



**East Sussex County Council
Hookstead Resource Centre,
Goldsmiths Avenue,
Crowborough,
East Sussex.
TN6 1RG**

SUPPORTING INFORMATION & ACCESS STATEMENT

21.05.2016

For

East Sussex County Council
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1.0 Brief Overview of Services Provided by HamsonBarronSmith

1.1 Description

The partial change of use of Hookstead Resource Centre, Goldsmiths Avenue, Crowborough, from Class B1a Offices to Class C2 Residential Institutions.

2.0 Historic & Existing Use

The Hookstead Resource Centre has provided both residential and day care facilities to the elderly since 1992, when planning consent was granted for the Conversion of Home for the Elderly to Resource Centre for the care of the elderly, under planning application ref WD/92/2596

The current use of the building comprises:

Basement Floor– Ancillary plant rooms, service accommodation and 4 vehicle garage

Ground Floor – West and North Wings – Class D1 Non Residential Institutions

East Wing – Class B1 – Offices & part D1 Non- residential Institutions

First Floor – West and East Wings – Class B1 – Offices

Second Floor – West and East Wings-Class B1 Offices

Bungalow – B1 Offices

In 2013 planning permission was granted for the partial change of use from residential C2 use and Non Residential D1 use to Non Residential D1 use and B1 Office use, under planning application ref WD/2013/2038

3.0 Proposed use

This application primarily concerns the future use of the first and second floors, previously used for office accommodation and the re-location of the ESCC Registration Service to the ground floor.

This application is seeking the following proposed change of use:

- First and second floor accommodation from Use class B1-Offices to Use Class C2 Residential Institutions
- Ground floor accommodation west wing from use class D1 Non Residential Institutions to use Class B1 offices
- Ground floor accommodation east wing from use class B1 Offices to use class D1 Non Residential Institutions
- Rear Bungalow from use Class B1 Offices to Use Class C2 Residential Institution
- Basement accommodation will remain as existing

The new C2 Residential accommodation at first and second floor levels will be used to re-locate three separate services in the county, provided in detached residential bungalows. 2 No in Crowborough and 1 No in South Chailey.

This accommodation will be accessed via a refurbished main front entrance and new fire evacuation lift situated off the common central waiting area at ground floor level.

It will further have internal access to the ground floor meet and greet/activity room and dining/activity area, training kitchen, ICT suite and associated accommodation to the ground floor east wing.

The ground floor west wing will provide accommodation for the Crowborough registry office, incorporating a ceremony room and associated interview, waiting and administrative rooms, which currently occupy the first floor east wing of the premises. The registration services will be a self-contained unit, within the premises, with no access to the remaining accommodation.

The Drop in office/support office at ground floor east wing, will allow ESCC staff access to the ESCC network, to allow remote working.

The rear bungalow would be converted into a 2 Bed supported residential unit, subject to future agreement.

4.0 Parking Area's

Access to the car parking areas will remain unchanged, being from Goldsmiths avenue. This access is sufficiently wide as to permit two way passing.

The existing on site car parking provision of 36 No spaces, plus minibus space, will be increased to 46 No spaces, plus minibus space. Comprising 2 No disabled parking bays, 4 No garage spaces, 40 No standard car parking spaces, plus minibus space.

The on-site car parking arrangements provide minibus parking/drop off and turning head facilities within the site confines

5.0 Pedestrian Approach

Pedestrian approach will remain unchanged, being primarily from Goldsmiths Avenue, but also directly from the access onto Beacon Road.

Change of use areas will be subject to Part M of the Building regulations (Access to and use of buildings)

The existing main entrance will be upgraded to incorporate automatic opening doors and DDA compliant lobbies. Again, the entrance to the meet and greet day centre accommodation will be upgraded to incorporate automatic opening doors.

A revised access to the ground floor ESCC corporate and drop in rooms will be provided in compliance with DDA.

6.0 Reception

New signage will be installed to ensure building users are directed to the appropriate entrance point.

A new main reception will be located within the main entrance waiting area and will be DDA compliant.

Lift access to the upper floors will continue to be controlled from the main reception. The lift will also be renewed to DDA and fire evacuation standards.

The registration service will have its own self- contained access, adjacent to the main entrance and egress from the ceremony room.

7.0 Circulation/Internal doors

Doors within the building will have clear openings of a minimum of 860mm.

Internal doors to the circulation routes and certain rooms will have full height vision panels.

All external doors will have level thresholds.

Internal circulation corridors will have a minimum width of 1400mm or greater.

8.0 Toilets

Accessible toilet facilities will be provided at all floor levels

DDA compliant en-suites will be provided to all bedrooms

9.0 General

Maintained emergency light fittings are to be provided in accordance with BS 5266: part 1 : 2005, to ensure safe egress from the building in case of emergency.

External PIR activated lights will be provided to all entrances and exits, to automatically illuminate doors and approaches on demand.

Lighting controls wherever practicable are to be based around presence detectors to remove the need to locate and manipulate switches. Light switches, where fitted and other controls are to be positioned nominally 1000mm above floor level, with new power sockets etc, installed nom 600mm above floor level.

10.0 Source of advice

In the design of the works, reference has been made where appropriate, to Approved Document part M of the Building regulations & BS 8300:2009 +A1 Revision.