

18/01267/PDO.

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Planning Committee

17 October 2018



Application No.	18/01267/PDO
Site Address	West Wing, Council Offices, Knowle Green, Staines-upon-Thames, TW18 1XB
Applicant	Spelthorne Borough Council
Proposal	Prior Approval for the Change of Use from Office (Class B1a) to Residential comprising 25 flats.
Ward	Staines
Called-in	This proposal is being referred to the Planning Committee because the applicant is Spelthorne Borough Council.
Officer	Matthew Clapham

Application Dates	Valid: 31/08/2018	Expiry: 26/10/2018	Target: Under 8 weeks
Executive Summary	<p>The site is located in Staines-upon-Thames and comprises a part three storey and part four storey purpose built office block used as Council Offices. The West Wing was constructed in the 1980s and is an extension to the original building.</p> <p>It is located approximately 350m from Staines train station and has good road, bus and rail links and easy access to Staines Town Centre.</p> <p>Under Class O of the General Permitted Development Order (GPDO) 2015, offices can be converted to residential without the need obtain planning permission.</p> <p>An application for Prior Approval is necessary to determine whether the change from office to residential will have any:</p> <ol style="list-style-type: none">1. Transport or highways impacts:2. Contamination risk:3. Noise implications for the intended occupiers: and4. Flood risk associated with the site. <p>The West Wing of Knowle Green meets the criteria for permitted development under Class O of the GPDO:</p>		

	<ul style="list-style-type: none"> • There are no transport or highways impacts associated with the proposed change of use; • There are considered to be no Contamination risks associated with the proposed development; • There are no flood risks associated with the proposed development; and • The intended occupiers will not be impacted by noise issues from surrounding commercial uses. <p>The change of use from office to residential therefore complies with Class O of the General Permitted Development Order.</p>
Recommended Decision	This prior approval application is recommended for approval, subject to conditions.

MAIN REPORT

1. Development Plan

As this application seeks to determine whether the prior approval of the Local Planning Authority would be required for the proposed change of use from offices to residential use, the policies in the Councils Core Strategy and Policies DPD (2009) are not relevant to consideration of this proposal.

2. Relevant Planning History

PLAN/W/DE4 82/589	Erection of a four storey office extension	Granted 20.10.1982
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3. Description of Current Proposal

- 3.1 The application site is the West Wing of the existing Spelthorne Borough Council Office Building. It is located in Knowle Green, close to the Magistrates and Crown Courts, the Spelthorne Leisure Centre, Staines Prep School and a doctors' surgery. The land is owned by the Council and is designated as Protected Open Urban Space.
- 3.2 The application is seeking a determination as to whether the prior approval of the Local Planning Authority would be required for the proposed change of use from Class B1(a) offices to Class C3 residential use.
- 3.3 The proposal would provide 25 residential flats, comprising 8 no. 1 bed flats, 13 no. 2 bed flats and 4 no. 3 bed flats. A total of 25 parking spaces are proposed, utilising part of the existing parking area at Knowle Green. Bin and

cycle storage areas are shown on the plans. A copy of the proposed floor plans and parking layout are attached as an Appendix.

4. Consultations

The following table shows the consultees and their responses.

Consultee	Comment
Environmental Health (contamination)	No objections.
Environmental Health (Noise)	No objection subject to conditions.
Environment Agency	No objections.
Surrey County Council Highways	No objections.
Group Head of Neighbourhood Services	No objections to refuse facilities provision.

5. Public Consultation

- 5.1 4 letters of notification were sent out to neighbouring properties. Two representation letters have been received, one raising a general question regarding the provision of affordable housing and the other from the Staines Town Society objecting to the internal space standards provided by the conversion.

6. Planning Issues

- 6.1 This application is submitted under Class O of the GPDO 2015 as amended and requires an assessment of the following impacts of the development:
- a) transport and highways impact of the development,
 - b) flooding risks of the site,
 - c) contamination risks of the site; and
 - d) impacts of noise from commercial premises on the intended occupiers of the development

7. Planning Considerations

- 7.1 In April 2016, the government confirmed that permitted development rights allowing the change of use from office to residential were made permanent by an amendment to the General Permitted Development Order (GPDO) 2015.
- 7.2 It is Class O of the GDPO that applies to the change of use of offices to dwelling houses and states that permitted development relates to:

“Development consisting of a change of use of a building and any land within its curtilage from a use falling within Class B1(a) (offices) of the Schedule to the Use Classes Order, to a use falling within Class C3 (dwelling houses) of that Schedule”.

- 7.3 There are a number of categories where development is *not* permitted under Class O including a listed building or a scheduled monument but none apply in this particular case.
- 7.4 The concerns raised regarding the internal floor space compared to the National Technical Standards are not material planning considerations for this prior approval application.
- 7.5 Development under Class O of the GPDO is permitted subject to the condition that before beginning the development, the developer must apply to the local planning authority for a determination as to whether prior approval of the authority will be required as to:
- (a) Transport and highways impacts of the development:
 - (b) Contamination risks on the site;
 - (c) Flooding risks on the site; and
 - (d) Impacts of noise from commercial premises on the intended occupiers of the development.
- 7.6 In relation to transport and highways impact, the GPDO requires prior approval as to whether the development is likely to result in a material increase or change in the character of traffic in the vicinity of the site.
- 7.7 A Transport Statement was submitted with the application which determined that the site is accessible by non-car modes being located within walking and cycling distance of day to day facilities and public transport services.
- 7.8 In respect of public transport, there are southbound and northbound bus stops in close proximity of the site on Kingston Road, approximately 150m from the site. Staines rail station is approximately 350 metres (as the crow flies) north of the site, which provides regular services to Reading, Windsor, Weybridge and London Waterloo.
- 7.9 The relative number of trips generated by the office use and the proposed residential use have been estimated, by the applicant, based on TRICS data. This shows that under the proposed residential use, there would be a reduction of 33 vehicle movements during the weekday morning peak and a reduction of 26 vehicle movements during the evening peak. Over the course of a weekday, there would be a decrease of 133 vehicular movements as a result of the proposed residential use coming forward.
- 7.10 The layout plan shows 25 parking spaces being provided for the units, which is considered appropriate in this accessible location. The Council's Asset team has confirmed that the remaining spaces within the whole site are adequate for the operational requirements of the office use.
- 7.11 The site currently provides some dedicated secure cycle parking for office users and visitors. The Transport report identifies that parking for 25 bicycles in a secure compound would be provided, which is in accordance with the Council's Parking Standards SPG. This is recommended to be secured by a condition.

7.12 The County Highway Authority's assessment regarding the likely net additional traffic generation, access arrangements and parking provision concludes that the application would not have a material impact on the safety and operation of the adjoining public highway.

7.13 The Environment Agency's flood map identifies the site as being located within Flood Zone 2 (1 in 1000 year event). A flood risk assessment was submitted which was considered to be appropriate to the scale and nature of the development and the risk involved.

The Environment Agency has confirmed that they have no objections to the proposal as submitted, provided the proposed development is implemented in accordance with the approved plans and reports and specifically with maintaining the ground floor level at 15.50mAOD.

7.14 In accordance with paragraph 163 of the National Planning Policy Framework, it is the Local Planning Authority's responsibility to ensure that safe access and escape routes are included. In this instance, the site is located within the Zone 2 Flood Risk Area, and the Council is satisfied that safe escape routes could be provided in any flood event.

7.15 An acoustic report has been submitted with the application and has assessed noise impacts on future residents. The report concludes that there would be no adverse impact on future residents.

7.16 The Council may only consider noise impacts from external noise sources and not those arising between each individual flat as this would be covered by Building Regulations. The Council's Environmental Health Department have assessed the proposal and have raised no objections on external noise grounds.

7.17 In summary, there are no impacts of noise from commercial premises on the intended occupiers of the development and therefore the proposed development is deemed as acceptable on noise impact grounds.

7.18 A desk top study of ground contamination has been provided which concludes that there is a low risk of contamination and since the current proposal does not include any ground works it is considered that further ground investigations are not required at this stage. The Council's Environmental Health Pollution Control team has not raised any objection on contamination grounds.

8. Conclusions

8.1 Based on a review of the technical information provided with this application it has been determined that there are no:

- adverse transport or highways impacts associated with this development;
- material flood risks associated with the site;
- contamination risks associated with the proposal; and
- no commercial premises within the vicinity that would impact on the intended occupiers

9. Recommendation

- 9.1 In accordance with Class O of the General Permitted Development Order 2015, as amended, it is recommended that prior approval for the Change of Use of the West Wing of the Council Offices at Knowle Green from office (Class B1a) to 25 Residential Flats (Class C3) comprising 8 no. 1 bed flats, 13 no. 2 bed flats and 4 no. 3 bed flats is **APPROVED**.

CONDITIONS

1. The development hereby approved shall not be occupied until the facilities for the storage waste and recycling have been provided in accordance with a scheme to be submitted to and approved in writing by the Local Planning Authority. The approved facilities shall then be provided, retained and maintained for the life of the development.

Reason: To ensure that the development should not prejudice the character and appearance of the area and accord with the National Planning Policy Framework 2018 and policy EN1 of the Spelthorne Core Strategy and Policies Development Plan Document, February 2009.

2. The development hereby approved shall not be occupied until the facilities for the secure and covered storage of bicycles has been provided in accordance with a scheme to be submitted to and approved in writing by the Local Planning Authority. The approved facilities shall then be provided, retained and maintained for the life of the development.

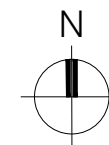
Reason: To ensure that the development should not prejudice highway safety, nor inconvenience other road and accord with the National Planning Policy Framework 2018 and policies CC2 and CC3 of the Spelthorne Core Strategy and Policies Development Plan Document, February 2009.

INFORMATIVES



1. Working in a positive/proactive manner

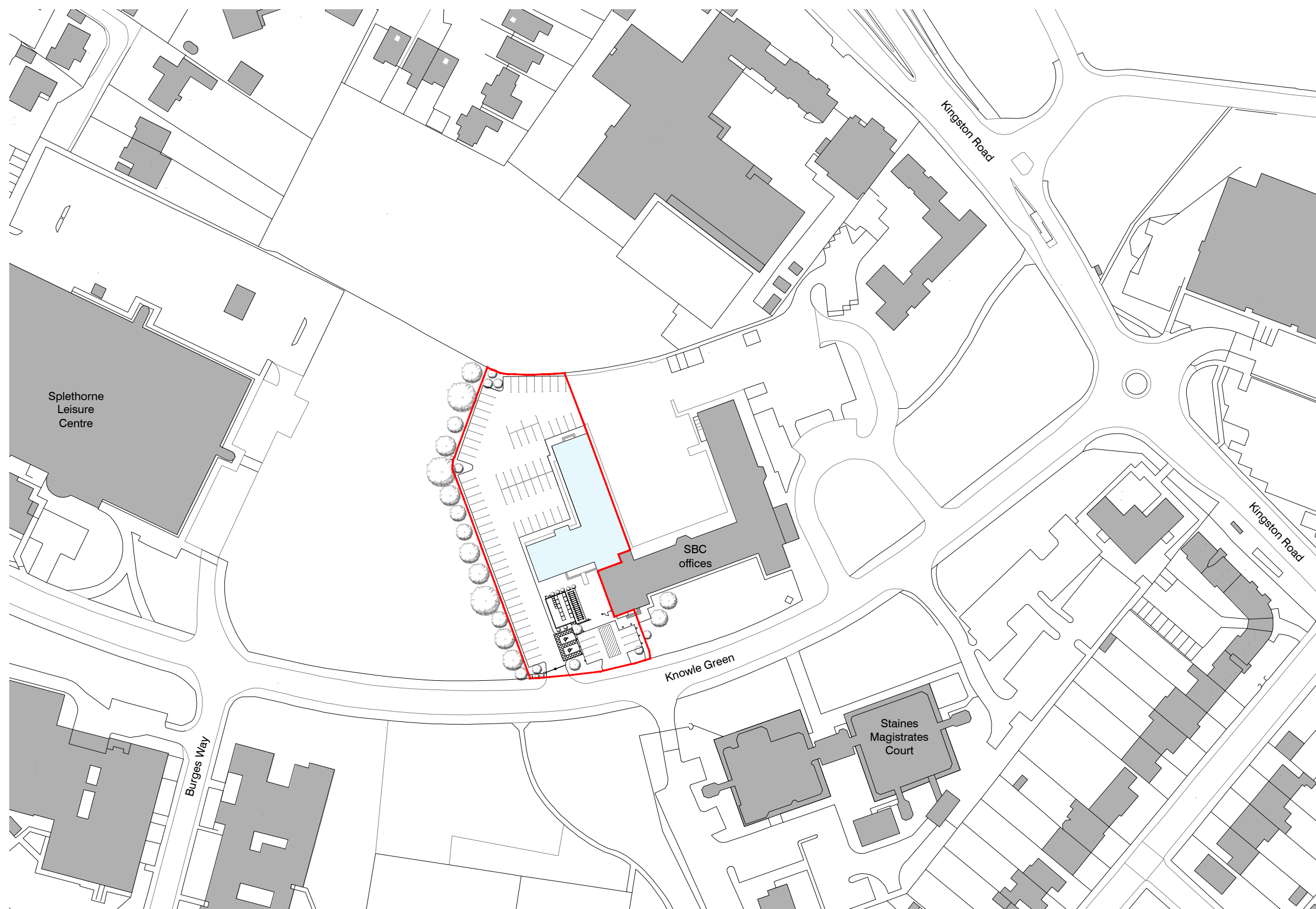
In assessing this application, officers have worked with the applicant in a positive and proactive manner consistent with the requirements of paragraphs 186-187 of the NPPF. This included the following:-

- a) Provided pre-application advice to seek to resolve problems before the application was submitted and to foster the delivery of sustainable development.
- b) Provided feedback through the validation process including information on the website, to correct identified problems to ensure that the application was correct and could be registered;
- c) Have suggested/accepted/negotiated amendments to the scheme to resolve identified problems with the proposal and to seek to foster sustainable development.
- d) Have proactively communicated with the applicant through the process to advise progress, timescales or recommendation.



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Site Boundary 
Portion of Building to be refurbished 



WEST WING - KNOWLE GREEN

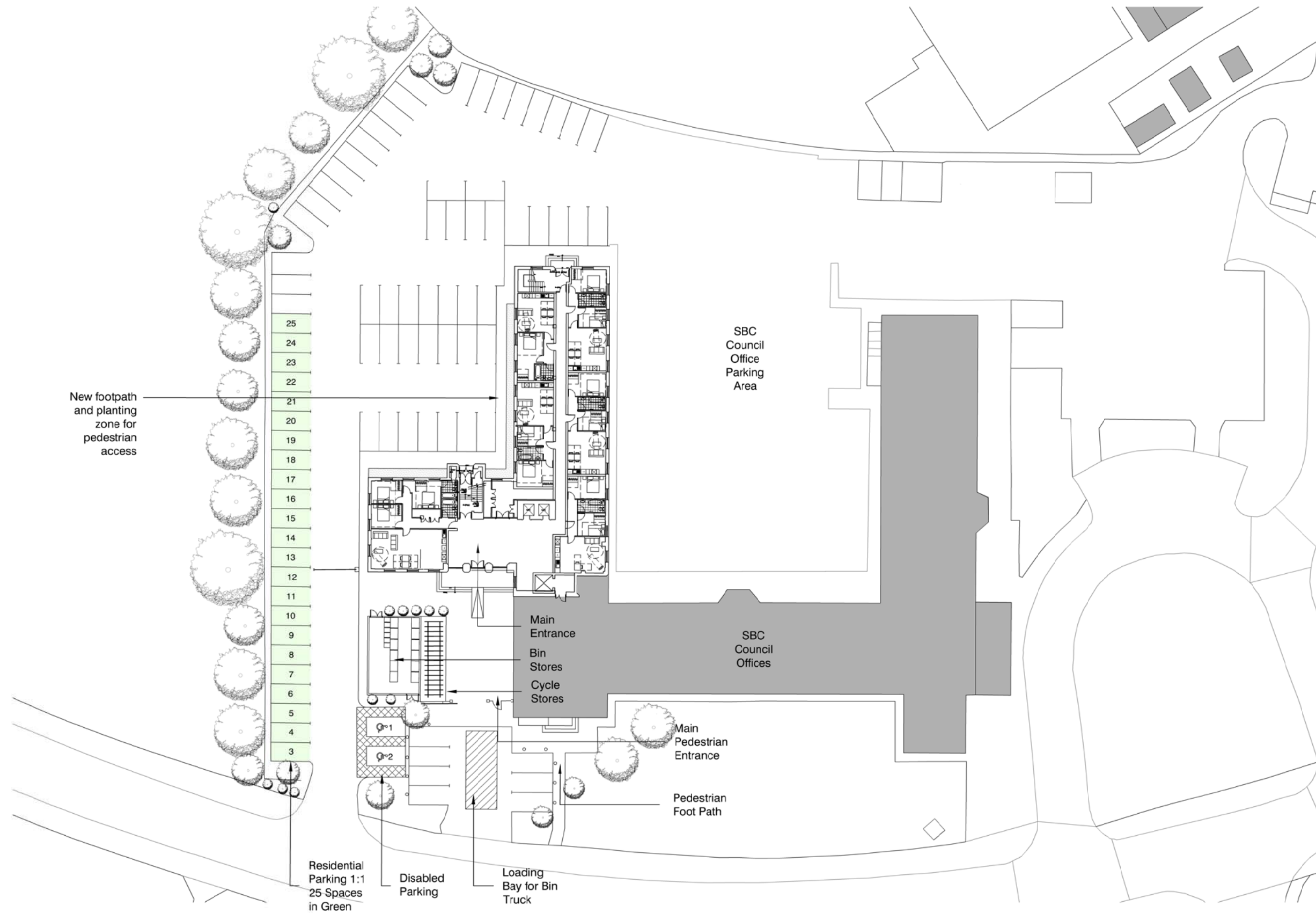
SITE LOCATION PLAN



0 12.5 25 37.5 50 62.5m

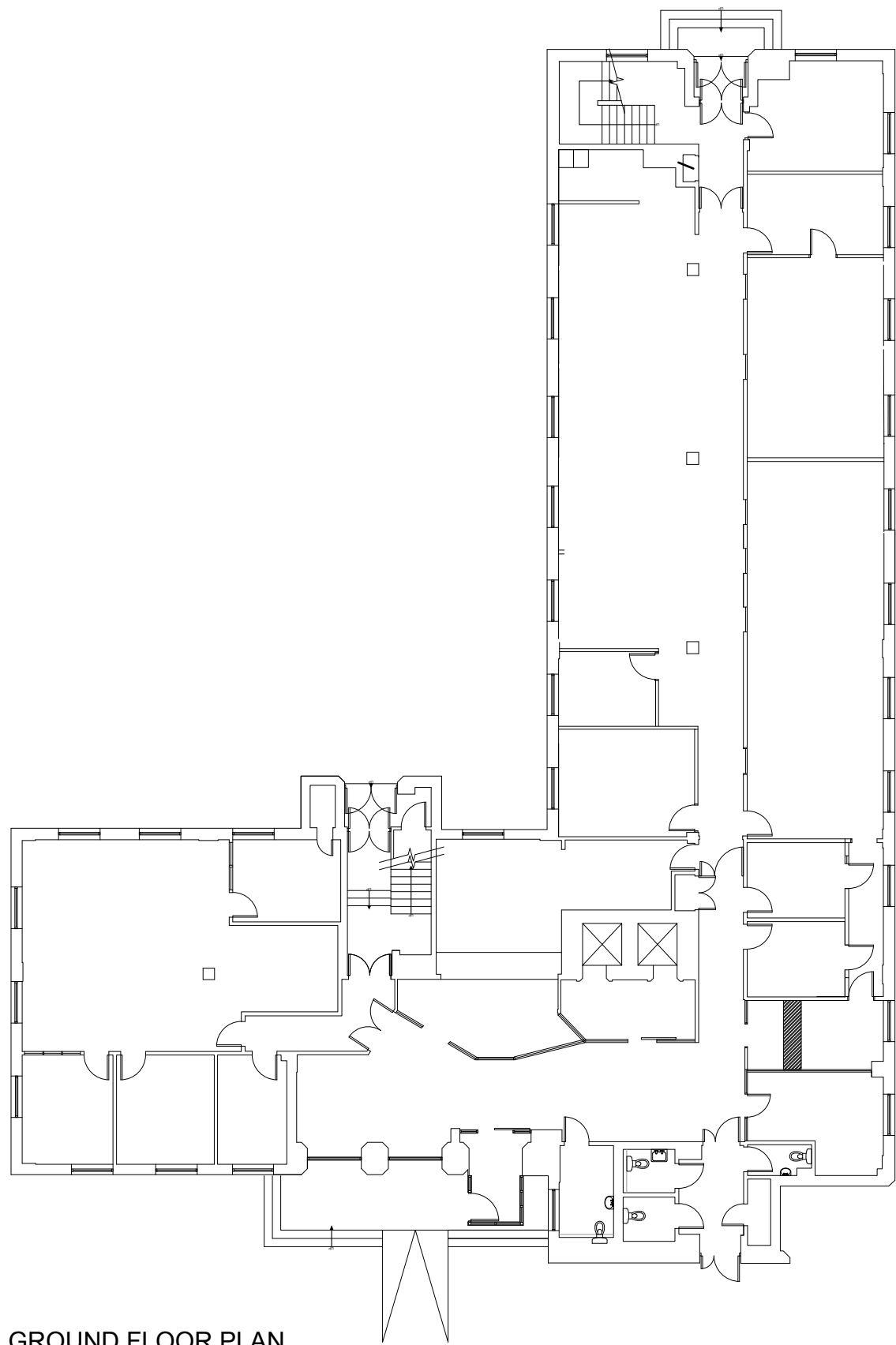
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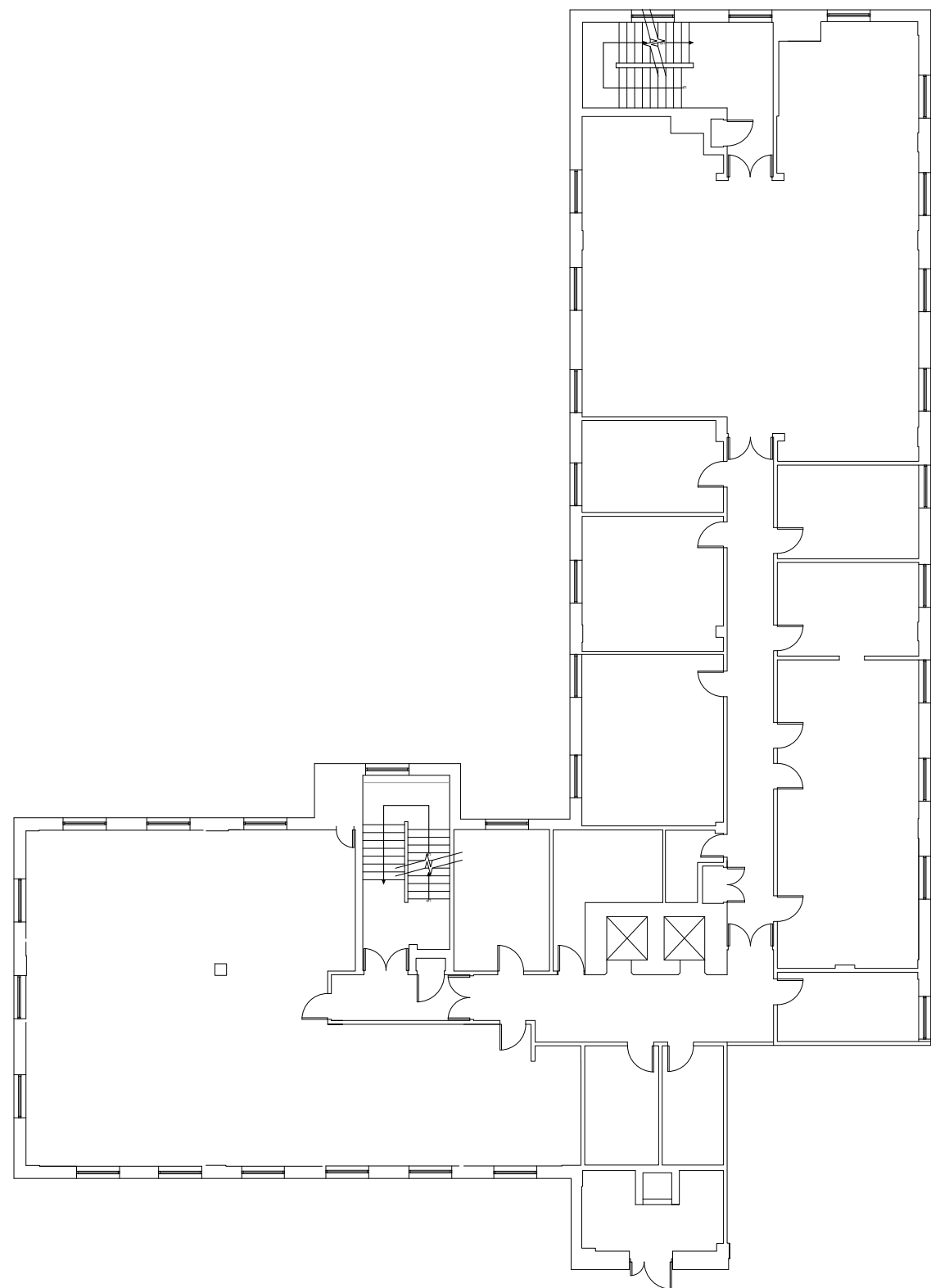


WEST WING - KNOWLE GREEN

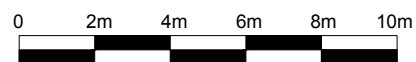
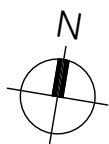
PROPOSED SITE PLAN



GROUND FLOOR PLAN



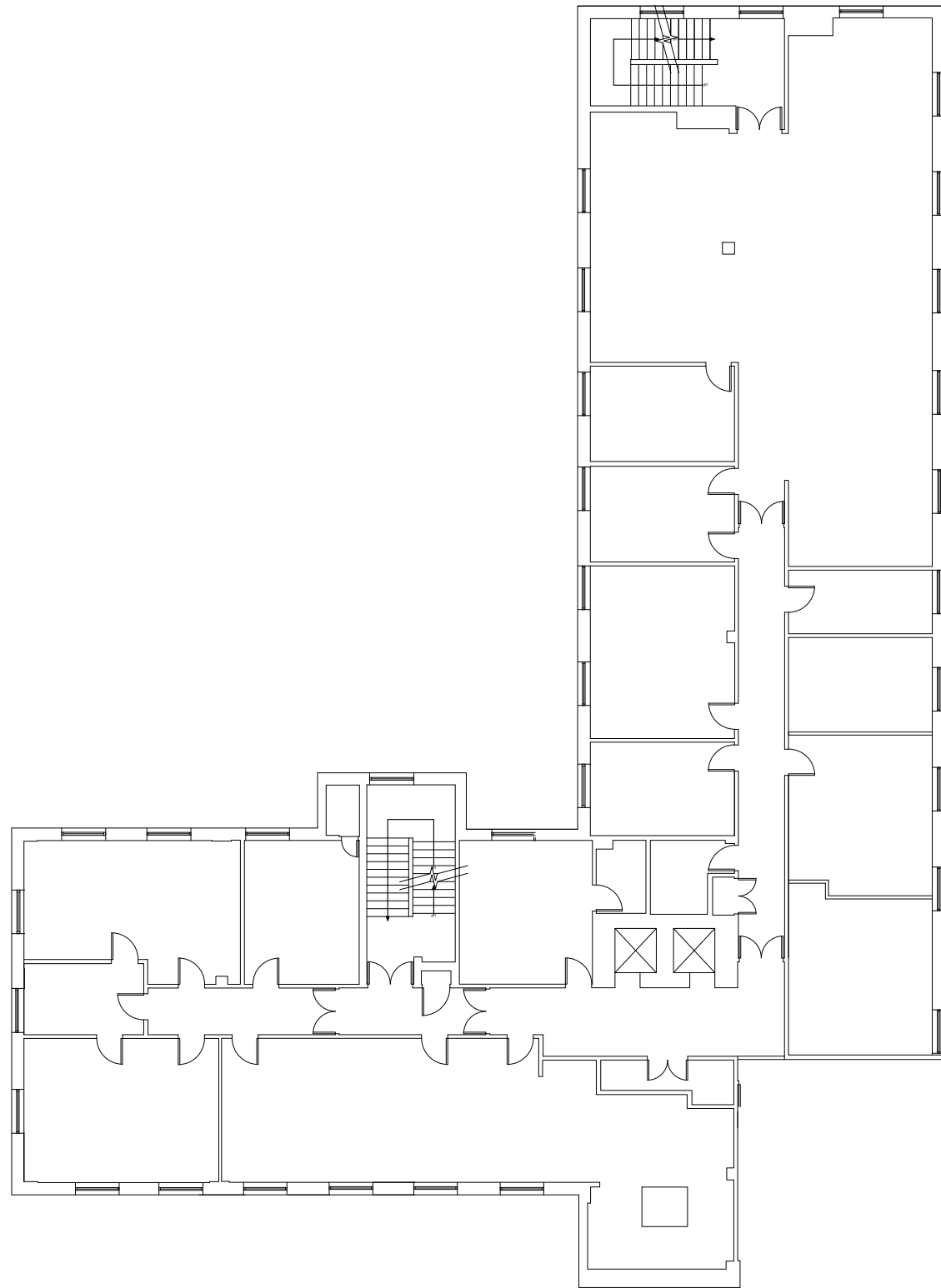
FIRST FLOOR PLAN



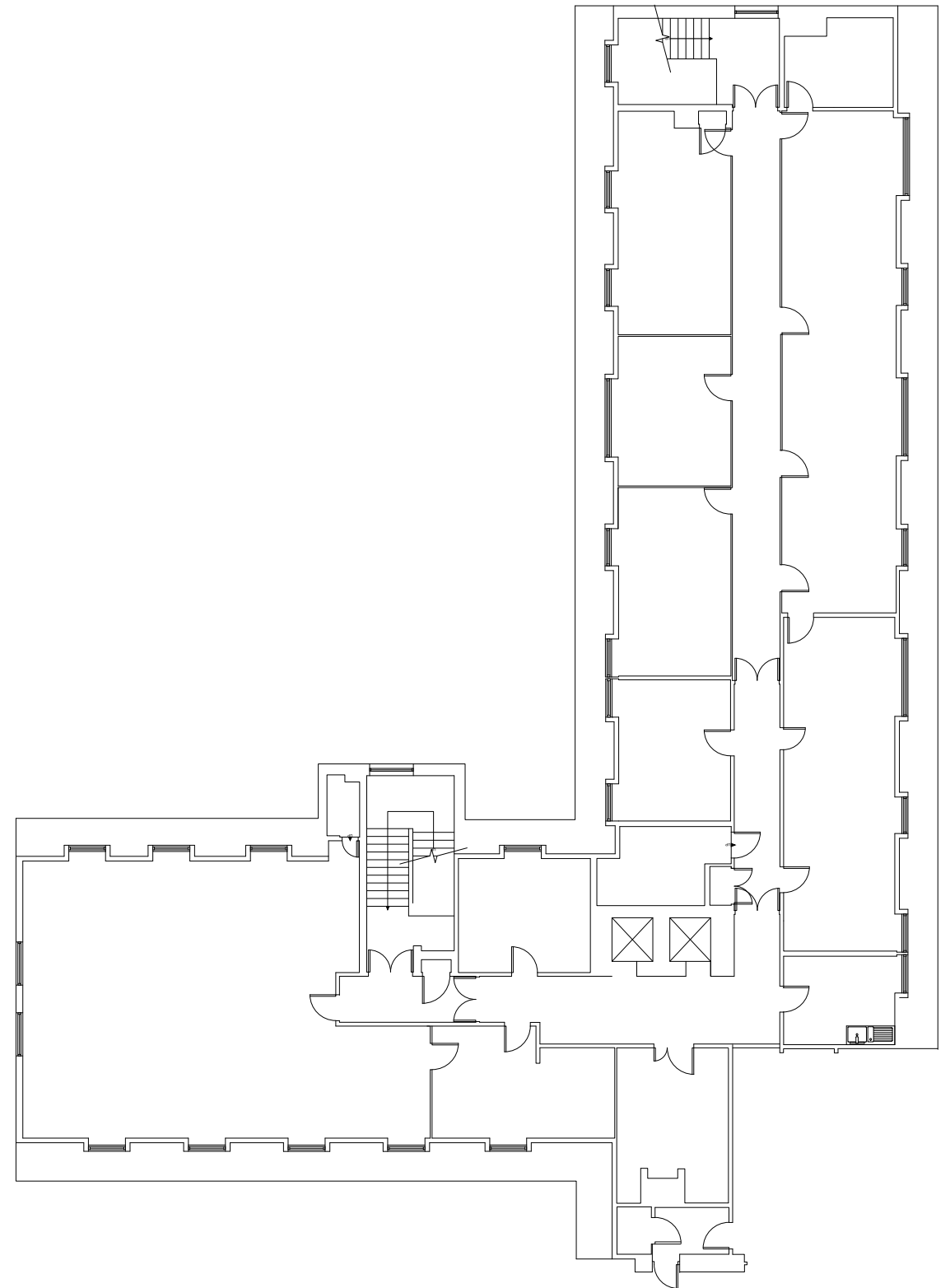
WEST WING , KNOWLE GREEN

EXISTING GROUND AND FIRST FLOOR PLAN

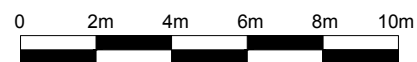
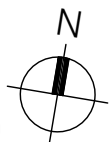
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SECOND FLOOR PLAN



THIRD FLOOR PLAN

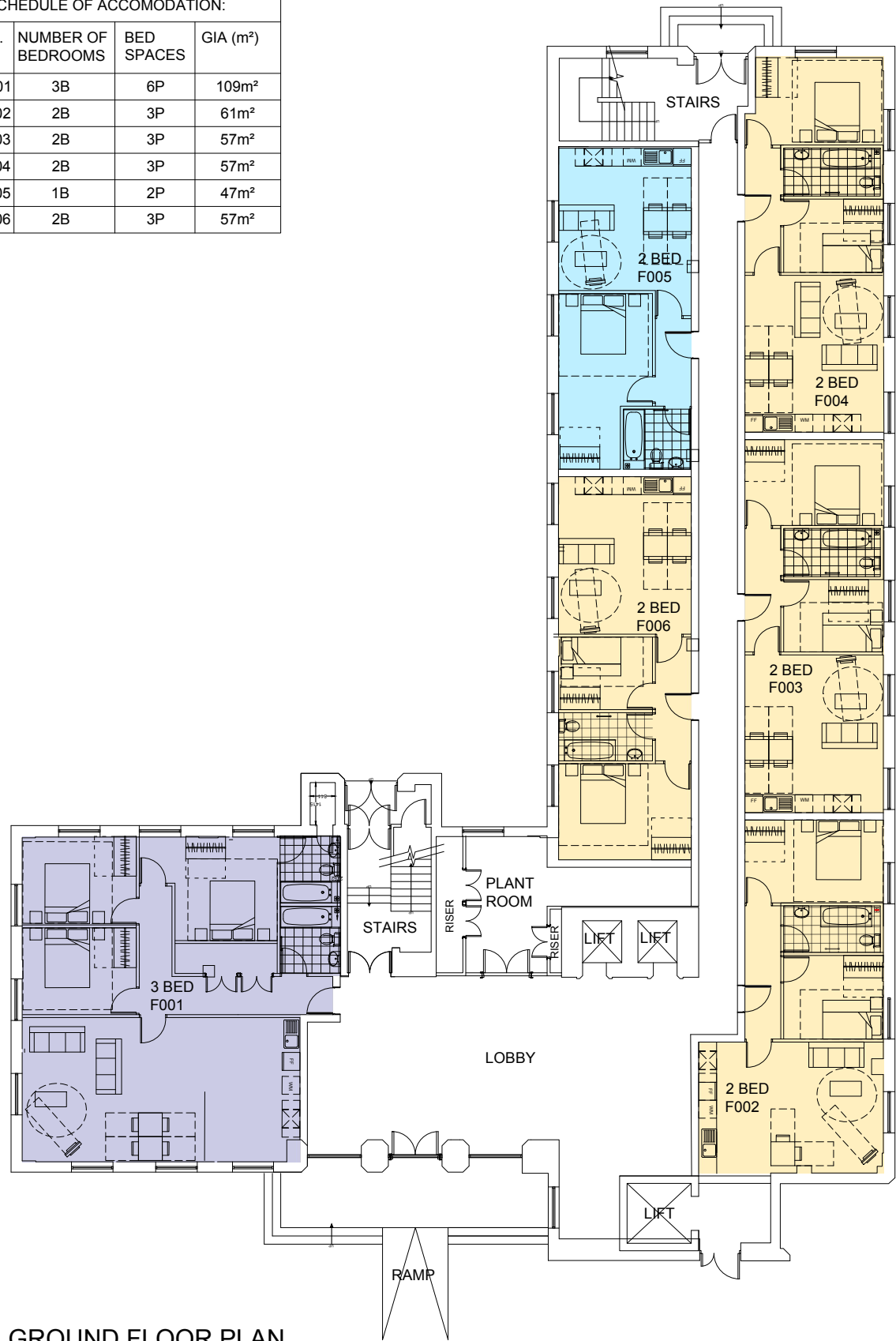


WEST WING , KNOWLE GREEN

EXISTING SECOND AND THIRD FLOOR PLAN

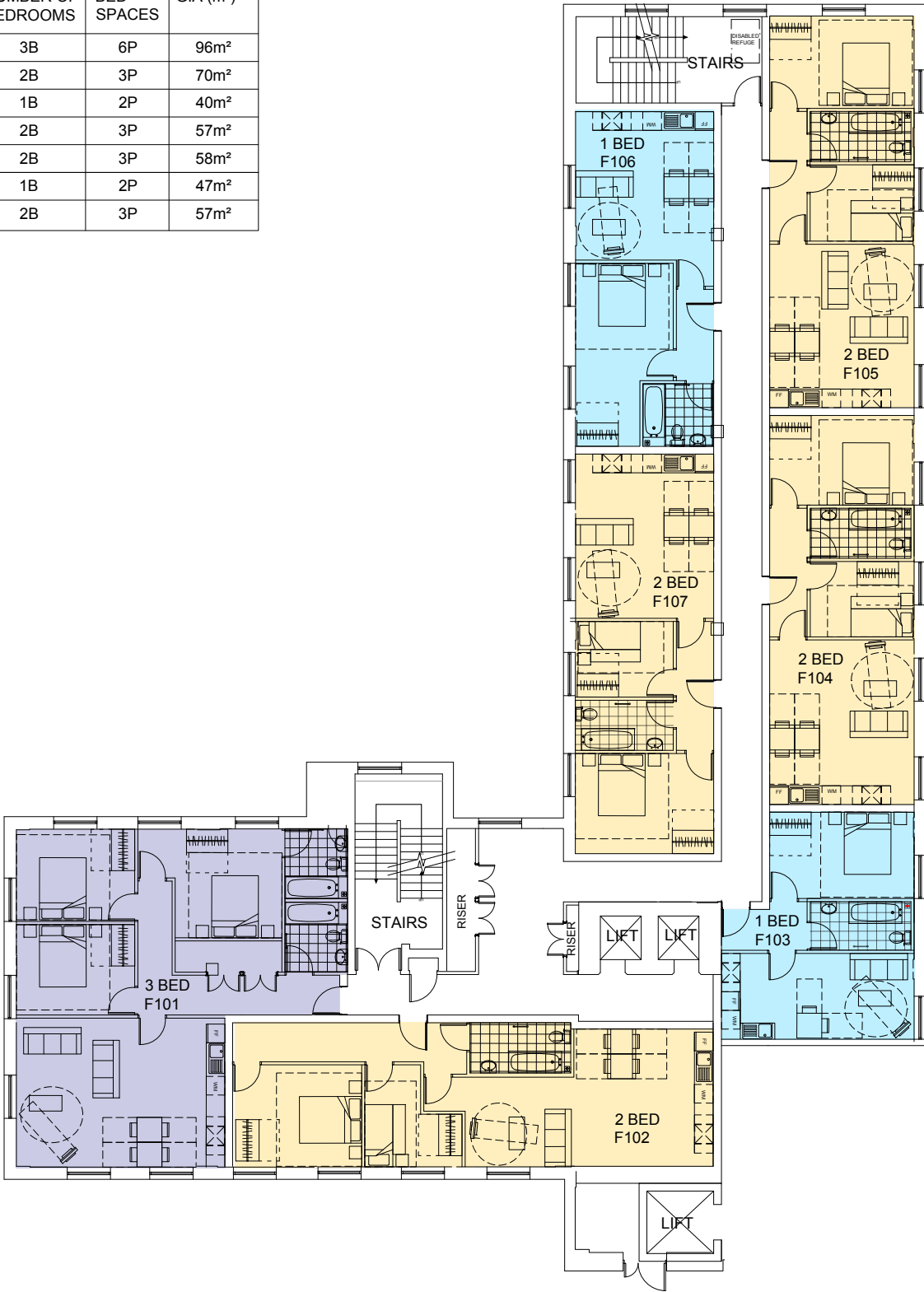
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SCHEDULE OF ACCOMODATION:			
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F001	3B	6P	109m²
F002	2B	3P	61m²
F003	2B	3P	57m²
F004	2B	3P	57m²
F005	1B	2P	47m²
F006	2B	3P	57m²



GROUND FLOOR PLAN

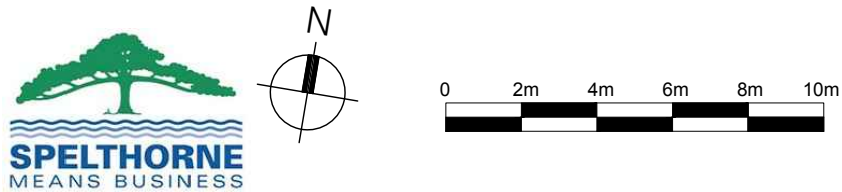
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F102	2B	3P	70m²
F103	1B	2P	40m²
F104	2B	3P	57m²
F105	2B	3P	58m²
F106	1B	2P	47m²
F107	2B	3P	57m²



FIRST FLOOR PLAN

WEST WING , KNOWLE GREEN

PROPOSED GROUND AND FIRST FLOOR PLAN



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F202	2B	3P	70m²
F203	1B	2P	40m²
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F205	2B	3P	58m²
F206	1B	2P	47m²
F207	2B	3P	58m²

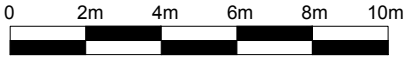
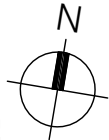


SECOND FLOOR PLAN

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F302	2B	3P	62m²
F303	1B	2P	73m²
F304	2B	3P	55m²
F305	2B	3P	61m²



THIRD FLOOR PLAN

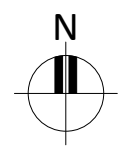
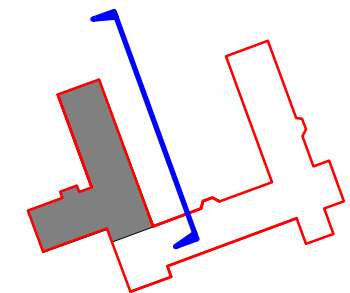


WEST WING ,KNOWLE GREEN

PROPOSED SECOND AND THIRD FLOOR PLAN

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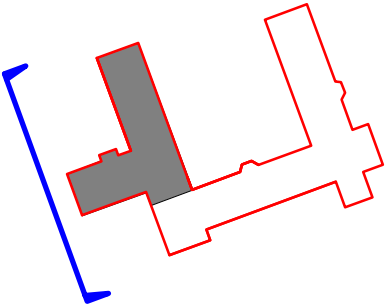
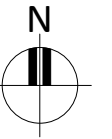
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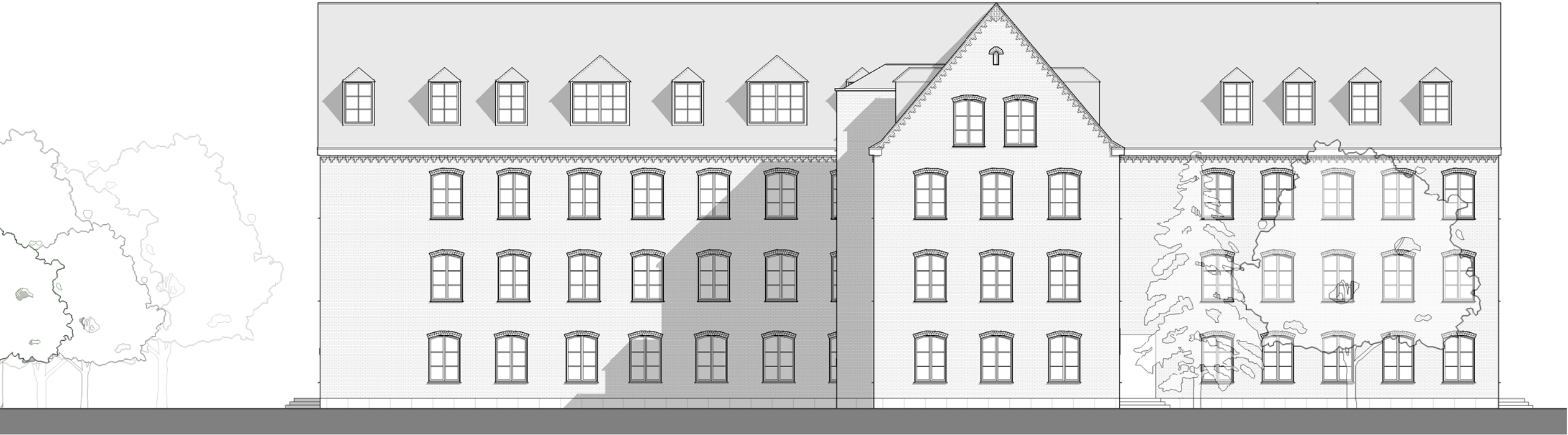
KEY PLAN



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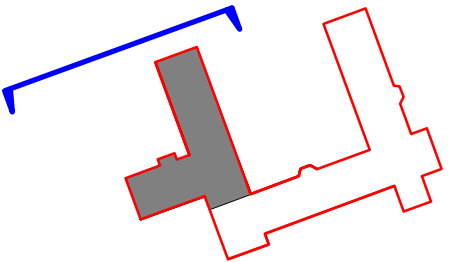
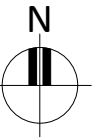


KEY PLAN



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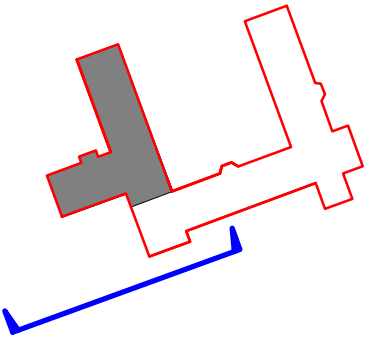
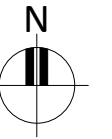


KEY PLAN



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KEY PLAN



1 EXISTING SOUTH ELEVATION
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