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Survey notes: Orchard House loft conversion

Wed 25 Nov 2026, 12:05

Summary

You recorded notes after surveying Orchard House for the Wilsons. The loft conversion is doable, but the stairs will have to rise over the existing staircase, so the landing cupboard is lost — which the clients are fine with. They want a dormer at the back and two roof lights at the front, and the front roof lights need checking with the council because it's a conservation area. Their budget is around £60,000, which you said is tight with the dormer, and you'll come back with a proper figure. Mrs Wilson works from home, so no work before nine.

Key points

- Loft conversion is doable at Orchard House
- Stairs run over the existing staircase, losing the landing cupboard
- Clients accept losing the cupboard
- Dormer at the rear, two roof lights at the front
- Conservation area — front roof lights may need planning permission
- Client budget around £60,000, described as tight with the dormer
- No work before 09:00 as Mrs Wilson works from home

Decisions

- Proceed on the basis that the landing cupboard is lost to the new staircase
- Roof light planning position to be confirmed with the council before committing

Action items

- [ ] Ask Kevin for a structural engineer's visit
  You · next week
- [ ] Check with the council whether the front roof lights need planning permission
  You
- [ ] Get the quote to the Wilsons
  You · Friday the fourth (2026-12-04)
- [ ] Send the Wilsons photos of the Hill Street loft
  You

Promises

> Come back with a proper figure for the job
>
> You

Written up by Xcribe. “You” means the person who recorded this conversation.