

2 June 2025

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Development Services
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Dear Mr Gallagher,

Application No:	ENQ/2025/00455
Proposal	Change of use of shop and ground floor annexe to 1no. dwelling
Site Address	Monkton Galleries, High Street, Hindon, Salisbury, SP3 6DR

Thank you for your application registered on 30th April 2025. In response to your enquiry, I hope that you will find the following information helpful.

Please note that this advice represents officers' informal opinion based upon the information you have provided. It is given without prejudice to any decision the Council may make on any subsequent formal planning application. In particular, a planning application will be the subject of publicity and consultation in accordance with the Council's procedures which may bring to light additional issues, and as you will be aware, advice offered is based on the planning policies that apply at the time of writing.

Summary of Officer View:

- The proposal is considered to have some merit, but in order to receive potentially favourable consideration, outstanding issues need to be addressed. This response identifies the issues that need to be addressed.
- The proposed change of use to create 1no. dwelling is within Hindon, identified as a Large Village under CP1 of the WCS, where there is a presumption in favour of sustainable development within CP2 of the WCS. This is subject to compliance with relevant local and national planning policies, within the settlement boundary.
- Further details and plans should be provided relating to the internal arrangement proposed to the ground floor to facilitate the change of use, and include any alterations to the fenestrations, particularly to the front elevation, including detailed drawings.
- A heritage statement should be provided, including the details of the impact on the listed building, conservation area, and surrounded listed buildings. Given the sites prominence within the high street as a shopfront, and in response to the Conservation Officers comments, this should also include demonstration that efforts to find a non-residential use have been fully explored.
- Consideration should be given to the front elevation fenestrations, as the existing building and details of its listing describe the shopfront, therefore preservation of this would be encouraged. The Conservation Officer may be resistant to any significant alterations to this elevation.
- A comprehensive set of drawings, plans, design and access statement and other related information should be submitted as part of a full and LBC planning application.

Constraints:

The application site is a mid-terrace, 3-storey building of commercial and residential uses in the settlement of Hindon. The proposed works would change the ground floor use of Monkton Galleries from a shop and ground floor annexe to 1no. dwelling. The application site is Grade II Listed, under entry 'The Old Bakery and shop to right (List Entry 1184000)'. The site is set within a significant heritage setting, in the Hindon Conservation Area, a Grade II listed building, and attached to Grade II listed Shop and House on South Corner of Road to Mere (List Entry 1146039). The site is also set within the Cranbourne Chase and West Wiltshire Downs AONB. The proposal seeks to convert the existing ground floor shop and annexe, into a single dwelling. The first and second floors of the building are occupied for residential use, as a single dwelling. Under CP1 and 2 of WCS, this would be considered acceptable, as the site lies within the settlement boundary, where the High Street is occupied predominantly for

residential uses. The site is set within an area of significant landscape and heritage interest and preservation, and as such special regard must be paid to the protection of these assets. The site is accessed directly from the high street, however there is no further details given regarding parking provision or rear access. This would be need to be considered, and details included, in the submission of a formal planning application. The impact on residential amenity for the dwelling that occupies the first and second floors would also be a key consideration, alongside the impact on privacy and amenity.

Relevant Planning History:

S/2001/1444 Application Approved for Conversion of roof space at first floor level to residential, insertion of roof light to south east 2nd floor roof slope to light passageway, insertion of roof lights to south west roof slope to light 3rd floor bedroom, removal of remains of chimney stack to north west roof

S/2004/1683 & S/2004/1684 Application Approved for Conversion of existing outbuildings to form annexe

Relevant Planning Policies:

Wiltshire Core Strategy:

CP1 (Settlement Strategy)
CP2 (Delivery Strategy)
CP3 (Infrastructure Requirements)
CP27 (Spatial Strategy: Tisbury Community Area)
CP45 (Meeting Wiltshire's Housing Needs)
CP51 (Landscape)
CP57 (Ensuring High Quality Design & Space Shaping)
CP58 (Ensuring the Conservation of the Historic Environment)
CP60 (Sustainable Transport)
CP61 (Transport and Development)
CP 62 (Development Impacts on the Transport Network)
CP 64 (Demand Management)

National Planning Policy Framework (NPPF):

2. Achieving sustainable development
4. Decision-making
5. Delivering a sufficient supply of homes
11. Making effective use of land
15. Conserving and enhancing the natural environment
16. Conserving and enhancing the historic environment

Wiltshire Local Transport Plan 2011-2026

Car Parking Strategy

Wiltshire Design Guide 2023

Hindon Neighbourhood Development Plan 2020-2036

Objective 2 Historical Conservation
Objective 4 Housing
Objective 7 Economy

Principle of Development, Character, Design, and Impact on Setting

The application proposes the change of use of the existing ground floor shop and annexe to create 1no. dwelling. No further information has been provided regarding the internal layout, or any alterations to the external front and rear elevations of the building. The application site is located within the settlement of Hindon which is considered a Large Village under Policy CP1, which determines that development will predominantly take the form of small housing and employment sites within the settlement boundary. Small housing sites are defined as less than 10 dwellings. As the proposal is for the creation of a single dwelling, this is considered suitable given the position of the site within the settlement boundary, and the scale of the proposed alterations as are understood from the information provided. Policy CP2 (Delivery Strategy) identifies that the level of growth should be appropriate for the area and therefore the conversion proposed at Monkton Galleries would conform with CP1 and CP2.

The site is situated within a largely residential area in Hindon, within the defined settlement boundary which means development is, in principle, acceptable in the proposed location. The site falls within the AONB and Conservation Area and is Grade II Listed, attached to a Grade II listed building to the north west. The style of dwellings along the High Street are traditional, retaining the character and heritage features described in the listing entries. The conversion of the gallery and any alterations needed have not been described in this submission, therefore comments cannot be made regarding specific changes proposed to the building. Given the heritage prominence of the site, and broader setting, any proposed alterations should protect, conserve and where possible enhance the historic environment, in line with CP58 of the WCS. Designated heritage assets and their setting should be conserved, and where appropriate enhanced, in a manner appropriate to their significance. The NPPF, in chapter 12, states that in determining applications, local planning authorities require an applicant to describe the significance of any heritage assets affected, including any contribution made by their setting. A heritage statement should be submitted as part of a full application, assessing the heritage value of the application site, and also any other listed buildings affected by the proposal. In determining applications, local planning authorities take account of the desirability of sustaining and enhancing the significance of heritage assets and putting them into viable uses consistent with their conservation; the positive contribution that conservation of heritage assets can make to sustainable communities including their economic vitality; and the desirability of new development making a positive contribution to local character and distinctiveness.

Conservation Officer Comments:

'The site is part of a listed building on Hindon High St, where it is entirely surrounded by other listed buildings and is within the conservation area. The LPA is required to pay special regard to preserving the character and setting of listed buildings and preserving or enhancing the character and appearance of CAs by sections 66 and 72 of PLBCA Act 1990. The NPPF provides guidance regarding the assessment of heritage significance and harm thereon. CP57 and CP58 also apply. The property is listed as 'The Old Bakery and shop to the right' and is at the very centre of the village, at the crossroads opposite the Lamb Inn, facing all traffic from Salisbury direction, between other formerly commercial properties retaining elements of historic shopfronts. The village shop near the church is the only other retail outlet on the High St. The shop in the application has been in various showroom/gallery type uses and has enlivened and brightened the streetscene and the CA. The loss of such a facility would be unfortunate and I would hope to see all efforts to find a non-residential use demonstrably explored before concluding that this is the only realistic option.'

Noting the loss of what the Conservation Officer has described as a showroom/gallery that has enlivened and brightened the streetscene and the Conservation Area, and the unfortunate loss of such a facility, the design and access statement, or heritage statement, should include consideration of any alternative uses that would maintain the vibrancy and employment/commercial unit that will be lost as a result of the proposal to convert this to a dwelling.

The character and appearance of the ground floor as existing should be maintained, and enhanced where possible. Details of this would need to be included in the application submission, through a full set of plan drawings. Comments cannot be provided at this stage as no proposed or indicative plans have been submitted.

WCS Core Policy 57, ensuring high quality design and place shaping, states that development needs to be carefully planned and contribute towards well-integrated development, making a positive contribution to the character of Wiltshire's urban and rural environments, with development informed by a thorough understanding of the locality and the development site. The policy also states that new development should integrate into its surroundings whilst seeking to enhance the overall character of the locality. Further details of materials should be included at formal application stage, and any samples should also be provided so that the design can be fully assessed. WCS Policy 57 states that a high standard of design is required in all new developments which must enhance local distinctiveness by relating positively to the existing pattern of development and townscape features in terms of building layouts, built form, height, mass, scale, building line, plot size, elevational design, materials and streetscape.

The scale of the ground floor of the site would allow for the creation of a single dwelling, given there is currently an annexe to the rear of the unit, behind the existing gallery. As the proposed layout and arrangement of this is unknown at this stage, no further comments can be made. It is not clear whether the annexe is to remain, and an additional dwelling be created in the gallery area, or if the ground floor is to form a single dwelling utilising the gallery unit and annexe.

Access Arrangement and Residential Amenity

The proposed change of use to create an additional residential dwelling within Monkton Galleries to the ground floor would require a suitable access arrangement and parking provision to meet Wiltshire Council parking standards. The provision for access and parking would be subject to consultation from the Highways authority due to the additional bedrooms and living accommodation created.

Highways Officer Comments:

'I note the proposed conversion of the existing ground floor, which currently consists of a retail unit and a one bedroom annexe, to a separate dwelling unit. I assume the first and second floors will remain largely unaltered. No details of car parking have been provided for the existing residential unit nor the proposed and I would welcome such information in any future submission. Given the site's location, I assume no dedicated off-street car parking is available and an increase in on-street car parking would raise concern, as Hindon High Street already suffers from substantial on-street parking issues. Notwithstanding this, I am mindful that the existing unit, in particular the retail unit, would have generated an extant amount of car parking demand and it is unlikely in my view that the proposals would significantly increase on-street car parking demand from this extant situation. Therefore, whilst off-street car parking would be welcomed, I feel the proposals are unlikely to create an unacceptable highway safety issue given the extant car parking demand and the proposals would thus be likely to gain the support of the LHA.'

Due to the location of the site, parking provision would likely be on-street on an informal basis, which would raise concern as demand would be increased, but no additional parking allocation would be provided. This would raise concern, as noted in the highways consultee comments, as Hindon has an existing on-street parking issue due to increasing demand. A further dwelling on the High Street would contribute to this. An off-street provision would be most suitable, however this would need to be demonstrated in the submission of a site plan showing access arrangements and parking provision. As highlighted by the highways consultee, the existing use, as a gallery, would create car parking demand, likely much more significant than the proposed ground floor dwelling, so the application would likely gain support of the local highways authority, however this is subject to the submission of relevant documents and further assessment at formal application submission stage. As no proposed floor plans have been submitted, the parking standards relevant to the number of bedrooms cannot be advised, and should, therefore, be sourced from the Wiltshire Local Transport Plan 2011-2026.

It is important to consider the location of the site in terms of sustainable transport, and the relevance of CP60 and CP61 in the WCS. CP61 specifies that new development should be located and designed to reduce the need to travel particularly by private car. CP61 states that 'new development should be located and designed to reduce the need to travel particularly by private car, and to encourage the use of sustainable transport alternatives'. As Hindon is considered a Large Village, proximity to amenities and essential services would be suitably accessible.

From the initial information given, impact on residential amenity would be assessed in relation to adjacent neighbouring dwellings. As Monkton Galleries is of residential use to the first and second floors, the impact on this dwelling would also be assessed. It is highlighted that should a formal application be submitted, any comments received will be taken into account and may raise issues not known about at the time of writing this response. A site visit will also be undertaken by the case officer at formal application stage.

Conclusion

Based on the assessment of the proposed development at this stage, the proposal is considered to conform, in part, to the relevant policy, in principle. Issues relating to conservation impact and parking provision, and the general change of use, as explained above, should be addressed prior to formal submission of a planning application, and a comprehensive set of plans and drawings are produced to support an application. The Officer would be happy to comment on any further changes or additional drawings and information sent through prior to the submission of any planning application.

Yours faithfully,

Head of Development Management

Officer's Name: Sarah Hill

Officer's Title: Senior Planning Officer

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