting the following in place: Secure bike storage will be available on site. Shower and changing facilities will be provided to support those cycling or walking to work. Staff will have access to local walking and cycling route maps, with signage displayed around the premises.

3. Incentives and Travel Schemes

We operate a Cycle to Work scheme, allowing employees to purchase bikes and equipment via a salary sacrifice. We're also exploring the introduction of season ticket loans or subsidies for staff who regularly use public transport.

4. Promoting Car Sharing

Where car travel is necessary, we encourage staff to car share wherever practical. We will support this by:

- Helping colleagues connect for shared journeys through internal communications.
- Promoting car sharing during induction and staff briefings.

5. Electric Vehicle (EV) Support

We actively encourage the use of low-emission vehicles. On-site EV charging points will be installed to support this shift. We will also provide information about nearby public EV charging facilities.

6. Public Transport Engagement

Public transport options will be promoted via noticeboards and digital staff updates. Staff will be kept informed about discounted ticket schemes and any relevant local travel offers. We aim to work in partnership with local transport providers where possible, to support improvements to local services.

7. Local Recruitment Focus

As a newly launched service, we will aim to recruit locally wherever possible. This approach is intended to:

- Minimise car journeys and commuting distances
- Increase opportunities for staff to walk, cycle or use public transport
- Build strong links with the local community

8. Ongoing Monitoring and Engagement

This travel plan will be reviewed regularly, with updates made in response to staff feedback and changes in transport options. Staff will be encouraged to contribute ideas and suggestions to improve travel sustainability. Initiatives will be communicated clearly through team meetings, email updates and staff handbooks.

Conclusion

Through these measures, 7 Gold Tops is aiming to reduce its environmental impact, promote a healthier lifestyle for staff, and support wider efforts to make Newport a more sustainable city. By encouraging greener ways to travel, we can make a positive difference to our team, our community, and the planet.

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