



Please reply to:

Contact: Karen Wyeth
Service: Committee Services
Direct Line: 01784 446341
E-mail: k.wyeth@spelthorne.gov.uk
Date: 07 August 2025

Notice of meeting

Planning Committee

Date: Wednesday, 20 August 2025

Time: 7.00 pm

Place: Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames TW18 1XB

To the members of the Planning Committee

Councillors:

M. Gibson (Chair)

D.L. Geraci (Vice-Chair)

C. Bateson

S.N. Beatty

M. Beecher

M. Buck

T. Burrell

R. Chandler

D.C. Clarke

K. Howkins

M.J. Lee

L. E. Nichols

K.E. Rutherford

P.N. Woodward

Substitute Members: Councillors S.M. Doran, S.A. Dunn, A. Gale, K.M. Grant, N. Islam and S.C. Mooney

Councillors are reminded that the Gifts and Hospitality Declaration book will be available outside the meeting room for you to record any gifts or hospitality offered to you since the last Committee meeting.

Spelthorne Borough Council, Council Offices, Knowle Green

Staines-upon-Thames TW18 1XB

www.spelthorne.gov.uk customer.services@spelthorne.gov.uk Telephone 01784 451499

Agenda

Page nos.

1. Apologies and Substitutions

To receive any apologies for non-attendance and notification of substitutions.

2. Minutes

5 - 8

To confirm the minutes of the meeting held on 23 July as a correct record.

3. Disclosures of Interest Under the Member's Code of Conduct

To receive any disclosures of interest from councillors under the Members' Code of Conduct.

4. Declarations of interest under the Council's Planning Code

To receive any declarations of interest from councillors under the Planning Code including contact with applicants/objectors.

Planning Applications and other Development Control matters
To consider and determine the planning applications and other development control matters detailed in the reports listed below.

5. Planning application 25/00617/FUL - 116-118 Pavilion Gardens, Staines-upon-Thames, TW18 1HW

9 - 42

Ward

Riverside and Laleham

Proposal

2 no. attached dwellings and extensions with alterations to existing dwellings, with associated parking and amenity space following the demolition of the existing garages and the creation of a new vehicular crossover.

Recommendation

Approve the application subject to conditions as set out in the recommendation Section of the report (paras. 8.1, 8.2 and 8.3)

6. Planning application 25/0206/FUL - Franklin House, Station Approach, Shepperton, TW17 8AR

43 - 70

Ward

Shepperton Town

Proposal

Two-storey front extension and additional floor

Recommendation

Grant prior approval subject to conditions as set out at Paragraph 8 of the report

7. **Planning application 25/00714/FUL - 60 Avondale Road, Ashford, TW15 3HT** **71 - 96**

Ward

Ashford North and Stanwell South

Proposal

First floor rear extension to facilitate a Change of Use from a 6-person HMO (use Class C4) to a 7-person HMO (use Class Sui Generis)

Recommendation

Approve the application subject to conditions as set out in the recommendation section of the report (paragraphs 8.1, 8.2 and 8.3)

8. **Planning Application 25/00788/FUL - Radford Gate, 3 Station Road, Sunbury-on-Thames, TW16 6SB** **97 - 110**

Ward

Sunbury East

Proposal

Provision of access to roof via painted, galvanised steel external staircases and provision of safety railings to flat roofs as required

Recommendation

Approve the application subject to conditions as set out in the

recommendation section of the report (paras 8.1, 8.2 and 8.3)

- | | | |
|------------|---|------------------|
| 9. | Planning Appeals Report | 111 - 122 |
| | To note details of the Planning appeals submitted and decisions received between 11 July 2025 and 07 August 2025. | |
| 10. | Major Planning Applications | 123 - 126 |
| | To note the details of future major planning applications. | |
| 11. | Glossary of Terms and Abbreviations | 127 - 132 |

**Minutes of the Planning Committee
23 July 2025**

Present:

Councillor D.L. Geraci (Vice-Chair)

Councillors:

C. Bateson	D.C. Clarke	K.E. Rutherford
S.N. Beatty	K. Howkins	P.N. Woodward
M. Beecher	M.J. Lee	
T. Burrell	L. E. Nichols	

Substitutions: Councillors S.A. Dunn

Apologies: Councillors M. Gibson, M. Buck and R. Chandler

38/25 Minutes

The minutes of the meeting held on 25 June 2025 were approved as a correct record.

39/25 Disclosures of Interest Under the Member's Code of Conduct

Councillors Clarke, Howkins, Lee and Woodward declared that they were in the same political party as Councillor Chandler who was related to the applicant.

40/25 Declarations of interest under the Council's Planning Code

There were none.

41/25 Planning application 25/00293/FUL - Terminal House, Station Approach, Shepperton, TW17 8AS (Building A) - DEFERRED

This item was deferred and was therefore not discussed at this meeting.

42/25 Planning application 25/00291/FUL - Terminal House, Station Approach, Shepperton, TW17 8AS (Building B) - DEFERRED

This item was deferred and was therefore not discussed at this meeting.

43/25 Planning application 25/00659/HOU, 38 Wrens Avenue, Ashford, TW15 1AP

The Committee were advised that, in accordance with the Planning Code (paragraph 40) this application needed to be presented to committee as the applicant was related to Councillor Chandler, a Ward Councillor.

Description:

Erection of a single storey outbuilding at the rear of site (following demolition of outbuilding)

Additional Information:

There was none.

Public Speaking:

There were no public speakers

Debate:

During the debate the following key issues were considered:

1. There had been no letters of objection from neighbouring properties
2. The outbuilding could only be used as incidental to the main property

The Committee voted on the proposal as follows:

For: 12

Against: 0

Abstain: 0

Decision:

The application was approved subject to conditions as set out in the recommendation section of the report.

44/25 Planning Application 25/00683/PDH - 38 Wrens Avenue, Ashford,

TW15 1AP

The Committee were advised that, in accordance with the Planning Code (paragraph 40) this application needed to be presented to committee as the applicant was related to Councillor Chandler, a Ward Councillor.

Description:

Prior Approval Notification for a single storey rear extension extending 6 metres beyond the rear wall of the original house, with a maximum height of 3 metres and a height of 2.9 metres to the eaves (following demolition of the existing garage and single storey rear extension).

Public Speaking:

There were no public speakers

Debate:

1. The only source of light into the proposed extension would be from the double doors at the back of the room.

The Committee voted on the proposal as follows:

For: 12

Against: 0

Abstain: 0

Decision:

No prior approval required

45/25 Planning Appeals Report

The Chairman informed the Committee that if any Member had any detailed queries regarding the report on Appeals lodged and decisions received since the last meeting, they should contact the Interim Planning Development Manager.

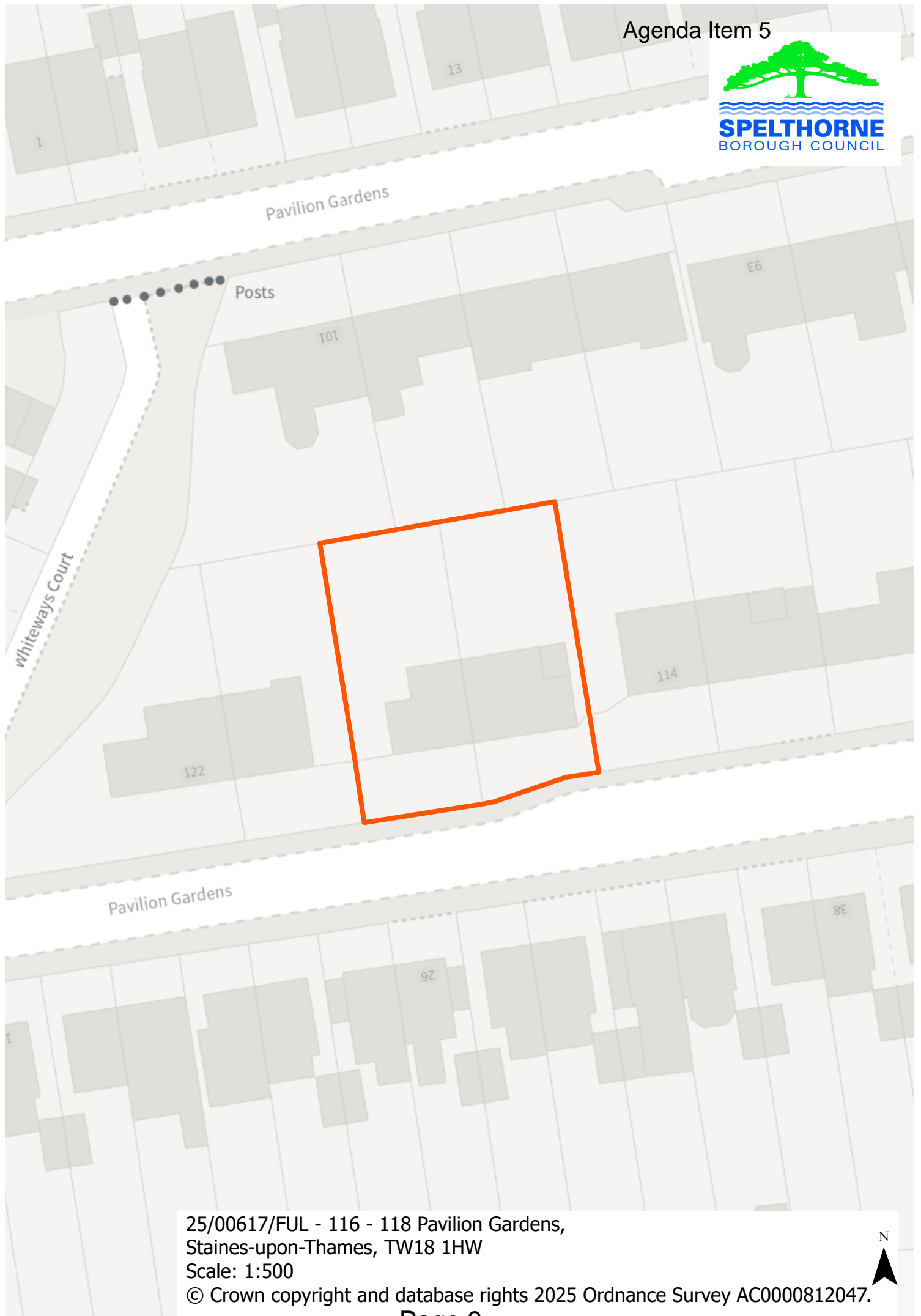
Resolved that the Planning Appeals Report be received and noted.

46/25 Major Planning Applications

The Planning Development Manager submitted a report outlining major applications that may be brought before the Planning Committee for determination.

Resolved that the Major Planning Applications report of the Interim Planning Development Manager be received and noted.

The meeting ended 19:30.



25/00617/FUL - 116 - 118 Pavilion Gardens,
Staines-upon-Thames, TW18 1HW
Scale: 1:500

© Crown copyright and database rights 2025 Ordnance Survey AC0000812047.

This page is intentionally left blank

Planning Committee

20 August 2025



Application No.	25/00617/FUL
Site Address	116 - 118 Pavilion Gardens, Staines-upon-Thames, TW18 1HW
Applicant	Mr and Mrs R Akano
Proposal	Proposed 2 no. attached dwellings and extensions with alterations to existing dwellings, with associated parking and amenity space following the demolition of the existing garages and the creation of a new vehicular crossover.
Case Officer	Kiran Boparai
Ward	Riverside and Laleham
Called-in	This application has been 'called-in' by Councillor Geraci and Councillor Gibson for the following reasons: density and layout, parking, room sizes.

Application Dates	Valid: 27.05.2025	Expiry: 22.07.2025	Target: Extension of time agreed to 22.08.2025
Executive Summary	<p>The subject properties are a pair of two-storey semi-detached dwellings situated on the northern side of the road.</p> <p>This application seeks to erect two new dwellinghouses (one on either side of the existing semi-detached dwellings) with extensions and alterations to the existing dwellings, following the demolition of the existing garages. The proposal would include a new vehicular crossover and parking provision for the existing and proposed dwellings. The County Highways Authority have been consulted on this application and has no objection to the scheme, subject to their recommended conditions and informatives.</p> <p>The proposal is not considered to have an unacceptable harmful impact upon the character and appearance of the area or the amenity of the neighbouring properties. The proposal would meet the required internal floor space standards and provide sufficient external amenity, providing a good level of amenity for future occupiers.</p> <p>The proposal is therefore considered to be acceptable and is recommended for approval.</p>		
Recommended Decision	Approve the application subject to conditions as set out in the Recommendation section (paras. 8.1, 8.2 and 8.3).		

MAIN REPORT

1. Development Plan

- 1.1 The following policies in the Council's [Core Strategy and Policies DPD \(CS&P DPD\) 2009](#) are considered relevant to this proposal:
- SP1 (Location of Development)
 - EN1 (Design of New Development)
 - EN8 (Protecting and Improving the Landscape and Biodiversity)
 - SP7 (Climate Change and Transport)
 - CC1 (Renewable energy, Energy Conservation and Sustainable Construction)
 - CC2 (Sustainable Travel)
 - CC3 (Parking Provision)
 - HO1 (Providing for New Housing Development)
 - HO5 (Density of Housing Development)
- 1.2 The policies contained within the [National Planning Policy Framework \(NPPF\) \(2024\)](#) are also relevant
- 1.3 On 19 May 2022, the Council agreed that the draft Spelthorne Local Plan 2022 – 2037 be published for public consultation under Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended). The public consultation for the Pre-Submission Publication version of the Local Plan ended on 21st September 2022 and the local plan was submitted to the Planning Inspectorate on 25th November 2022.
- 1.4 An Examination into the emerging Local Plan commenced on 23 May 2023. However, on 6 June 2023, the Council resolved to request that the Planning Inspector pause the Examination for a period of three (3) months to allow time for the new council to understand and review the policies and implications of the emerging Local Plan. This was agreed.
- 1.5 On 12 December 2024, the Planning Inspectorate confirmed that the Local Plan examination would resume on the 27 January 2025. This has now taken place and the Examination closed on 18 February 2025. Adoption of the Local Plan by Council could be by September 2025 subject to the plan being found sound by the Inspector and public consultation undertaken on the Main Modifications (<https://spelthornelocalplan.info/evidence-base/>).
- 1.6 The following policies of the Pre-Submission Spelthorne Local Plan 2022 – 2037 are of relevance:
- Policy ST1: Presumption in Favour of Sustainable Development
 - Policy ST2: Planning for the Borough
 - Policy PS2: Designing places and spaces
 - Policy E2: Biodiversity

- Policy ID2: Sustainable Transport for New Developments
- Policy H1: Homes for all

1.7 The (NPPF) policy states at para 49 that: Local planning authorities may give weight to relevant policies in emerging plans according to:

- a) the stage of preparation of the emerging plan (the more advanced its preparation, the greater the weight that may be given);
- b) the extent to which there are unresolved objections to relevant policies (the less significant the unresolved objections, the greater the weight that may be given); and
- c) the degree of consistency of the relevant policies in the emerging plan to this Framework (the closer the policies in the emerging plan to the policies in the Framework, the greater the weight that may be given).

1.8 Section 38(6) the Planning and Compulsory Purchase Act 2004 (https://www.legislation.gov.uk/ukpga/2004/5/pdfs/ukpga_20040005_en.pdf) requires applications to be determined in accordance with the development plan (unless material considerations indicate otherwise) and not in accordance with an emerging plan, although emerging policies may be a material consideration.

1.9 At this stage, the policies in the Pre-Submission Spelthorne Local Plan carry limited weight in the decision-making process. The adopted policies in the 2009 Core Strategy and Policies DPD carry substantial weight in the determination of this planning application.

2. Relevant Planning History

2.1 The site has the following planning history:

STAINES/FUL/P8393/2	Erection of 22 semi-detached houses with car ports or garages.	Grant Conditional 24.11.1965
---------------------	--	------------------------------

3. Description of Current Proposal

3.1 The application relates to 116 - 118 Pavilion Gardens in Staines-upon-Thames which is a pair of two-storey semi-detached properties situated on the northern side of the road. The properties are identically designed. However, No. 118 has one existing attached garage, whereas No. 116 has an existing double garage/workshop with a utility to the rear. There are no relevant planning constraints at the site.

3.2 The proposal involves the erection of two new dwellinghouses (one on either side of the existing semi-detached dwellings) with extensions and alterations to the existing dwellings, following the demolition of the existing garages. The proposal would include a new vehicular crossover and parking for the existing and proposed dwellings.

4. Consultations

- 4.1 The following table shows those bodies consulted and their response.

Statutory Consultees

Consultee	Comment
County Highway Authority (CHA)	No objection subject to conditions and informatives

Non-Statutory Consultees

Consultee	Comment
Tree Officer	No objection subject to condition
Neighbourhood Services (street scene)	No objection subject to compliance with the Council's waste management guidelines
Environment Health – Land Contamination	No objection subject to conditions and informatives
Sustainability Officer	No objection subject to condition
Environmental Health – Land Contamination	No objection subject to conditions and informatives
Environmental Health – Air pollution	No objection subject to informative
Surrey Wildlife Trust (SWT)	No objection

5. Public Consultation

- 5.1 A total of 10 neighbouring properties were notified of the planning application. The Council has received a total of 34 letters of objection raising issues in relation to:

- Design and appearance not in keeping with the rest of the street
- Out of character
- Overdevelopment and density
- Loss of privacy and overlooking
- Loss of light
- Loss of existing garages
- Parking issues/access (with a school nearby)
- Road safety issues for vehicles, pedestrian and cyclists
- Environmental impact and loss of trees
- Housing need justification
- Air pollution
- Increased noise and construction noise
- Flooding (*Officer's note: The site is not situated within the flood zone*)
- Extra pressure on utilities (waste, drainage, water, health, schools)
(*Officer's note: This is not a material planning consideration*)
- Existing property used as an AirBnB and concerns of this happening in the future with associated anti-social behaviour (*Officer's note: Speculation on*

future use is not a material planning consideration and anti-social behaviour is a matter for the police)

- Poor upkeep of existing properties (*Officer's note: This is not a material planning consideration*)
- Deeds prevent homes from becoming a business (*Officer's note: This is not a material planning consideration*)
- Loss of view (*Officer's note: This is not a material planning consideration*)
- Devaluing neighbouring properties (*Officer's note: This is not a material planning consideration*)
- No site notice has been displayed (*Officer's note: A site notice is not required to be displayed on this type of planning application*)
- Money making scheme for developer (*Officer's note: This is not a material planning consideration*)
- Property owners do not live in the area (*Officer's note: This is not a material planning consideration*)

6. Planning Issues

- Principle of the development
- Design, character and appearance
- Amenity of future occupants
- Amenity of neighbouring properties
- Parking provision
- Housing Land Supply
- Other matters

7. Planning Considerations

Principle of development

- 7.1 Planning applications must be determined in accordance with the Development Plan unless material considerations indicate otherwise.
- 7.2 The site is located within the urban area. It is not within a high-risk flood zone. The principle of the development is therefore considered to be acceptable subject to it complying with the Policies in the Core Strategy and Policies Development Plan Document.

Design, character and appearance

- 7.3 Section 12 of the NPPF: Achieving well-designed places, refers to design and in particular that the creation of high-quality buildings and places is fundamental to what the planning and development process should achieve.
- 7.4 Policy EN1 of the Core Strategy and Policies Development Plan Document states that the Council will require a high standard of design and layout of

new development. Proposals for new development should demonstrate that they will create buildings and places that are attractive with their own distinct identity; they should respect and make a positive contribution to the street scene and the character of the area in which they are situated, paying due regard to the scale, height, proportions, building lines, layout, materials and other characteristics of adjoining buildings and land.

- 7.5 The Council's Design of Residential Extensions and New Residential Development Supplementary Planning Document (SPD) states that one of the most important considerations for a well-designed scheme is to ensure that it is keeping with and makes a positive contribution to the character of the area.
- 7.6 In terms of infilling plots, the SPD states it will be particularly important to ensure that the plot is large enough to accommodate a property with a garden size compatible with the character of the locality. Occasionally there may be sufficient space to the side of an end of terrace property or a pair of semi-detached properties to provide an additional attached dwelling. In practice this can be very difficult, and a successful scheme would need to ensure that:
- a) the amenities of the unit to which the addition is attached are not unreasonably harmed,
 - b) the resulting extended building is appropriate in terms of building line, scale, proportions and detailed design in relation to the street scene,
 - c) there is appropriate garden space and plot size proportionate to the dwelling,
 - d) there are appropriate parking and vehicle access arrangements
- 7.7 Pavilion Gardens is a street occupied by residential dwellings. The south side of Pavilion Gardens is characterised by traditional semi-detached dwellings which are uniform in design but vary in materials. The northern side of Pavilion Gardens, which includes the application site along with Nos. 122, 120, 114, 112, 110, 108, 106, 104, 102, 100 Pavilion Gardens, is similar in appearance, in terms of design, layout and materials. It is to be noted that several of these properties have been extended to the side at two storey level (Nos. 112, 108, 104, 102, 100 Pavilion Gardens). Further east of this part of the road there is a range of detached, semi-detached and terraced dwellings which vary in style and design from the site in question.
- 7.8 The proposed new two storey dwellinghouses would be identically designed to each other. The dwellings would measure 4 metres in width each with protruding bay windows (3.2 metres in width) to match the design of the existing dwellings in terms of architectural detailing.
- 7.9 The entrances to each of the dwellings would be from the ground floor side elevations, each with its own side entrance porch measuring 0.9 metres in depth and 2.6 metres in width. Whilst a side entrance porch is not ideal from a design perspective, it is noted that this element would be set well back from the frontage (at least 10 metres) and therefore would not be visually prominent on the street scene. There are no planning regulations that require a front door must be at the front of the house and given that the dwellings would be relatively narrow on the street frontage, the side entrance to the dwellings would help improve the internal layout as well as give the visual impression of these dwellings appearing as side extensions to the host

building. The new dwellings would consist of a hipped roof design which is considered to match and integrate well with the roof form of the existing host building.

- 7.10 The new dwellings would have a visual appearance similar to that of a two-storey side extension, as they would be subordinate in design. The dwellings would have a set-back from the front elevation of the existing dwellings by 0.335 metres and a set-back of 1 metre when measured from the existing protruding front bay windows. The dwellings would also be set-in from the side property boundaries by at least 2.9 metres.
- 7.11 The SPD states that side extensions should only exceptionally exceed two thirds of the width of the host building. The width of the dwellings would measure 4 metres which slightly exceeds two-thirds of the width of the original dwellinghouse by 0.2 metres. On balance, this is not considered to be justifiable for refusal, given that in any event, the proposed is for new dwellings and these would be set-back from the frontage by 1 metre which would reduce the appearance of the dwellings appearing out of proportion or over-dominant.
- 7.12 As several properties on this side of the road have been previously extended to the side at two storey level, it is considered that the introduction of the proposed new attached dwellings would not appear out of character in context with the size of the plots (approximately 300m² each) or with the host building and they would be built largely on the footprint of the existing garages.
- 7.13 Whilst the proposed new development would introduce a new terrace row of properties, on balance, this is not considered to visually detract from the street scene or appear out of character. Several of the existing two storey extensions at the adjacent properties have not been subordinately designed and are flush with the existing host building giving the impression of a continuous build. Therefore, the introduction of the proposed is not considered to result in a harmful impact on the character of the area.
- 7.14 The existing dwellings would result in the loss of their existing garages, however, it is proposed to include some internal alterations to the existing dwellings, in order for each house to retain one garage. The existing and proposed properties would retain symmetrical detailing on the front façade and therefore this would be acceptable from a design perspective.
- 7.15 It is proposed to extend the existing dwellings to the rear at single storey level by 3 metres in depth. The Council's SPD state that single storey rear extensions up to 3 metres in depth on terraced properties, are usually acceptable subject to appropriate design and use of materials. Given that this element would be single storey in scale and to the rear of the site, this is considered to have an acceptable impact on character, as this element would not be particularly visible.
- 7.16 Overall, it is considered that the proposed dwellings, together with the works to the existing dwellings would be appropriate in terms of building line, scale, proportions and detailed design in relation to the street scene in accordance with Policy EN1.

Density

- 7.17 In terms of density, Policy EN5 states that when considering proposals for new residential development, other than conversions of existing buildings, the Council will take account of the following density guidelines together with the requirements of Policy EN1 on design of new development. Within existing residential areas that are characterised by predominantly family housing rather than flats, new development should generally be in the range of 35 to 55 dwellings per hectare. The proposed would have a density of 51 dwellings per hectare and therefore is in accordance with the required density.

Amenity of future occupiers

- 7.18 The plans show that each new dwelling would have an internal floor area of approximately 86.7m². The nationally described Technical Housing Standards (March 2015) state that a 2 bed, 4 person dwelling set over two storeys, should have a minimum internal floor area of at least 79m². Moreover, the internal layout has been designed to ensure appropriate levels of daylight in the habitable rooms, and therefore, the level of internal floor space is considered to be sufficient to provide an acceptable level of amenity to the future occupiers.
- 7.19 The Council's SPD recommends terraced or 2 bedroom semi-detached dwellings (new or extended) to have a minimum garden area of 60m² per unit and 3 or more bedroom semi-detached or detached dwellings (new or extended) to have a minimum garden area of 70m². As shown on the plans, the amenity space for each of the proposed units would exceed the recommended minimum garden space ranging from 75m² to 88m². Therefore, it is considered that the dwellings would also have an appropriate external amenity space that would be of a sufficient size, shape and configuration. Furthermore, the existing properties would retain an appropriate standard of remaining amenity space.
- 7.20 The SPD states that particular care is required when extending to the rear of terraced properties. The cumulative effect of two storey extensions in particular either side of a mid-terraced property could be overbearing, and subsequent extensions which enclose or 'box-in' the rear of a mid-terraced property may not be acceptable. Whilst the existing properties are not terraced, it is noted that the proposed new dwellings would protrude 1 metre in depth from the rear elevation of the single storey element of the existing dwellings and 4 metres in depth from the rear elevation of the two-storey element of the existing dwellings. This would therefore result in some level of 'boxing-in' impact to the future occupiers of the existing properties.
- 7.21 However, when viewed from ground floor level of the existing dwellings it is considered the new dwellings would not result in an overbearing impact given the relatively small depth of 1 metre. At first floor level, it is noted that the windows nearest the new dwellings would serve bathrooms and the windows closer to the centre of the host building would serve bedrooms. As these bedroom windows would be set in from the new dwellings, the new dwellings would not break a 45-degree line from these habitable rooms. Although the new dwellings would marginally break a 45-degree vertical line, when measured from the ground floor kitchen/dining area, this would only break

approximately 0.2 metres (the eaves). Therefore, on balance, the 'boxing-in' impact would not result in an adverse overbearing or loss of light impact on the future occupiers that would be justifiable for refusal.

- 7.22 Accordingly, the proposal is considered to provide an acceptable standard of amenity to future occupiers, in accordance with Policy EN1.

Amenity of neighbouring properties

- 7.23 Policy EN1 further states that proposals for new development should achieve a satisfactory relationship to adjoining properties avoiding significant harmful impact in terms of loss of privacy, daylight or sunlight, or overbearing effect due to bulk and proximity or outlook.
- 7.24 The Council's SPD states that most developments will have some impact on neighbours. The aim should be to ensure that the amenity of adjoining occupiers is not significantly harmed.
- 7.25 In relation to the neighbouring property to the east of the site, No. 114 Pavilion Gardens, it is considered that an appropriate separation distance with the new dwelling would be maintained. The new dwelling nearest No. 114 would retain at least 7 metres from the garage at No. 114 and at least 10 metres from the main dwellinghouse. As a result, there is not considered to be an adverse impact on this property owing to the separation distance. Whilst the front door of the new dwelling would face onto No. 114, this is not considered to result in an adverse impact on No. 114 in terms of noise or loss of privacy, given that this would be largely mitigated by the boundary treatment and the existing garage.
- 7.26 In relation to the neighbouring property to the west of the site, No. 120 Pavilion Gardens, it is also considered that an appropriate separation distance with the new dwelling would be maintained. The new dwelling nearest No. 120 would retain at least 7 metres from the garage at No. 120 and approximately 10 metres from the main dwellinghouse. It is noted that to the rear of the existing garage at No. 120 there is a rear conservatory. Given that a separation distance of at least 7 metres would be retained, there is not considered to be a harmful loss of amenity to this room, and the conservatory would continue to retain an outlook and source of light from the rear elevation. Whilst the front door of the new dwelling would face onto No. 120, this is not considered to result in an adverse impact in terms of noise or loss of privacy, given that this would be largely mitigated by the proposed boundary treatment.
- 7.27 The existing first floor flank windows at No. 114 and No. 120 appear to serve landings and not habitable rooms. It is proposed to have 2 new windows on each of the flank elevations of the new dwellings facing onto No. 114 and No. 120. These first floor windows would serve a landing and in any case, these windows would be conditioned to be obscure glazed. The new ground floor window would be at single storey level and therefore mitigated by the boundary treatment and the existing garages at the neighbouring properties, therefore this would not result in direct overlooking or a loss of privacy.

- 7.28 Furthermore, the proposed new dwellings would not break a horizontal or vertical 45 degree line when measured from the centre of the face of the main window to a habitable room at the neighbouring properties, No, 114 and No. 120. Therefore, the development is not considered to result in an adverse loss of light upon which a refusal could be justified.
- 7.29 The new dwellings would retain a separation distance over the required back to boundary 10.5 metre minimum garden distances as well as over the required minimum 21 metre back to back separation distances (approximately 25 metres) with the properties to the rear of the site (101, 99, 97 Pavilion Gardens). Therefore, the proposal is considered to have an acceptable impact on the properties to the rear of the site.
- 7.30 It is noted that the Council has received 34 letters of objection in relation to the proposal. Some of the comments are not material planning considerations as indicated in paragraph 5 of the report. The comments not addressed in this report elsewhere, are addressed below.
- 7.31 It is to be noted that the comments make reference to the existing properties being used as short-term rental accommodation (AirBnB) and there are concerns of this happening in the future. Planning permission is not required for a short-term let of 90 days per year. There is no information or planning enforcement records of the current use constituting a planning breach.
- 7.32 The letters received also make comments in relation to increased noise and air pollution from the construction. The addition of two new dwellings in the urban area are considered to be similar to that of extensions to the existing dwellings, therefore, on balance, there is not considered to be a harmful increase in air pollution or noise. It is to be noted that in the event of any noise nuisance, this would be a matter for the Council's Environmental Health Team.

Parking provision

- 7.33 It is proposed for each of the existing dwellings to have two parking spaces, one in the new garage and one on the street, which would be facilitated by a vehicle crossover. As Pavilion Gardens is a 'D classification' road (D3309) planning permission is not required for a vehicle crossover (dropped kerb).
- 7.34 The proposed new dwellings would also have 1 off-street car parking space each. Therefore, there would be a total of 6 off-street parking spaces for the four dwellings. It is relevant to note that the parking areas would not dominate the width of the frontage and would be designed with areas for landscaping and boundary treatment.
- 7.35 The Council's Supplementary Planning Guidance Parking Standards state that 3 bed dwellings would require a minimum of 2.25 car parking spaces and 2 bed dwellings would require 1.5 car parking spaces, this rounded up would be a total requirement of 10 spaces for all 4 dwellings. On balance, the shortfall of 4 spaces is not considered to be justifiable for refusal, as these 4 spaces could be provided on the street if parked horizontally in front of the

proposed off-street parking spaces and in any case sustainable transport is encouraged given the location of the development.

- 7.36 The development promotes cycle use as an alternative means of travel to the site, reducing the need for on-site parking through the provision of covered cycle storages to the rear of each site.
- 7.37 The site is situated in close proximity to bus stops with several bus routes, there are local facilities within walking distance at 'Stainash Parade' and Staines train station is approximately 1 mile away from the site. Therefore, given the location of the site, there is not considered to be sufficient grounds to justify refusal for the scheme on parking provision.
- 7.38 It is noted that several letters of objection made reference to parking issues and road safety issues as a result of the development. It is considered that the proposed development would not significantly exacerbate highway issues given that provision for off-street parking has been made.
- 7.39 Moreover, the County Highway Authority (CHA) have been consulted on this application and has raised no objection to the scheme (subject to conditions) having assessed the application on safety, capacity and policy grounds.

Housing Land Supply

- 7.40 When considering planning applications for housing, local planning authorities should have regard to the government's requirement that they significantly boost the supply of housing and meet the full objectively assessed need for market and affordable housing in their housing area so far as is consistent policies set out in the National Planning Policy Framework (NPPF) 2024.
- 7.41 The Council has embarked on a review of its Local Plan and acknowledges that the housing target in its Core Strategy and Policies DPD February 2009 of 166 dwellings per annum is more than five years old and therefore the five year housing land supply should be measured against the area's local housing need calculated using the Government's standard method¹. The standard method for calculating housing need is based on the 2014 household growth projections and local affordability. This equates to a need of 618 dwellings per annum in Spelthorne and this figure forms the basis for calculating the five-year supply of deliverable sites although A 20% buffer is required to be added for Spelthorne in accordance with Government requirements due to a historic under delivery.
- 7.42 The Council has considered its supply of deliverable sites, in line with the NPPF definition, as set out in Annex 2. The five year time period runs from 1 April 2023 to 31 March 2028. Government guidance (NPPF para 74) requires the application of a 20% buffer "where there has been significant under delivery of housing over the previous three years" which applies to Spelthorne. A 20% buffer applied to 618 results in a figure of 742 dwellings per annum, or 3,708 over five years.

¹ Planning Practice Guidance Reference ID: 68-005-20190722

- 7.43 In using the objectively assessed need figure of 742 as the starting point for the calculation of a four year supply it must be borne in mind that this does not represent a target as it is based on unconstrained need. Through the Local Plan review, the Borough's housing supply will be assessed in light of the Borough's constraints, which will be used to consider options for meeting need. The Council has now published its Strategic Land Availability Assessment (SLAA) which identifies potential sites for future housing development over the plan period.
- 7.44 The effect of this increased requirement with the application of a 20% buffer is that the identified sites only represent a 3 year supply and accordingly the Council cannot at present demonstrate a four year supply of deliverable housing sites. There is, therefore, a presumption in favour of sustainable development.
- 7.45 In terms of the five year housing land supply figures, the need is 3,708 dwellings (including a 20% buffer) and the projected supply is 2780 dwellings which provides a five year housing land supply of 3.8 years.
- 7.46 The information above is the Council's stated position as of 31/03/24. However, at the recent appeal on the Hazelwood housing scheme for 67 dwellings (23/00070/FUL – appeal hearing held on 22/10/24), it was acknowledged by the LPA that the housing supply position was continuing to deteriorate and the five year supply currently stood at 2.35 to 2.4 years supply of deliverable housing.
- 7.47 In addition, guidance on the Housing Delivery Test indicates that where housing delivery falls below 85%, a buffer of 20% should be applied to the local authority's five year land supply and a presumption in favour of sustainable development if the figure is below 75%. The Housing Delivery Test result (2023) for Spelthorne Borough Council was published by the Secretary of State in December 2024, with a score of 61%. This means that less housing has been delivered when compared to need over the previous three years. As a consequence, there is a presumption in favour of sustainable development because the test score of 61% is less than the 75% specified in the regulations. The figure compares with 68% last year, 69% in 2021 and 50% in 2020. The Council's Housing Delivery Test Action Plan will be updated to reflect this. The current action plan positively responds to the challenge of increasing its housing delivery and sets out actions to improve delivery within the Borough.
- 7.48 As a result, current decisions on planning applications for housing development need to be based on the 'tilted balance' approach set out in paragraph 11 of the NPPF (2024). This requires that planning permission should be granted unless 'any adverse impacts of doing so would significantly and demonstrably outweigh the benefits when assessed against the policies in this Framework taken as a whole having particular regard to key policies for directing development to sustainable locations, making effective use of land, securing well-designed places and providing affordable homes, individually or in combination.'

- 7.49 In light of the above, the proposed development would positively contribute to the housing land supply.

Other Matters

7.50 Climate change checklist

- 7.51 The Climate Change Supplementary Planning Document (SPD) was adopted by the Council in April 2024. It provides more detailed guidance to applicants on how to implement adopted Policy SP7 from the Core Strategy 2009. Policy SP7 seeks to reduce climate change effects by:
- a) promoting inclusion for renewable energy, energy conservation and waste management in new and existing developments
 - b) development reduces the need to travel and encourages alternatives to car use
 - c) encourage non car-based travel,
 - d) promoting the efficient use and conservation of water resources,
 - e) promoting measures to reduce flooding and the risks from flooding,
 - f) supporting measures to enhance and manage Staines' role as a public transport interchange.
- 7.52 There are also three implementation policies; Policy CC1: Renewable Energy Conservation and sustainable Construction, Policy CC2: Sustainable Travel and Policy CC3: Parking provision.
- 7.53 A climate change checklist has been submitted with this application, in accordance with the new SPD requirements.
- 7.54 This checklist shows that the applicant has considered the following factors: an air source heat pump, building insulation measures, double/triple glazing, solar panels, the installation of a smart meter, the use of energy efficient appliances, cycle storage, electric charging points, the use of low carbon materials, local construction materials, and water measures.
- 7.55 Overall, the scheme performs well against the Council's SPD and climate change policies.

7.56 Refuse and recycling

- 7.57 The Council's Head of Neighbourhood Services (street scene) has no objection to the scheme subject to compliance with the Council's waste management guidelines. Each dwelling would have a double timber bin store in the front garden to allow for storage of bins that have a capacity of 240 litres for refuse and 240 litres capacity for recycling. Therefore, the proposed development would comply with the Council's waste management guidelines.

7.58 Trees

- 7.59 It is noted that there are existing trees on the site. None of these trees are subject to a Tree Preservation Order (TPO) or situated in a Conservation Area and the proposals show that 5 trees are to be retained.

- 7.60 The Tree Officer has been consulted on this application and has advised that no trees on the site are of any particular merit and therefore there is no objection to the proposal. Nevertheless, the Tree Officer recommends a condition indicating that the existing trees shown to be retained will be kept for 5 years.
- 7.61 Biodiversity Net Gain (BNG)
- 7.62 Policy EN8 states that the Council will seek to protect and improve the landscape and biodiversity of the Borough by ensuring that new development, wherever possible, contributes to an improvement in the landscape and biodiversity and also avoids harm to features of significance in the landscape or of nature conservation interest.
- 7.63 Biodiversity Net Gain (BNG) is a legal requirement introduced on 12 February 2024 that requires development (unless exempt) to leave the natural environment in a measurably better condition by insisting that all sites give back a 10% biodiversity uplift. All applications are required to either provide detailed information proving there will be a biodiversity increase; or explain why the requirement does not apply to the development.
- 7.64 The application form was submitted stating that the scheme is not BNG liable as one dwelling would be 'self-build' and the other dwelling would have a footprint less than 25m². The Council did not agree with this approach as BNG calculations should be taken on the site as a whole in terms of development impacting less than 25 square metres of onsite habitat, rather than individual units.
- 7.65 Moreover, the legislation states that for self-build and custom build applications, all of the following conditions must be met to qualify for an exemption as a self-build or custom build. The development must; consist of no more than 9 dwellings, be on a site that has an area no larger than 0.5 hectares, consist exclusively of dwellings that are self-build or custom housebuilding as defined in section 1(A1) of the Self-build and Custom Housebuilding Act 2015.
- 7.66 The development would not have 'exclusively' consisted of self-build/custom housing and therefore the scheme was considered to be liable to BNG. The applicant subsequently submitted supporting information in relation to the BNG requirements.
- 7.67 The scheme proposes to plant 6 trees, 3 on each southern corner of the site, to provide on-site habitat enhancement to achieve the required BNG.
- 7.68 Surrey Wildlife Trust (SWT) have been consulted on this application and have confirmed that the Small Sites Metric (The Statutory Biodiversity Metric) identifies that the development has the feasibility to achieve a gain in habitat units of 12.79%. Although SWT raise that no ecological survey has been submitted relating to other protected species or habitats, it is considered that this would be unreasonable to request as this is a small site in a sub-urban location, whereby the new dwellings would be proposed on the footprint of the

existing garages, unlikely to impact protected species. The proposal would meet the BNG requirement which would be secured by condition.

Equalities Act 2010

- 7.69 This planning application has been considered in the light of the Equality Act 2010 and associated Public Sector Equality Duty, where the Council is required to have due regard to: (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act; (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
- 7.70 The question in every case is whether the decision maker has in substance had due regard to the relevant statutory need, to see whether the duty has been performed.
- 7.71 The Council's obligation is to have due regard to the need to achieve these goals in making its decisions. Due regard means to have such regard as is appropriate in all the circumstances.
- 7.72 The NPPF defines people with disabilities as individuals that have a physical or mental impairment, which has a substantial and long-term adverse effects on their ability to carry out normal day-to-day activities. This can include but is not limited to, people with ambulatory difficulties, blindness, learning difficulties, autism and mental health needs. It is considered that it would be possible for individuals with disabilities to access the development.

Human Rights Act

- 7.73 This planning application has been considered against the provisions of the Human Rights Act 1998.
- 7.74 Under Article 6 the applicants (and those third parties who have made representations) have the right to a fair hearing and to this end full consideration will be given to their comments.
- 7.75 Article 8 and Protocol 1 of the First Article confer a right to respect private and family life and a right to the protection of property, i.e. peaceful enjoyment of one's possessions which could include a person's home, and other land and business assets.
- 7.76 In taking account of the Council policy as set out in the Spelthorne Local Plan and the NPPF and all material planning considerations, Officers have concluded on balance that the rights conferred upon the applicant/ objectors/ residents/ other interested party by Article 8 and Article 1 of the First Protocol may be interfered with, since such interference is in accordance with the law and is justified in the public interest. Any restriction of these rights posed by the approval of the application is legitimate since it is proportionate to the wider benefits of such a decision, is based upon the merits of the proposal,

and falls within the margin of discretion afforded to the Council under the Town & Country Planning Acts.

Financial Considerations

- 7.77 Under S155 of the Housing and Planning Act 2016, Local Planning Authorities are now required to ensure that potential financial benefits of certain development proposals are made public when a Local Planning Authority is considering whether or not to grant planning permission for planning applications which are being determined by the Council's Planning Committee. A financial benefit must be recorded regardless of whether it is material to the Local Planning Authority's decision on a planning application, but planning officers are required to indicate their opinion as to whether the benefit is material to the application or not.
- 7.78 The proposal is a CIL (Community Infrastructure Levy) chargeable development. It will generate a charge of approximately £30k (without exemptions or relief)

Conclusion

- 7.79 In conclusion, the application will result in the provision of 2 no. new dwellings and is an efficient use of existing urban land. The lack of a five-year housing land supply triggers the tilted balance set-out in paragraph 11 of the NPPF (2024), which requires that planning permission should be granted unless any adverse impacts of doing so would significantly and demonstrably outweigh the benefits when assessed against the policies. In this case, there is not considered to be any significant or demonstrable harm that would outweigh the benefits.
- 7.80 The development would have an acceptable impact on the character and appearance of the area. It would meet the required internal floor space standards and provide sufficient external amenity, providing a good level of amenity for future occupiers. The development is not considered to result in a harmful loss of amenity to the neighbouring properties and would provide sufficient parking and ecological enhancements to the site to achieve the required Biodiversity Net Gain. The application is therefore considered to be in accordance with Policy.

Recommendation

- 8.1 The options available to the Planning Committee for decision making are:
- To approve the application as set out in this report. This option is recommended. The report analyses in some detail the reasons why the application is considered to be acceptable in planning terms.
 - To approve the application subject to additional/amended conditions and informatives. This option is not recommended, the conditions and informatives are set out below. The Planning Committee should be minded of paragraph 57 of the NPPF which states that :- *planning conditions should be kept to a minimum and only imposed where they are necessary,*

relevant to planning and to the development to be permitted, enforceable, precise and reasonable in all other respects (National Planning Policy Framework).

- To refuse the application. This option is not recommended. The report assesses why officers consider the application to be acceptable.

8.2 The application is recommended for approval, subject to conditions and informatives below.

8.3 **APPROVE** subject to the following conditions:

1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason:- This condition is required by Section 91 of the Town and Country Planning Act, 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

2. No development above damp course level shall take place until details of the materials to be used for the external surfaces of the building and surface material for parking areas are submitted to and approved by the Local Planning Authority. The development shall then be constructed in accordance with the approved materials and detailing.

Reason:- To ensure that the proposed development does not prejudice the appearance of the development and the visual amenities and character of the locality in accordance with policies SP6 and EN1 of the Spelthorne Borough Core Strategy and Policies Development Plan Document 2009.

3. The development hereby permitted shall be carried out in accordance with the following approved plans: PG/116-118/01 REV A, PG/116-118/02 REV A, PG/116-118/03, PG/116-118/04, PG/116-118/05, PG/116-118/06, PG/116-118/07, PG/116-118/08, PG/116-118/09, RECEIVED 27.05.2025. PG/116-118/10, RECEIVED 30.05.2025.

Reason:- For the avoidance of doubt and to ensure the development is completed as approved.

4. Prior to the occupation of the development hereby permitted the first floor flank windows on the new dwellings shall be obscure glazed to a minimum of level 3 obscurity and be non-opening to a minimum height of 1.7 metres above internal floor level. These windows shall thereafter be permanently retained as installed.

Reason:- To safeguard the privacy of the adjoining property(ies) in accordance with policies SP6 and EN1 of the Spelthorne Borough Core Strategy and Policies Development Plan Document 2009.

5. That no openings of any kind be formed in the eastern and western elevations of the new dwellings hereby permitted without the prior written consent of the Local Planning Authority.

Reason:- To safeguard the privacy of the adjoining properties in accordance with policies SP6 and EN1 of the Spelthorne Borough Core Strategy and Policies Development Plan Document 2009.

6. Following construction of any groundwork and foundations, no construction of development above damp course level shall take place until a report is submitted to and agreed by the Local Planning Authority which includes details and drawings demonstrating how 10% of the energy requirements generated by the two new dwellings as a whole will be achieved utilising renewable energy methods and showing in detail the estimated sizing of each of the contributing technologies to the overall percentage. The detailed report shall identify how renewable energy, passive energy and efficiency measures will be generated and utilised for each of the two new dwellings to meet collectively the requirement for the scheme. The agreed measures shall be implemented with the construction of each building and thereafter retained.

Reason:- To ensure that the development is sustainable and complies with Policy SP7 and CC1 of the Spelthorne Development Plan Core Strategy and Policies DPD.

7. No development shall take place until:-
- (i) A comprehensive desk-top study, carried out to identify and evaluate all potential sources and impacts of land and/or groundwater contamination relevant to the site, has been submitted to and approved in writing by the Local Planning Authority.
 - (ii) Where any such potential sources and impacts have been identified, a site investigation has been carried out to fully characterise the nature and extent of any land and/or groundwater contamination and its implications. The site investigation shall not be commenced until the extent and methodology of the site investigation have been agreed in writing with the Local Planning Authority.
 - (iii) A written method statement for the remediation of land and/or groundwater contamination affecting the site shall be agreed in writing with the Local Planning Authority prior to the commencement of remediation. The method statement shall include an implementation timetable and monitoring proposals, and a remediation verification methodology. The site shall be remediated in accordance with the approved method statement, with no deviation from the statement without the express written agreement of the Local Planning Authority.

Reason:- To protect the amenities of future residents and the environment from the effects of potentially harmful substances.

NOTE

The requirements of the above Condition must be carried out in accordance with current best practice. The applicant is therefore advised to contact Spelthorne's Pollution Control team on 01784 446251 for further advice and information before any work commences.

In accordance with policies SP6 and EN15 of the Spelthorne Borough Core Strategy and Policies Development Plan Document 2009.

8. Prior to the first use or occupation of the development, and on completion of the agreed contamination remediation works, a validation report that demonstrates the effectiveness of the remediation carried out shall be submitted to and agreed in writing by the Local Planning Authority.

Reason:- To protect the amenities of future residents and the environment from the effects of potentially harmful substances.

NOTE

The requirements of the above Condition must be carried out in accordance with current best practice. The applicant is therefore advised to contact Spelthorne's Pollution Control team on 01784 446251 for further advice and information before any work commences.

In accordance with policies SP6 and EN15 of the Spelthorne Borough Core Strategy and Policies Development Plan Document 2009.

9. The existing trees shall be maintained as approved for a period of 5 years, such maintenance to include the replacement in the current or next planting season, whichever is the sooner, of any trees/shrubs that may die, are removed or become seriously damaged or diseased, with others of similar size and species, unless the Local Planning Authority gives written permission to any variation.

Reason:- To minimise the loss of visual amenity occasioned by the development and to enhance the proposed development.

10. Details of a scheme of both soft and hard landscaping works shall be submitted to and approved by the Local Planning Authority prior to first occupation of any part of the development hereby approved. The approved scheme of tree and shrub planting shall be carried out prior to first occupation of the buildings and/or site. The planting provided shall be maintained as approved for a minimum period of 5 years, such maintenance to include the replacement in the current or next planting season, whichever is the sooner, of any trees or shrubs that may die, are removed or become seriously damaged or diseased, with others of similar size and species, unless the Local Planning Authority gives written permission to any variation.

Reason:- To minimise the loss of visual amenity occasioned by the development and to enhance the proposed development. In accordance with policies SP6 and EN1 of the Spelthorne Borough Core Strategy and Policies Development Plan Document 2009.

11. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any order revoking and re-enacting that Order) no extensions or other form of enlargement to the existing and proposed residential development hereby permitted, nor erection of porches, outbuildings, hardstandings, storage

tanks, gates, fences, walls or other means of enclosure, shall take place without the prior planning permission of the Local Planning Authority.

Reason:- To maintain the appearance of the development in accordance with policies SP6 and EN1 of the Spelthorne Borough Core Strategy and Policies Development Plan Document 2009.

12. Prior to the occupation of the development, details of a scheme of the means of enclosure shall be submitted to and approved in writing by the Local Planning Authority indicating the positions, design, materials and type of boundary treatment to be erected. The boundary treatment shall be completed before the buildings are occupied. Development shall be carried out in accordance with the approved details and maintained as approved.

Reason:- To ensure that the proposed development does not prejudice the enjoyment by neighbouring occupiers of their properties and the appearance of the locality in accordance with policies SP6 and EN1 of the Spelthorne Borough Core Strategy and Policies Development Plan Document 2009.

13. Prior to occupation, facilities within the curtilage of the site for the storage of refuse and recycling materials shall be submitted to and approved by the Local Planning Authority. The agreed details shall be implemented prior to the occupation of the development hereby approved and retained thereafter.

Reason:- To ensure that the proposed development does not prejudice the enjoyment by neighbouring occupiers of their properties and the appearance of the locality in accordance with policies SP6 and EN1 of the Spelthorne Borough Core Strategy and Policies Development Plan Document 2009.

14. No part of the development shall be first occupied unless and until the proposed vehicular access to 116 - 118 Pavilion Gardens has been constructed and provided with a means within the private land of preventing private water from entering the highway, and visibility zones in accordance with the approved plans and thereafter the visibility zones shall be kept permanently clear of any obstruction over 0.6m high.

Reason:- In order that the development should not prejudice highway safety, nor cause inconvenience to other highway users, and accord with the National Planning Policy Framework 2024 and policy CC2 of Spelthorne Borough Council's Core Strategy and Policies Development Plan Document February 2009.

15. The development hereby approved shall not be first occupied unless and until space has been laid out within the site in accordance with the approved plans for vehicles to be parked. Thereafter the parking area shall be retained and maintained for its designated purpose.

Reason:- In order that the development should not prejudice highway safety, nor cause inconvenience to other highway users, and accord with the National Planning Policy Framework 2024 and policy CC2 of Spelthorne Borough Council's Core Strategy and Policies Development Plan Document February 2009.

16. The development hereby approved shall not be first occupied unless and until facilities for high quality, secure, lit and covered parking for bicycles and the provision of a charging point with timer for e-bikes by said facilities have been provided within the development site in accordance with a scheme to be submitted to and approved in writing by the Local Planning Authority. Thereafter the said approved facilities shall be provided, retained and maintained to the satisfaction of the Local Planning Authority.

Reason:- In order that the development makes suitable provision for sustainable travel, in accordance with the sustainable objectives of Chapter 9 "Promoting sustainable transport" of the National Planning Policy Framework 2024, and policies CC2 and CC3 of Spelthorne Borough Council's Core Strategy and Policies Development Plan Document February 2009.

17. The development hereby approved shall not be occupied unless and until the proposed single parking space for the new dwellings are provided with a fast-charge Electric Vehicle charging point (current minimum requirements - 7 kw Mode 3 with Type 2 connector - 230v AC 32 Amp single phase dedicated supply) in accordance with a scheme to be submitted and approved in writing by the Local Planning Authority and thereafter retained and maintained to the satisfaction of the Local Planning Authority.

Reason:- In order that the development makes suitable provision for sustainable travel, in accordance with the sustainable objectives of Chapter 9 "Promoting sustainable transport" of the National Planning Policy Framework 2024, and policies CC2 and CC3 of Spelthorne Borough Council's Core Strategy and Policies Development Plan Document February 2009.

18. No development including groundworks and demolition shall take place until, a Biodiversity Net Gain Plan has been submitted to and approved in writing by the Local Planning Authority. The plan shall follow the Government's Biodiversity Net Gain Template and include details in line with the submitted 'Pre-development Plan Baseline Map' and 'Small Sites Metric' received on 27.05.2025 and incorporate at least 6 no. trees on-site. The approved details shall be implemented prior to occupation of the development and be permanently maintained thereafter.

Reason:- To comply with the requirements of the Environment Act 2021 and the Levelling Up and Regeneration Act 2023.

INFORMATIVES TO APPLICANT

1. Please note that this application is subject to the payment of Community Infrastructure Levy (CIL). Details of the charge, how it has been calculated and what happens next are set out in the CIL Liability Notice which will be sent separately.
For amended permissions, a new CIL Liability Notice will only be issued where there has been a change to the developments Gross Internal Area (GIA). Where there is no change in GIA, the CIL Liability Notice for the original permission applies.
In all cases, if you have not already done so an Assumption of Liability notice should be sent to the Council as soon as possible and before the commencement of development.
*Please note, where planning permission is granted by way of general consent (including prior approval notifications), a Liability Notice will be generated following the submission of a Notice of Chargeable Development. Before any works in respect of a CIL liable development is commenced, a Commencement Notice, or Notice of Chargeable Development in cases of general consent, must be submitted to the Council.
Non-compliance with the CIL Regulations will trigger enforcement action under the Part 9. Further information on CIL and the stages which need to be followed is available on the Council's website. www.spelthorne.gov.uk/CIL. Further guidance can be found on the Government website on the following link - <https://www.gov.uk/guidance/community-infrastructure-levy>.
2. **BIODIVERSITY NET GAIN - PRE-COMMENCEMENT REQUIREMENT**
The effect of paragraph 13 of Schedule 7A to the Town and Country Planning Act 1990 is that planning permission granted for the development of land in England is deemed to have been granted subject to the condition "(the biodiversity gain condition)" that development may not begin unless:
(a) a Biodiversity Gain Plan has been submitted to the planning authority, and
(b) the planning authority has approved the plan.
The planning authority, for the purposes of determining whether to approve a Biodiversity Gain Plan if one is required in respect of this permission, would be Spelthorne Borough Council.
There are statutory exemptions which mean that the biodiversity gain condition does not always apply, and these are set out in The Biodiversity Gain Requirements Exemptions Regulations 2024. This permission will require the approval of a Biodiversity Gain Plan before development is begun because none of the statutory exemptions or transitional arrangements are considered to apply.
3. The applicant should be mindful not to create excessive dust emissions during demolition works, particularly where any asbestos containing materials may be present. A Refurbishment and Demolition asbestos survey is required to determine if asbestos containing materials are present. If removal of asbestos containing materials is required appropriate removal (without significant damage), handling and disposal by competent persons is required. The Health & Safety Executive (HSE) have produced a guide to safe removal of asbestos containing materials, which outlines good practice, how to prepare and what equipment is needed, how to remove it and how to deal with the waste once removed. There is also information on the HSE website about

how to comply with the regulations, including a more generic guide to working safely with asbestos - <http://www.hse.gov.uk/asbestos/protect.htm>

4. Any Ultra-Low NOx Gas fired boilers to be provided for space heating and hot water shall have dry NOx emissions not exceeding 40 mg/kWh (at 0% O₂). Where any installations do not meet this emissions standard, they should not be operated without the fitting of suitable NOx abatement equipment or technology as determined by a specialist to ensure comparable emissions. Following installation, emissions certificates will need to be provided to the council to verify boiler emissions.
5. The permission hereby granted shall not be construed as authority to carry out any works on the highway. The applicant is advised that prior approval must be obtained from the Highway Authority before any works are carried out on any footway, footpath, carriageway, or verge to form a vehicle crossover to install dropped kerbs. www.surreycc.gov.uk/roads-and-transport/permits-and-licences/vehicle-crossovers-or-dropped-kerbs
6. The developer is advised that as part of the detailed design of the highway works required by the above condition(s), the County Highway Authority may require necessary accommodation works to street lights, road signs, road markings, highway drainage, surface covers, street trees, highway verges, highway surfaces, surface edge restraints and any other street furniture/equipment.
7. The developer is reminded that it is an offence to allow materials to be carried from the site and deposited on or damage the highway from un-cleaned wheels or badly loaded vehicles. The Highway Authority will seek, wherever possible, to recover any expenses incurred in clearing, cleaning or repairing highway surfaces and prosecutes persistent offenders (Highways Act 1980 Sections 131, 148, 149).
8. Section 59 of the Highways Act permits the Highway Authority to charge developers for damage caused by excessive weight and movements of vehicles to and from a site. The Highway Authority will pass on the cost of any excess repairs compared to normal maintenance costs to the applicant/organisation responsible for the damage.
9. The applicant is expected to ensure the safe operation of all construction traffic to prevent unnecessary disturbance obstruction and inconvenience to other highway users. Care should be taken to ensure that the waiting, parking, loading and unloading of construction vehicles does not hinder the free flow of any carriageway, footway, bridleway, footpath, cycle route, right of way or private driveway or entrance. The developer is also expected to require their contractors to sign up to the "Considerate Constructors Scheme" Code of Practice, (www.ccscheme.org.uk) and to follow this throughout the period of construction within the site, and within adjacent areas such as on the adjoining public highway and other areas of public realm.
10. It is the responsibility of the developer to provide e-bike charging points with socket timers to prevent them constantly drawing a current over night or for longer than required. Signage should be considered regarding damaged or

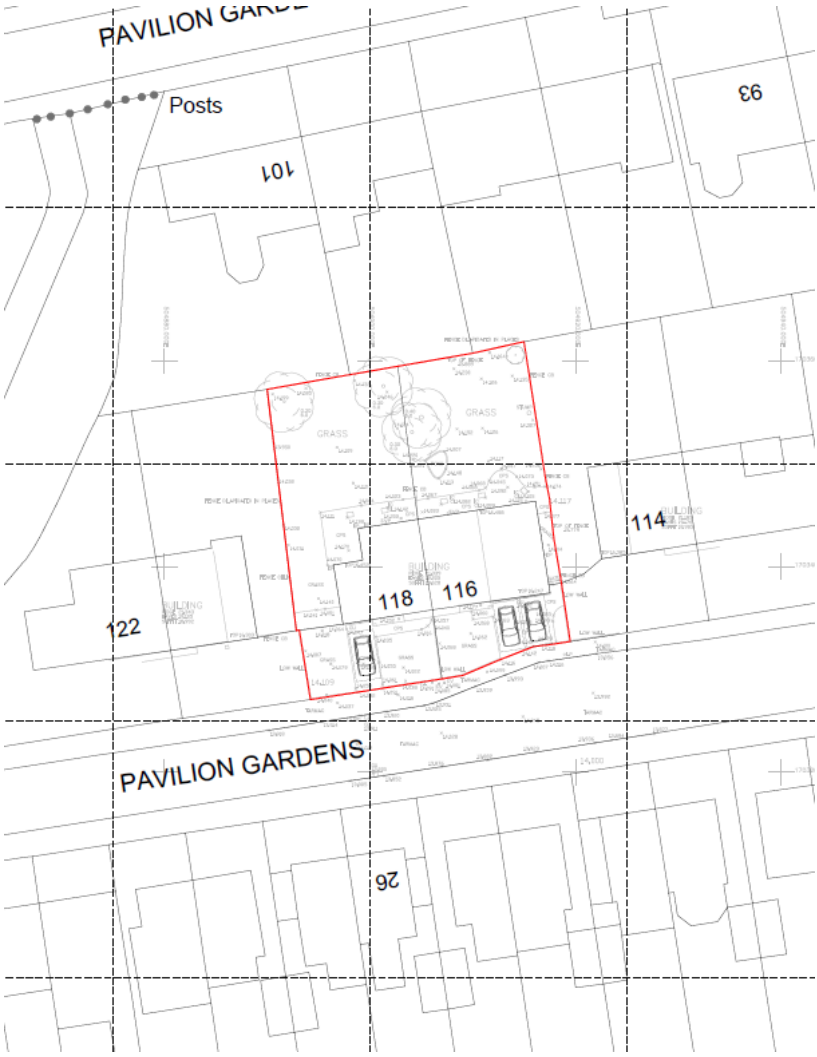
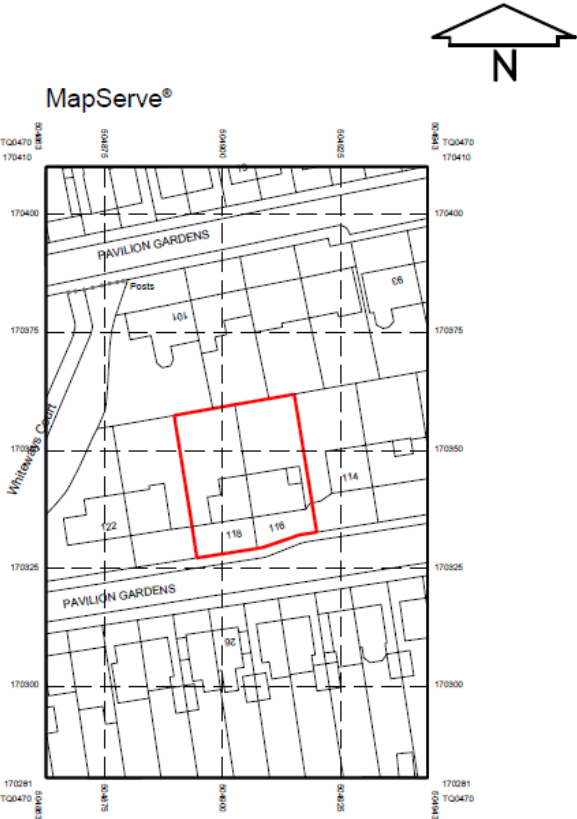
shock impacted batteries, indicating that these should not be used/charged. The design of communal bike areas should consider fire spread and there should be detection in areas where charging takes place. With regard to an e-bike socket in a domestic dwelling, the residence should have detection, and an official e-bike charger should be used. Guidance on detection can be found in BS 5839-6 for fire detection and fire alarm systems in both new and existing domestic premises. In non-domestic buildings the premises should have detection, and an official e-bike charger should be used. Guidance on detection can be found in BS 5839-1 of the code of practice for designing, installing, commissioning, and maintaining fire detection and alarm systems in non-domestic buildings.

11. Condition No. 17 has been recommended because Surrey County Council's Electric Vehicle charging requirements for the development proposed, exceeds those as defined within Building Regulations. The County Highway consider it is necessary for the condition to be imposed on any consent granted, in accordance with the requirements of the NPPF (2024) at paragraph 117 (e) and Surrey County Council's LTP4 policy on improving emissions intensity and energy efficiency of vehicles and operational efficiency of roads through technology improvements.
12. It is the responsibility of the developer to ensure that the electricity supply is sufficient to meet future demands and that any power balancing technology is in place if required. Electric Vehicle Charging Points shall be provided in accordance with the Surrey County Council Vehicular, Cycle and Electric Vehicle Parking Guidance for New Development 2024. Where undercover parking areas (multistorey car parks, basement or undercroft parking) are proposed, the developer and LPA should liaise with Building Control Teams and the Local Fire Service to understand any additional requirements. If an active connection costs on average more than £3600 to install, the developer must provide cabling (defined as a 'cabled route' within the 2022 Building Regulations) and two formal quotes from the distribution network operator showing this.

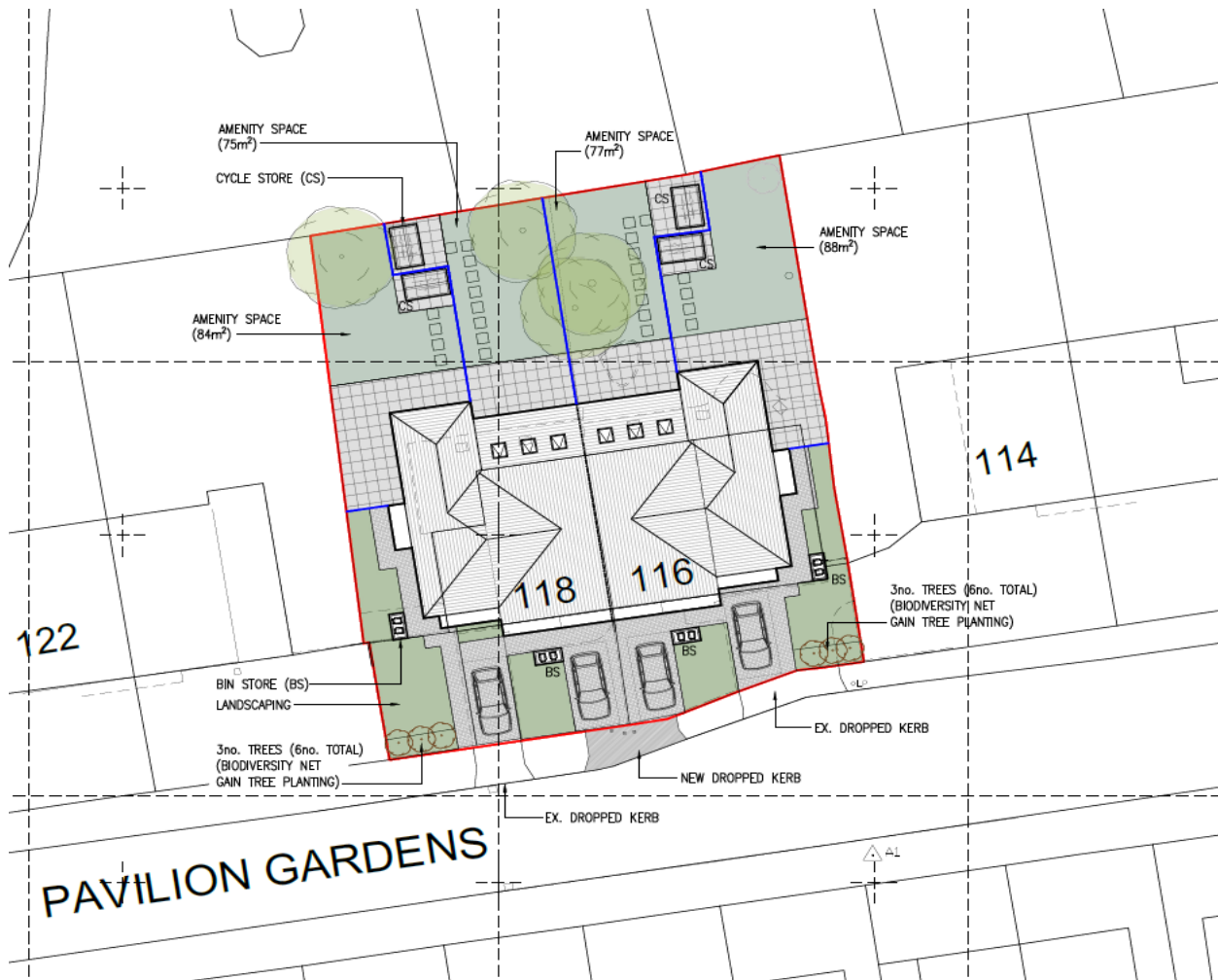
116 - 118 Pavilion Gardens, Staines-upon-Thames, TW18 1HW

EXISTING SITE PLAN

LOCATION PLAN



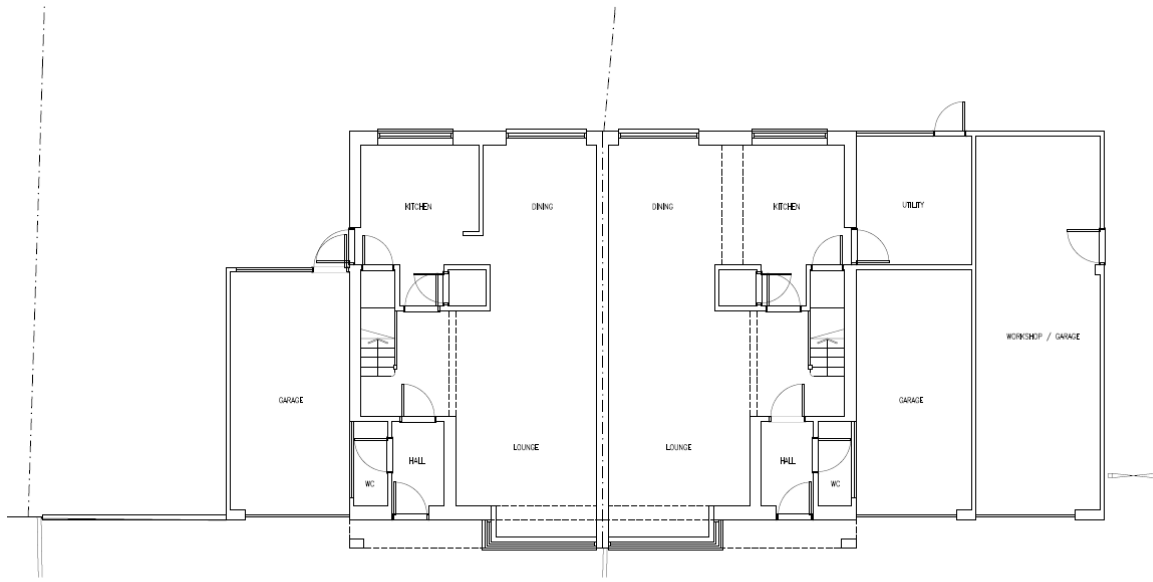
PROPOSED SITE PLAN



PROPOSED STREET SCENE



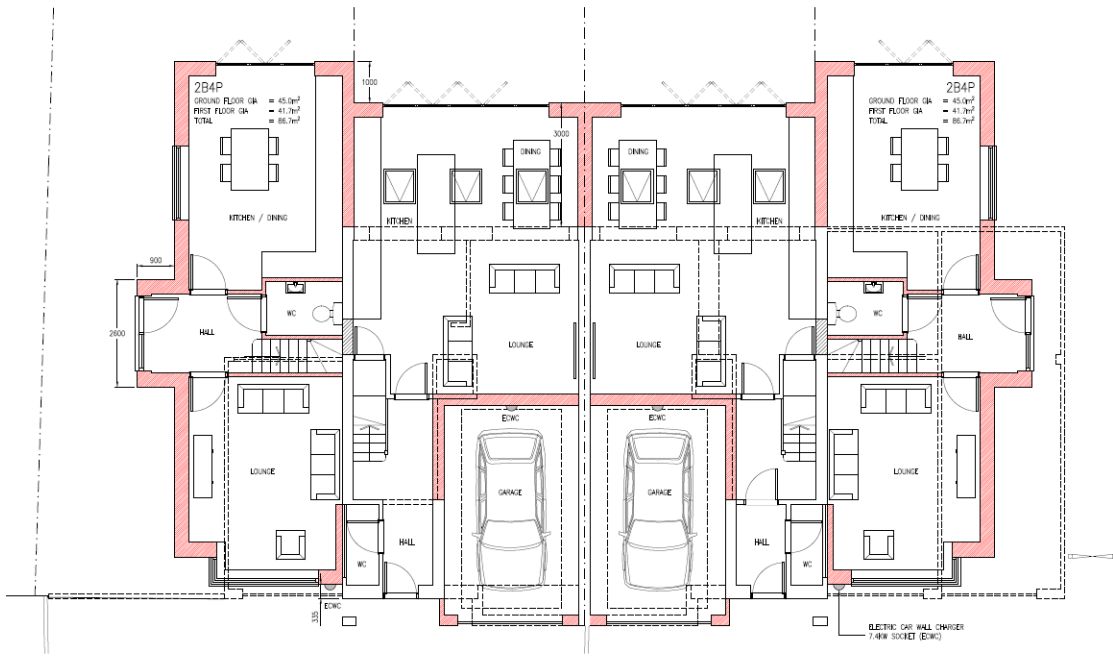
EXISTING GROUND FLOOR



no. 118

no. 116

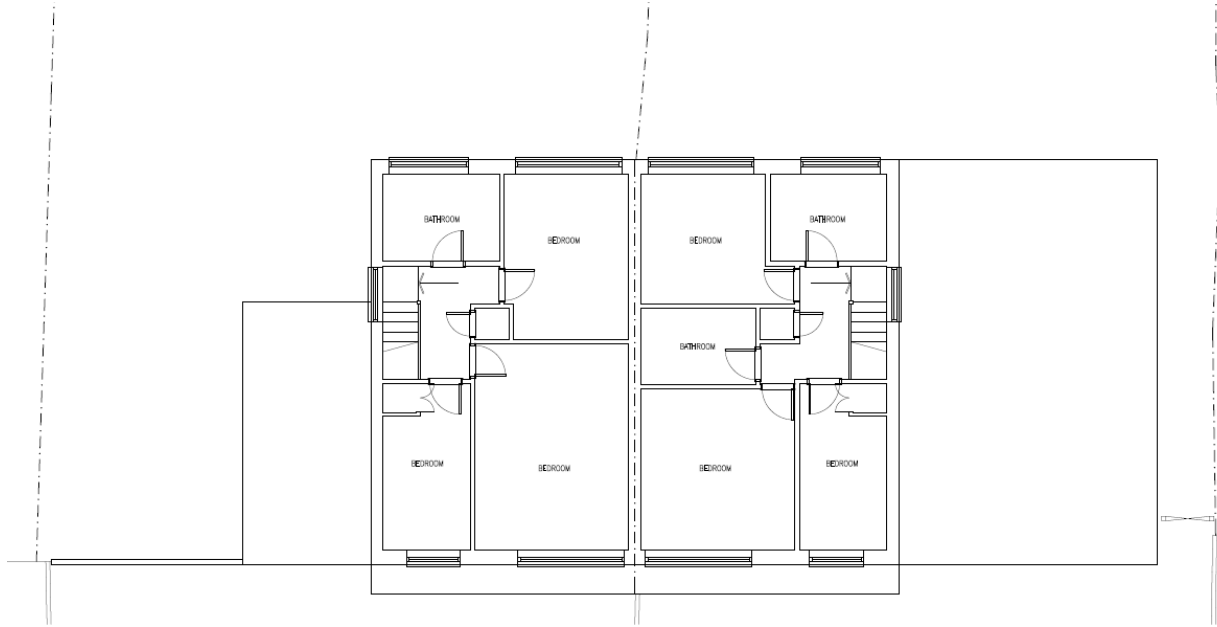
PROPOSED GROUND FLOOR



no. 118

no. 116

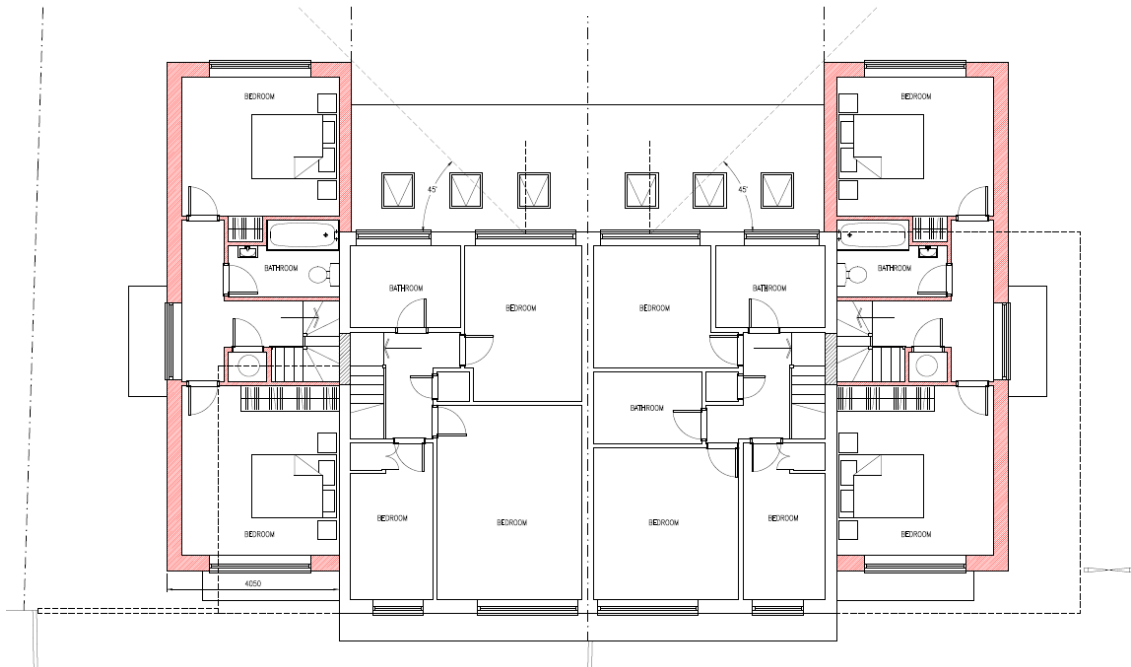
EXISTING FIRST FLOOR



no. 118

no. 116

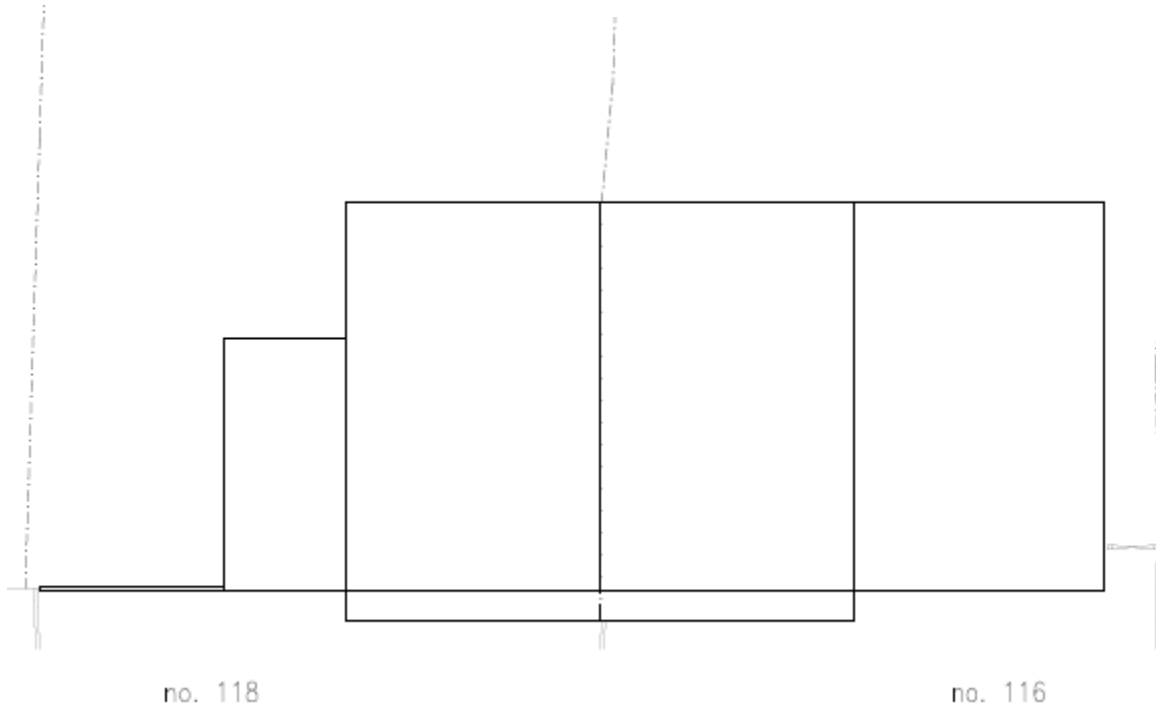
PROPOSED FIRST FLOOR



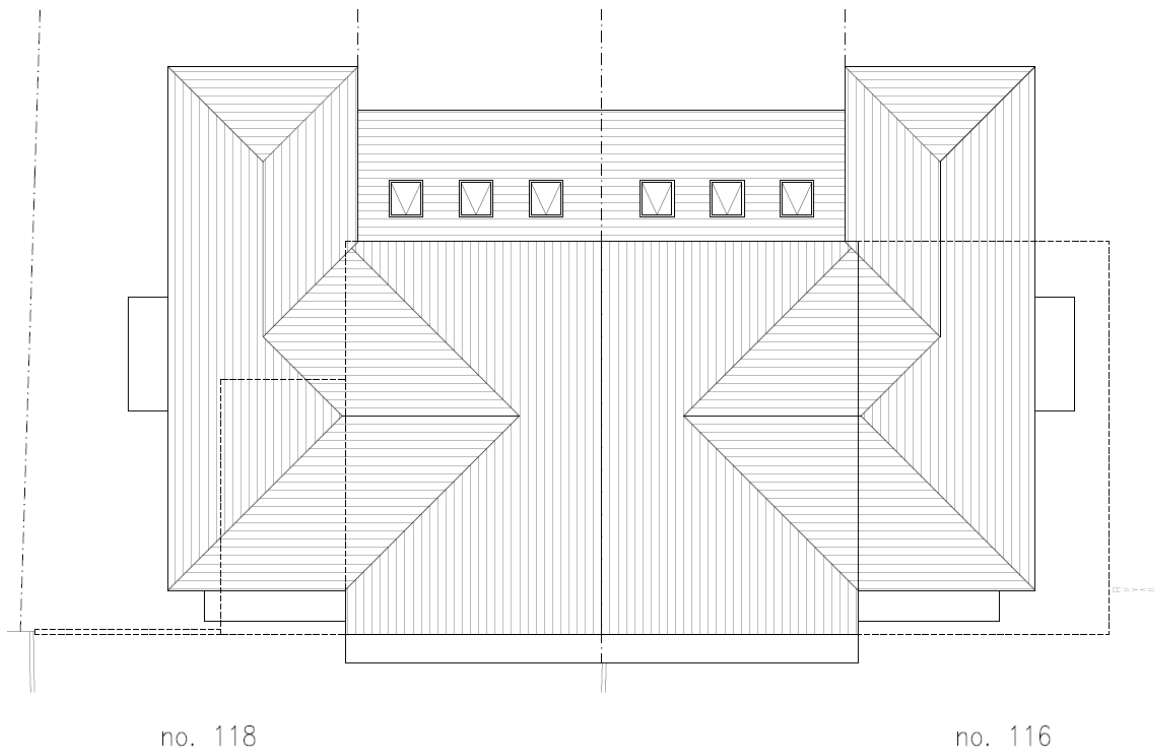
no. 118

no. 116

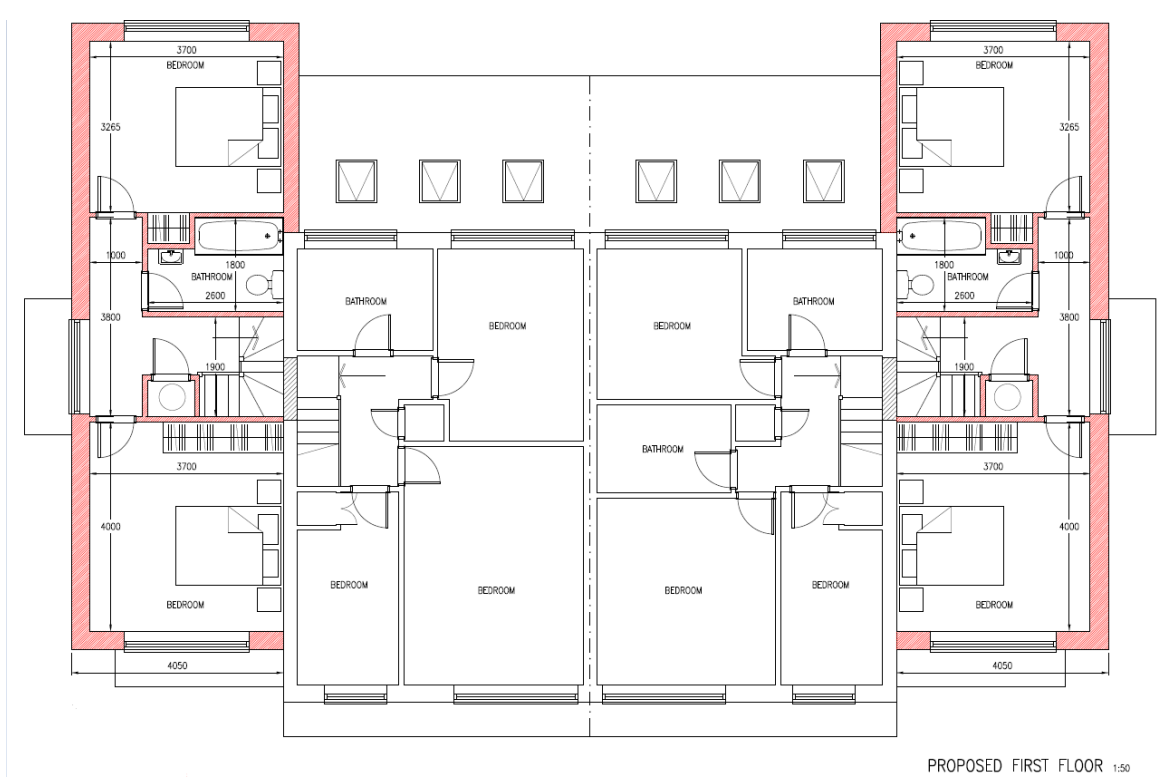
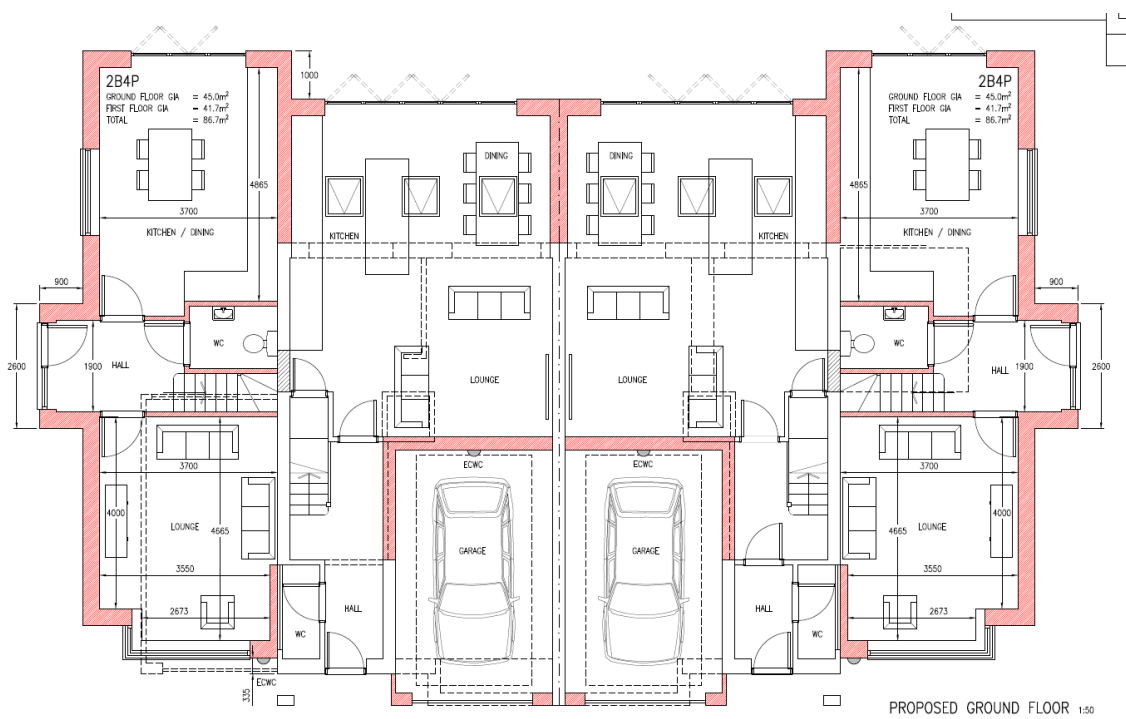
EXISTING ROOF



PROPOSED ROOF



PROPOSED FLOOR PLANS WITH INTERNAL DIMENSIONS



EXISTING ELEVATIONS



PROPOSED ELEVATIONS



This page is intentionally left blank



25/00206/FUL: Franklin House, Station Approach

Shepperton. TW17 8AR

Scale: 1:500

© Crown copyright and database rights 2025 Ordnance Survey AC0000812047.



This page is intentionally left blank

Planning Committee

20 August 2025



Application No.	25/00206/FUL
Site Address	Franklin House, Station Approach, Shepperton, TW17 8AR
Applicant	Mr Shloime Godlewsky
Proposal	Two-storey front extension and additional floor
Case Officer	Matthew Churchill
Ward	Shepperton Town
Called-in	The application has been called in by Councillor Attewell as a result of parking concerns and overdevelopment

Application Dates	Valid:16.06.2025	Expiry:11.08.2025	Target: Extension of time Agreed.
Executive Summary	<p>The proposal under consideration is for a two-storey front extension and an additional floor to the existing office building. The application proposes some 120m² of additional office floorspace in the Shepperton Employment Area.</p> <p>The extension would project some 1.5 metres forward of the existing front elevation, and a covered entrance would also project approximately 2 metres further forward. The additional storey would introduce a third floor that would incorporate a gable roof above. The extension would be constructed in materials to match those of the existing building, which would be secured by condition. In the context of surrounding 2 and 3 storey buildings, the prevailing building line of Station Approach, and the gable form of the existing roof, officers consider the proposals would have a satisfactory impact upon the surrounding character.</p> <p>Given the siting and scale of the works, the scheme is also considered to have an acceptable impact upon residential amenity. The application proposes two parking spaces at the front of the site, which would be in accordance with the Council's maximum parking standards. Given the sites location in the centre of Shepperton, the proximity to Shepperton Railway Station, and nearby bus stops, this is considered to be acceptable.</p> <p>The proposal is also considered to have an acceptable impact on flooding , subject to the conditions set out in the Environment Agency's Standing advice.</p> <p>It is therefore considered that the proposals would accord with national</p>		

	and local planning policies and the application is recommended for approval.
Recommended Decision	Grant prior approval subject to conditions as set out at Paragraph 8 of the Report.

1. Development Plan

- 1.1 The following policies in the Council's Core Strategy and Policies DPD 2009 are considered relevant to this proposal:
- Policy SP1 (Location of New Development)
 - Policy EN1 (Design of New Development)
 - Policy EM1 (Employment Development)
 - Policy LO1 (Flooding)
 - Policy TC3 (Development in Ashford, Shepperton and Sunbury Cross Centres)
 - Policy CC1 (Renewable Energy)
 - Policy CC2 (Sustainable Travel)
 - Policy CC3 (Parking Provision)
- 1.2 The policies contained within the National Planning Policy Framework (NPPF) (December 2024) are also relevant.
- 1.3 On 19 May 2022, the Council agreed that the draft Spelthorne Local Plan 2022 – 2037 be published for public consultation under Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended). The public consultation for the Pre-Submission Publication version of the Local Plan ended on 21st September 2022 and the local plan was submitted to the Planning Inspectorate on 25th November 2022.
- 1.4 An Examination into the emerging Local Plan commenced on 23 May 2023. However, it was paused to allow time for the new council to understand and review the policies and implications of the emerging Local Plan and to address the issues that were identified in the first week of the Examination, in particular flood risk and its potential implications in relation to the site allocation and delivery strategy of the plan.
- 1.5 On 12 December 2024, the Planning Inspectorate confirmed that the Local Plan examination would resume on the 27 January 2025. This has now taken place and the Examination closed on 18 February 2025. Adoption of the Local Plan by Council could be by September 2025 subject to the plan being found sound by the Inspector and public consultation undertaken on the Main Modifications (<https://spelthornelocalplan.info/evidence-base/>).
- 1.6 The following policies of the Pre-Submission Spelthorne Local Plan 2022 – 2037 are of relevance:
- ST1: Presumption in Favour of Sustainable Development
 - ST2: Planning for the Borough
 - PS2: Designing places and spaces
 - SP2: Ashford, Shepperton and Sunbury Cross
 - EC1: Meeting Employment Needs
 - EC3: Local Centres, Shopping Parades and Isolated Retail Units

- The [National Planning Policy Framework](#) (NPPF) policy states at para 49 that: Local planning authorities may give weight to relevant policies in emerging plans according to:
- a) the stage of preparation of the emerging plan (the more advanced its preparation, the greater the weight that may be given);
 - b) the extent to which there are unresolved objections to relevant policies (the less significant the unresolved objections, the greater the weight that may be given); and
 - c) the degree of consistency of the relevant policies in the emerging plan to this Framework (the closer the policies in the emerging plan to the policies in the Framework, the greater the weight that may be given).
- 1.7 Section 38(6) the Planning and Compulsory Purchase Act 2004 (https://www.legislation.gov.uk/ukpga/2004/5/pdfs/ukpga_20040005_en.pdf) requires applications to be determined in accordance with the development plan (unless material considerations indicate otherwise) and not in accordance with an emerging plan, although emerging policies may be a material consideration.
- 1.8 At this stage, the policies in the Pre-Submission Spelthorne Local Plan carry limited weight in the decision-making process. The adopted policies in the 2009 Core Strategy and Policies DPD carry substantial weight in the determination of this planning application.

1. RELEVANT PLANNING HISTORY

- 1.1 The site has the following planning history:

SUN/FUL/1988B	Erection of two storey estate office.	Granted 27.01.1960
---------------	---------------------------------------	-----------------------

2. DESCRIPTION OF CURRENT PROPOSAL

- 2.1 The application site is occupied by a two-storey office building that is situated on the northern side of Station Approach, at the junction with Green Lane. A parking area serving the office is located at the front of the building, which currently accommodates approximately 4-5 cars.
- 2.2 The property is situated within the 1 in 1000-year flood event area (Flood Zone 2), the Shepperton Employment Area, and the Shepperton Commercial Area.
- 2.3 An office building at Terminal House is situated to the north-east of the site, which has been subject to a number of recent planning applications (Block B). A further element of Terminal House (Block A) is located on the northern side of the railway line that adjoins the application site.
- 2.4 The wider street scene is occupied by a mix of commercial and residential properties that typically range between two and three storeys in height.

- 2.5 The application proposes a two-storey front extension that would project 1.5 metres forward of the existing front elevation. A covered entrance would also project approximately 2 metres further forward.
- 2.6 The application further proposes a third storey under a pitched roof with gable ends above, as existing. The plans show that the building would remain in an office use and the extension would provide additional office floorspace.
- 2.7 The applicant's site plan shows that the resultant property would be served by two off-street car parking spaces situated at the front of the building as well as a cycle store. The spaces would be accessed from Station Approach to the south, as existing.
- 2.8 The applicant's submission documents state that there would be a 120.72m² increase in floor space within the building. It is also stated that the proposed materials would match those of the existing building.

3. CONSULTATIONS

- 3.1 The following table shows those bodies consulted and their response.

Statutory Consultees

Consultee	Comment
County Highway Authority	Recommends Conditions and Informatives.
Environment Agency	Consultation not required.
Network Rail	Recommends informatives.

Non-Statutory Consultees

Consultee	Comment
Environmental Health (Contamination)	Recommends informatives.

4. PUBLIC CONSULTATION

4.1 The Council sent out 6 neighbour notification letters and has received 2 letters of representation, which object to the proposals on the following grounds:

- The plans show proposed office space but permission has been granted for a change of use (Officer Note: There is no planning permission for a change of use of the building).
- The proposal will be out of character.
- The proposed parking is insufficient.
- It is unclear why bathrooms and shower rooms are required.
- The property could be converted to dwellings at a later stage (Officer Note: the application must be determined on its own merits).
- Concerns for the existing occupiers and the impacts the proposal may have on the business.

5. PLANNING ISSUES

- Employment
- Design and appearance
- Amenity
- Parking & Highways
- Ecology

6. PLANNING CONSIDERATIONS

Employment

6.1 Policy EM1 of the [Core Strategy and Policies Development Plan Document \(CS&P DPD\)](#) states that the Council will maintain employment development in designated Employment Areas including Shepperton Centre by encouraging proposals for redevelopment and extensions that enable business needs to be met, and which make the most effective use of available employment land. The policy further states that employment will be maintained by:

“refusing proposals that involve a net loss of employment land or floorspace in Employment Areas, unless the loss of floorspace forms part of a redevelopment that more effectively meets needs for an existing business operating from the site or the loss of employment land is part of a mixed use development on the site which results in no net loss of employment floorspace, or it can be clearly demonstrated that the maintenance of existing levels of employment floorspace on the site is unsustainable and unviable in the long term”.

6.2 At paragraph 85, the [NPPF](#) states that planning decisions should help create the conditions in which businesses can invest, expand and adapt. Significant weight should be placed on the need to support economic growth and productivity, taking into account both local business needs and wider opportunities for development.

- 6.3 The application proposes a 120.72m² increase in employment floorspace within the designated Shepperton Employment Area. The proposal is therefore considered to be in accordance with the objectives of policy EM1 and the NPPF in this regard.
- 6.4 It is noted that the LPA has received a letter of representation which raises concerns over the impact upon the existing business occupying the building. However, as the proposal would increase employment floorspace within this designated Employment Area, the scheme is considered to accord with local and national planning policies in this regard.

Character and Appearance

- 6.5 At paragraph 131, the [NPPF](#) states that the creation of high quality, beautiful and sustainable buildings and places is fundamental to what the planning and development process should achieve. Additionally, at paragraph 135, the NPPF states that planning decisions should ensure that developments function well and add to the overall quality of the area, are visually attractive as a result of good architecture, layout and appropriate and effective landscaping, and are sympathetic to the local character and history, including the surrounding built environment and landscape setting, while not preventing or discouraging appropriate innovation or change (such as increased densities).
- 6.6 Policy EN1 of the CS&P DPD states that the Council will require a high standard in the design and layout of proposals for new development. The policy further states that proposals for new development should demonstrate that they will make a positive contribution to the street scene and character of the area in which they are situated, paying due regard to the scale, height, proportions, layout and characteristics of adjoining buildings and land.
- 6.7 The [National Design Guide](#) indicates that well-designed places should enhance the surroundings, should be attractive and distinctive, achieve a coherent pattern of development, should be accessible and easy to move around, should enhance and optimise nature, should be safe, social and inclusive, should contain mixed and integrated uses, should be functional, sustainable, efficient and resilient and should be made to last.
- 6.8 The application site is located on a prominent corner and is visible in the street scenes of Station Approach, Old Charlton Road, Shepperton High Street and Green Lane. There is a mixture of commercial and residential properties within the surrounding locality with buildings typically ranging between 2-3 storeys in height. The proposed extension would measure some 9.931 metres in height and would result in the building being set over 3 storeys. In the context of the height and scale of surrounding buildings, it is not considered that the proposed construction of a third storey would be unduly out of character. It is notable that a 3-storey element of Terminal House adjoins the application site boundary.
- 6.9 It is further considered that the 1.5 metre forward projection of the extension, and the 2-metre forward projection of the overhanging entrance would have an acceptable impact upon the prevailing building line of Station Approach given the siting of Terminal House situated to the east of the site, which is set significantly forward of the existing building.

- 6.10 The incorporation of a gable roof design is considered to be acceptable in the context of the existing gable roof form. The use of materials to match those of the existing is also considered to be satisfactory, although it is recommended that this is secured by condition. The symmetry and siting of the proposed windows is also considered to have an acceptable visual impact.
- 6.11 It is therefore considered that the proposed extension would have an acceptable impact upon the character and appearance of the area and would be in accordance with the objectives of policy EN1 and the NPPF in design terms.

Amenity

- 6.12 Policy EN1 of the CS&P DPD states that proposals for new development should demonstrate they will achieve a satisfactory relationship to adjoining properties avoiding significant harmful impacts in terms of loss of privacy, daylight or sunlight, or overbearing impact due to bulk, proximity or outlook.
- 6.13 At paragraph 135, the NPPF states that planning decisions should ensure that developments create places that are safe, inclusive and accessible and which promote health and well-being, with a high standard of amenity for existing and future users.
- 6.14 The nearest residential dwelling to the site is located above no.11 Station Approach which contains a commercial unit on the ground floor and is situated approximately 25 metres from the application site. At such a distance and given the nature of the works, it is considered that the proposals would have an acceptable impact upon light and privacy and would not have an overbearing impact.
- 6.15 Terminal House (Building A) is situated immediately to the north-east of the site which is occupied by an office building. The building contains windows in the western flank elevation at ground, first and second floor levels. The existing floor plans submitted with a recent planning application at this property (25/00792/FUL) indicate that the window on the second floor is a secondary window serving an office. The first-floor window serves a corridor, and the ground floor window is also secondary to an office. Given the secondary nature of the ground and second floor windows, the corridor nature of the first-floor window, and the commercial use of the building, it is not considered that an objection could be sustained on the grounds of the impact upon the amenity of the occupiers of this building.
- 6.16 The railway adjoins the northern site boundary, and the northern element of Terminal House (Building B) is located to the north of the railway, which is situated approximately 10 metres from the application building.
- 6.17 The plans submitted with a recent planning application at this site (25/00793/FUL) show that ground and first floor windows in the southern elevation of this property serve offices and a reception area. As a result of distance, and the commercial use of this property, it is not considered that the proposals would have an adverse impact upon the amenity of this building.

- 6.18 The proposal is further considered to have an acceptable impact upon the amenity of all further properties in the surrounding locality and would be in accordance with the objectives of policy EN1 and the NPPF in this regard.

Parking & Highways

- 6.19 Policy CC2 of the CS&P DPD states that the Council will seek to secure more sustainable travel patterns by only permitting development traffic generating development where it is or can be made compatible with transport infrastructure in the area, taking into account access and egress to the public highway and highway safety. Policy CC3 states that the Council will require appropriate provision for off-street parking provision in accordance with its maximum parking standards.
- 6.20 At paragraph 116, the NPPF states that development should only be prevented or refused on highways grounds if there would be an unacceptable impact upon highway safety, or the residual cumulative impacts on the road network, following mitigation, would be severe, taking into account all reasonable future scenarios.
- 6.21 The [Councils Parking Standards SPG](#) states that a B1 Use Class (which has now been absorbed into Class E), should be provided with a maximum of 1 space per 35m² of internal floorspace. It should be noted that this is applied as a maximum and not a minimum.
- 6.22 On this basis, the development would normally be required to provide a maximum of 7 parking spaces. As this is applied as a maximum and the development would be provided with two parking spaces, the proposal would be in accordance with the Council's SPG.
- 6.23 The site is also located within Shepperton Town Centre and is a short distance from Staines Railway Station. A bus stop is also located immediately outside of the site. Whilst the two parking spaces proposed is lower than the existing approximate 4-5 spaces, the proposed level of parking provision is therefore considered to be acceptable.
- 6.24 The Council has also consulted the County Highway Authority, which has raised no objections subject to conditions and informatives.
- 6.25 The proposal is therefore considered to be in accordance with the objectives of policy CC2, CC3 and the NPPF in highway terms.

Biodiversity

- 6.26 The application is exempt from BNG requirements as the proposals would not impact a priority habitat and would impact less than 25m² of on-site habitat, or 5 metres of line habitats such as hedge rows.

Flooding

- 6.27 Policy LO1 of the CS&P DPD and states that the Council will seek to reduce flood risk and its adverse effects on people and property in Spelthorne.
- 6.28 The application site is located within the 1 in 1000-year flood event area (Flood Zone 2). As the works are for an extension to an existing building, it is recommended that the conditions outlined by the Environment Agency in its standing advice are attached to the decision notice.
- 6.29 The LPA has also consulted the Environment Agency, which has confirmed that a consultation is not necessary.

Climate Change SPD & Renewable Energy

- 6.30 The Climate Change Supplementary Planning Document (SPD) was adopted by the Council in April 2024. It provides more detailed guidance to applicants on how to implement adopted Policy SP7 from the Core Strategy 2009. Policy SP7 seeks to reduce climate change effects by:

- a) promoting inclusion for renewable energy, energy conservation and waste management in new and existing developments*
- b) development reduces the need to travel and encourages alternatives to car use*
- c) encourage non car-based travel,*
- d) promoting the efficient use and conservation of water resources,*
- e) promoting measures to reduce flooding and the risks from flooding,*
- f) supporting measures to enhance and manage Staines' role as a public transport interchange.*

- 6.31 There are also three implementation policies; Policy CC1: Renewable Energy Conservation and sustainable Construction, Policy CC2: Sustainable Travel and Policy CC3: Parking provision.
- 6.32 There are also other key documents supporting action on climate change; the NPPF 2023 chapter 14 "*Meeting the challenge of climate change*", the *National Model Design Code and Spelthorne Borough Council's Climate Change Strategy 2022 – 2030*.

- 6.33 A climate change checklist has been submitted with this application, in accordance with the new SPD requirements. This checklist shows that the applicant has considered the following factors: air/ground source heat pumps, insulation measures, double/triple glazing, solar panels, smart metres, efficient boilers, a design allowing for passive ventilation, accessible bike storage, EV charging provision, shower facilities for employees, low carbon/recyclable and local construction materials, recycling space, priorities for re-use of materials, planting, harvesting water systems, permeable outdoor areas, materials for natural cooling.
- 6.34 Overall, the scheme performs well against the Council's SPD and climate change policies.
- 6.35 Policy CC1 of the CS&P DPD states that the Council will support the provision of renewable energy, energy efficiency, and proposed sustainable development generally by requiring extensions exceeding 100m² to include measures to provide at least 10% of the developments energy through renewable sources.
- 6.36 The applicant has submitted a renewable energy statement that has been reviewed by the Council's Sustainability Officer. It has been confirmed that the Council's renewable energy requirement would be met. The proposal is therefore considered to be in accordance with the objectives of policy CC1.

Other Matters

- 6.37 As the site adjoins the railway line, the LPA has consulted Network Rail, which has raised no objections to the proposals, although has recommended that informatives are attached to the decision notice.

Equalities Act 2010

- 6.38 This planning application has been considered in light of the Equality Act 2010 and associated Public Sector Equality Duty, where the Council is required to have due regard for:
- 6.39 The elimination of discrimination, harassment and victimisation; The advancement of equality of opportunity between persons who share a relevant protected characteristic and person who do not share it; The fostering of good relations between persons who share a relevant protected characteristic and person who do not share it; which applies to people from the protected equality groups.

Human Rights Act

- 6.40 This planning application has been considered against the provisions of the Human Rights Act 1998.
- 6.41 Under Article 6 the applicants (and those third parties who have made representations) have the right to a fair hearing and to this end full consideration will be given to their comments.

6.42 Article 8 and Protocol 1 of the First Article confer a right to respect private and family life and a right to the protection of property, i.e. peaceful enjoyment of one's possessions which could include a person's home, and other land and business assets.

6.43 In taking account of the Council policy as set out in the Spelthorne Local Plan and the NPPF and all material planning considerations, officers have concluded on balance that the rights conferred upon the applicant/ objectors/ residents/ other interested party by Article 8 and Article 1 of the First Protocol may be interfered with, since such interference is in accordance with the law and is justified in the public interest. Any restriction of these rights posed by the approval of the application is legitimate since it is proportionate to the wider benefits of such a decision, is based upon the merits of the proposal, and falls within the margin of discretion afforded to the Council under the Town & Country Planning Acts.

Financial Considerations

6.44 Under In S155 of the Housing and Planning Act 2016, Local Planning Authorities are now required to ensure that potential financial benefits of certain development proposals are made public when a Local Planning Authority is considering whether or not to grant planning permission for planning applications which are being determined by the Council's Planning Committee. A financial benefit must be recorded regardless of whether it is material to the Local Planning Authority's decision on a planning application, but planning officers are required to indicate their opinion as to whether the benefit is material to the application or not.

The proposal would not generate a New Homes Bonus, nor is it a CIL chargeable scheme. The proposal will generate Business Rates payments which is not a material consideration in the determination of this proposal.

7. RECOMMENDATION

7.1 The options available to Planning Committee for decision making are:

- To approve the application as set out in this report. This option is recommended. The report analyses the reasons why the application is considered acceptable in planning terms.
- To approve the application subject to additional/amended conditions and informatives. This option is not recommended, the conditions and informatives are set out below. The Planning Committee should be minded of paragraph 57 of the NPPF which states that :- *planning conditions should be kept to a minimum and only imposed where they are necessary, relevant to planning and the development to be permitted, enforceable, precise and reasonable in all other respects* ([National Planning Policy Framework](#)).
- To refuse the application. This option is not recommended. The report assesses why officers consider the application to be acceptable and there are no material planning reasons to refuse the proposal.

7.2 The application is recommended for approval subject to the conditions and informatives below:

7.3 **GRANT PRIOR APPROVAL** subject to the following Conditions:

1. The development must be completed within a period of 3 years starting with this prior approval date.

Reason:- To accord with the terms of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended).

2. The development hereby permitted shall be carried out in accordance with the following approved plans and drawings: E 00, E01, E02, E03, E04, E05, P01, P02, P03, P04,P05, P06, P07, P08, P09, P10, P12, P13

Reason:- For the avoidance of doubt and in the interest of proper planning

3. No development above damp-proof course level shall take place until details of the materials to be used for the external surfaces of the buildings and other external surfaces of the development are submitted to and approved by the Local Planning Authority. The development shall then be constructed in accordance with the approved materials and detailing.

Reason:- To ensure that the proposed development does not prejudice the appearance of the development and the visual amenities and character of the locality, in accordance with policies SP6 and EN1 of the Spelthorne Borough Core Strategy and Policies Development Plan Document 2009.

4. There shall be no raising of existing ground levels on the site within the area liable to flood, other than in accordance with the approved details.

Reason:- To prevent the increased risk of flooding due to impedance of flood flows and reduction in flood storage capacity in accordance with policies SP1, SP7 and LO1 of the Spelthorne Borough Core Strategy and Policies Development Plan Document 2009.

5. All spoil and building materials stored on site before and during construction shall be removed from the area of land liable to flood upon completion.

Reason:- To prevent the increased risk of flooding due to impedance of flood flows and reduction of flood storage capacity in accordance with policies SP1, SP7 and LO1 of the Spelthorne Borough Core Strategy and Policies Development Plan Document 2009.

6. The development hereby approved shall not be utilised unless and until space has been laid out within the site in accordance with the approved plans (sheets P 01 and P 09 from project no. 3481 dated 29/07/2025) for vehicles to be parked. Thereafter the parking area shall be retained and maintained for its designated purpose.

Reason:-. In order that the development makes suitable provision for sustainable travel, in accordance with the sustainable objectives of Chapter 9 “Promoting sustainable transport” of the National Planning Policy Framework 2024, and policies CC2 and CC3 of Spelthorne Borough Council’s Core Strategy and Policies Development Plan Document February 2009.

7. The development hereby approved shall not be occupied unless and until both proposed parking spaces are provided with a fast-charge Electric Vehicle charging point (current minimum requirements - 7 kw Mode 3 with Type 2 connector - 230v AC 32 Amp single phase dedicated supply). To be in accordance with the approved plans (sheet P 12 from project no. 3481 dated 29/07/2025) and thereafter retained and maintained to the satisfaction of the Local Planning Authority.

Reason:-. In order that the development makes suitable provision for sustainable travel, in accordance with the sustainable objectives of Chapter 9 “Promoting sustainable transport” of the National Planning Policy Framework 2024, and policies CC2 and CC3 of Spelthorne Borough Council’s Core Strategy and Policies Development Plan Document February 2009.

8. The development hereby approved shall not be first occupied unless and until facilities for high quality, secure, lit and covered parking for a minimum of 6 bicycles have been provided within the development site in accordance with a scheme to be submitted to and approved in writing by the Local Planning Authority. Thereafter the said approved facilities shall be provided, retained and maintained to the satisfaction of the Local Planning Authority. 5% of communal cycle storage spaces should cater for disabled/adaptive cycles.

Reason:-. In order that the development makes suitable provision for sustainable travel, in accordance with the sustainable objectives of Chapter 9 “Promoting sustainable transport” of the National Planning Policy Framework 2024, and policies CC2 and CC3 of Spelthorne Borough Council’s Core Strategy and Policies Development Plan Document February 2009.

9. The works shall be carried out in accordance with the renewable energy details contained within the document entitled “*Energy Statement, Proposed development At: Second floor extension to office, Franklin House, Shepperton TW17 8AR*” unless otherwise agreed in writing by the Local Planning Authority. The agreed measures shall be implemented with the construction of each building and thereafter retained.

Reason:-. To ensure that the development is sustainable and complies with Policy SP7 and CC1 of the Spelthorne Development Plan Core Strategy and Policies DPD.

INFORMATIVES

1. The developer must ensure that their proposal, both during construction and after completion does not:
 - encroach onto Network Rail land

- affect the safety, operation or integrity of the company's railway and its infrastructure
- undermine its support zone
- damage the company's infrastructure
- place additional load on cuttings
- adversely affect any railway land or structure
- over-sail or encroach upon the air-space of any Network Rail land
- cause to obstruct or interfere with any works or proposed works or Network Rail development both now and in the future

Network Rail strongly recommends the developer complies with the following comments and requirements to maintain the safe operation of the railway and protect Network Rail's infrastructure.

2. The applicant must ensure that any construction and subsequent maintenance can be carried out to any proposed buildings or structures without adversely affecting the safety of/or encroaching upon Network Rail's adjacent land and air-space. Therefore, any buildings are required to be situated at least 2 metres (3m for overhead lines and third rail) from Network Rail's boundary. This requirement will allow for the construction and future maintenance of a building without the need to access the operational railway environment. Any less than 2m (3m for overhead lines and third rail) and there is a strong possibility that the applicant (and any future resident) will need to utilise Network Rail land and air-space to facilitate works as well as adversely impact upon Network Rail's maintenance teams' ability to maintain our boundary fencing and boundary treatments. Access to Network Rail's land may not always be granted and if granted may be subject to railway site safety requirements and special provisions with all associated railway costs charged to the applicant. As mentioned above, any works within Network Rail's land would need approval from the Network Rail Asset Protection Engineer. This request should be submitted at least 20 weeks before any works are due to commence on site and the applicant is liable for all associated costs (e.g., a full possession, site safety, asset protection presence costs). However, Network Rail is not required to grant permission for any third-party access to its land.
3. All operations, including the use of cranes or other mechanical plant working adjacent to Network Rail's property, must at all times be carried out in a "fail safe" manner such that in the event of mishandling, collapse or failure, no plant or materials are capable of falling within 3.0m of the boundary with Network Rail.
4. Storm/surface water must not be discharged onto Network Rail's property or into Network Rail's culverts or drains except by agreement with Network Rail. Suitable drainage or other works must be provided and maintained by the Developer to prevent surface water flows or run-off onto Network Rail's property. Proper provision must be made to accept and continue drainage discharging from Network Rail's property; full details to be submitted for approval to the Network Rail Asset Protection Engineer. Suitable foul drainage must be provided separate from Network Rail's existing drainage. Soakaways, as a means of storm/surface water disposal must not be constructed within 20 metres of Network Rail's boundary or at any point which could adversely affect the stability of Network Rail's property. After the

completion and occupation of the development, any new or exacerbated problems attributable to the new development shall be investigated and remedied at the applicants' expense.

5. Any scaffold which is to be constructed within 10 metres of the railway boundary fence must be erected in such a manner that at no time will any poles over-sail the railway and protective netting around such scaffold must be installed. The applicant/applicant's contractor must consider if they can undertake the works and associated scaffold/access for working at height within the footprint of their property boundary.
6. Where vibro-compaction/displacement piling plant is to be used in development, details of the use of such machinery and a method statement should be submitted for the approval of the Network Rail's Asset Protection Engineer prior to the commencement of works and the works shall only be carried out in accordance with the approved method statement.
7. In view of the nature of the development, it is essential that the developer provide (at their own expense) and thereafter maintain a substantial, trespass proof fence along the development side of the existing boundary fence, to a minimum height of 1.8 metres. The 1.8m fencing should be adjacent to the railway boundary and the developer/applicant should make provision for its future maintenance and renewal without encroachment upon Network Rail land. Network Rail's existing fencing / wall must not be removed or damaged and at no point during or post construction should the foundations of the fencing or wall or any embankment therein, be damaged, undermined or compromised in anyway. Any vegetation within Network Rail's land boundary must not be disturbed. Any fencing installed by the applicant must not prevent Network Rail from maintaining its own fencing/boundary treatment.
8. Any lighting associated with the development (including vehicle lights) must not interfere with the sighting of signalling apparatus and/or train drivers' vision on approaching trains. The location and colour of lights must not give rise to the potential for confusion with the signalling arrangements on the railway. The developers should obtain Network Rail's Asset Protection Engineer's approval of their detailed proposals regarding lighting.
9. The potential for any noise/vibration impacts caused by the proximity between the proposed development and any existing railway should be made aware to the future occupiers of the site. It must also be assessed in the context of the National Planning Policy Framework which holds relevant national guidance information. The current level of usage may be subject to change at any time without notification including increased frequency of trains, night-time train running and heavy freight trains. The appropriate building materials should be used to reduce any potential noise disturbance from the railway.
10. Where a proposal calls for hard standing area/parking of vehicles area near the boundary with the operational railway, Network Rail would recommend the installation of a highways approved vehicle incursion barrier or high kerbs to prevent vehicles accidentally driving or rolling onto the railway or damaging lineside fencing.

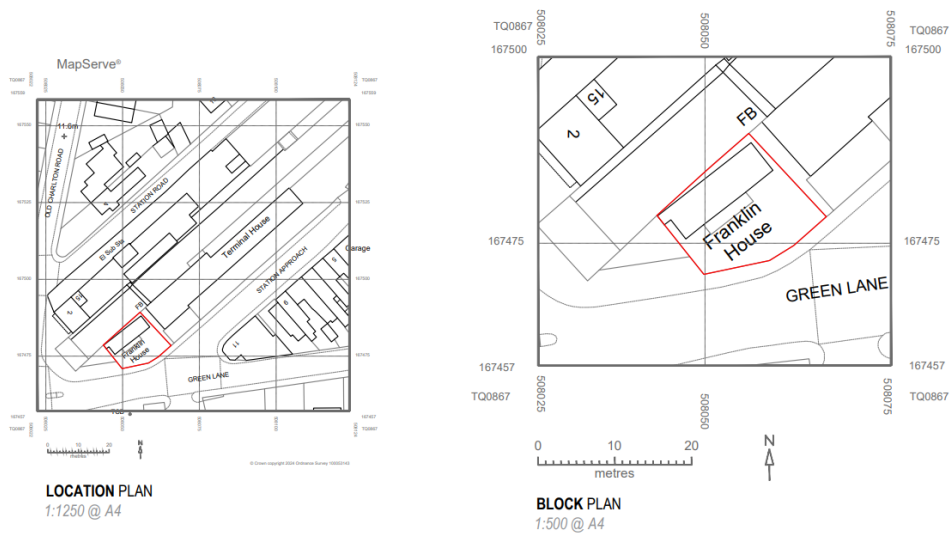
11. Any trees/shrubs to be planted adjacent to the railway boundary these shrubs should be positioned at a minimum distance greater than their predicted mature height from the boundary. Certain broad leaf deciduous species should not be planted adjacent to the railway boundary as the species will contribute to leaf fall which will have a detrimental effect on the safety and operation of the railway. Network Rail wish to be involved in the approval of any landscaping scheme adjacent to the railway. Any hedge planted adjacent to Network Rail's boundary fencing for screening purposes should be so placed that when fully grown it does not damage the fencing or provide a means of scaling it. No hedge should prevent Network Rail from maintaining its boundary fencing. If required, Network Rail's Asset Protection team are able to provide more details on which trees/shrubs are permitted within close proximity to the railway. If you would like to discuss any of the above, please contact AssetProtectionSouthern@networkrail.co.uk.
12. Whilst not a planning matter, we would like to remind the applicant of the need to identify and comply with all existing rights on the land. Network Rail request all existing rights, covenants and easements are retained unless agreed otherwise with Network Rail. Notwithstanding the above, if any property rights are required from Network Rail in order to deliver the development, Network Rail's Property team will need to be contacted.
13. It should be noted that where any Network Rail land, rights over Network Rail land, interfaces with Network Rail's land or rights, or variations to Network Rail's land or rights, is required for the facilitation, delivery, or operation of a development, Network Rail will act in accordance with its Shared Value Policy. Network Rail's Shared Value Policy is available online, or via request to Network Rail Property. Network Rail's Southern Property Team would advise parties seek to raise Shared Value early in discussion with Network Rail, but reserve the right to implement the Shared Value Policy at any time during discussions. If a Network Rail Southern Property contact is required, please contact southernproperty@networkrail.co.uk
14. The applicant should be mindful not to create excessive dust emissions during demolition works, particularly where any asbestos containing materials may be present. A Refurbishment and Demolition asbestos survey is required to determine if asbestos containing materials are present. If removal of asbestos containing materials is required appropriate removal (without significant damage), handling and disposal by competent persons is required. The Health & Safety Executive (HSE) have produced a guide to safe removal of asbestos containing materials, which outlines good practice, how to prepare and what equipment is needed, how to remove it and how to deal with the waste once removed. There is also information on the HSE website about how to comply with the regulations, including a more generic guide to working safely with asbestos - <http://www.hse.gov.uk/asbestos/protect.htm>
15. Condition No 2 has been recommended because Surrey County Council's Electric Vehicle charging requirements for the development proposed, exceeds those as defined within Building Regulations. The County Highway consider it is necessary for the condition to be imposed on any consent granted, in accordance with the requirements of the NPPF (2024) at

paragraph 117 (e) and Surrey County Council's LTP4 policy on improving emissions intensity and energy efficiency of vehicles and operational efficiency of roads through technology improvements.

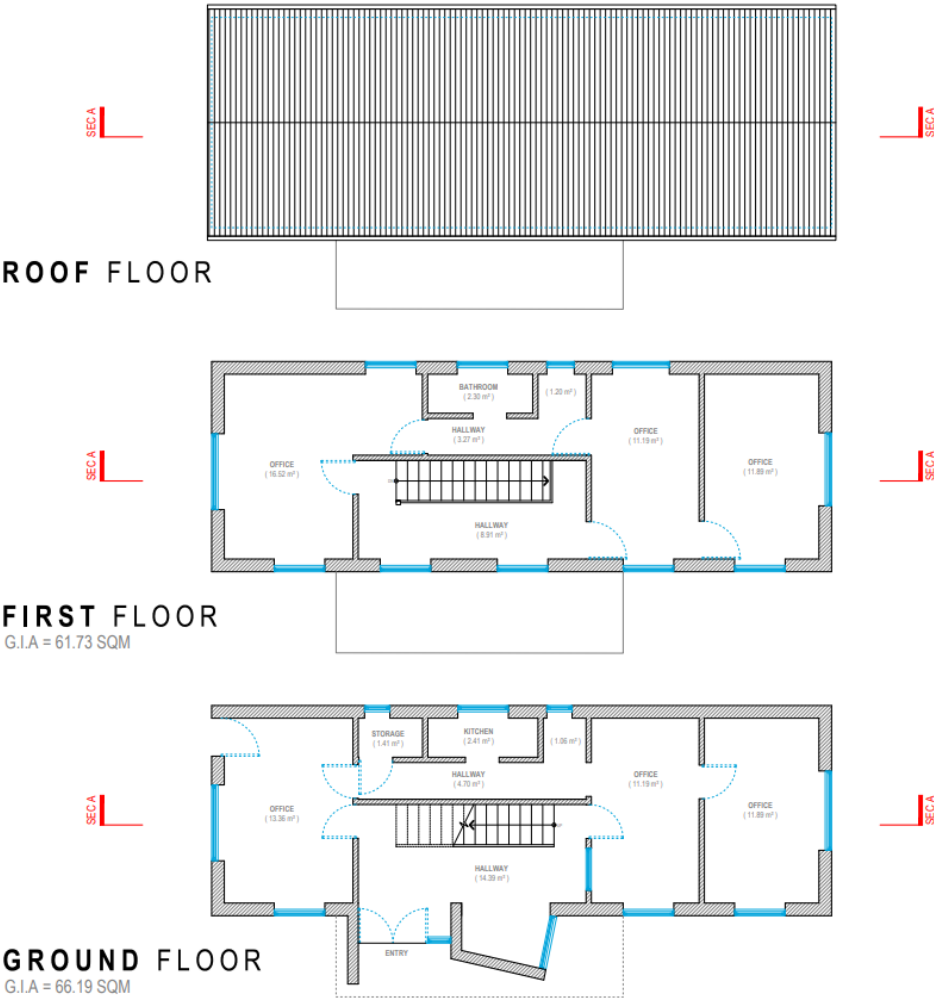
16. It is the responsibility of the developer to ensure that the electricity supply is sufficient to meet future demands and that any power balancing technology is in place if required. Electric Vehicle Charging Points shall be provided in accordance with the Surrey County Council Vehicular, Cycle and Electric Vehicle Parking Guidance for New Development 2024. Where undercover parking areas (multistorey car parks, basement or undercroft parking) are proposed, the developer and LPA should liaise with Building Control Teams and the Local Fire Service to understand any additional requirements. If an active connection costs on average more than £3600 to install, the developer must provide cabling (defined as a 'cabled route' within the 2022 Building Regulations) and two formal quotes from the distribution network operator showing this.
17. The applicant is expected to ensure the safe operation of all construction traffic to prevent unnecessary disturbance obstruction and inconvenience to other highway users. Care should be taken to ensure that the waiting, parking, loading and unloading of construction vehicles does not hinder the free flow of any carriageway, footway, bridleway, footpath, cycle route, right of way or private driveway or entrance. The developer is also expected to require their contractors to sign up to the "Considerate Constructors Scheme" Code of Practice, (www.ccscheme.org.uk) and to follow this throughout the period of construction within the site, and within adjacent areas such as on the adjoining public highway and other areas of public realm.
18. Section 59 of the Highways Act permits the Highway Authority to charge developers for damage caused by excessive weight and movements of vehicles to and from a site. The Highway Authority will pass on the cost of any excess repairs compared to normal maintenance costs to the applicant/organisation responsible for the damage.
19. The developer is reminded that it is an offence to allow materials to be carried from the site and deposited on or damage the highway from uncleaned wheels or badly loaded vehicles. The Highway Authority will seek, wherever possible, to recover any expenses incurred in clearing, cleaning or repairing highway surfaces and prosecutes persistent offenders. (Highways Act 1980 Sections 131, 148, 149).

This page is intentionally left blank

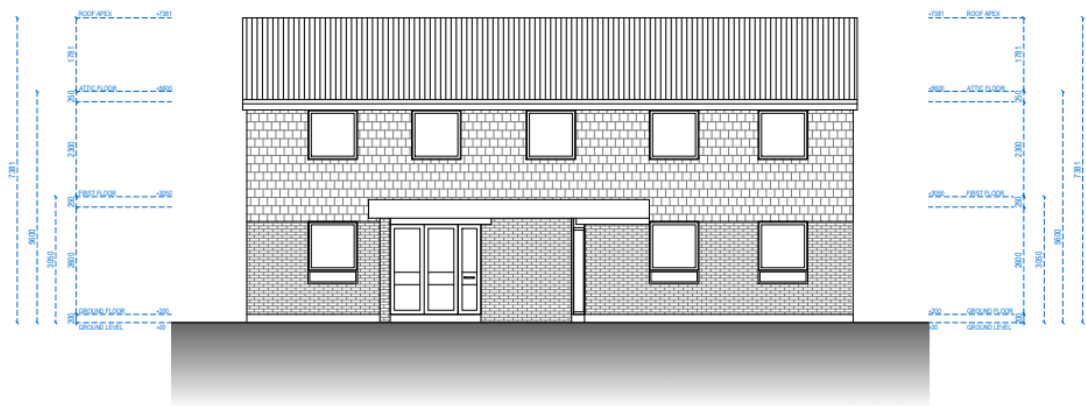
Site Location Plan & Block Plan



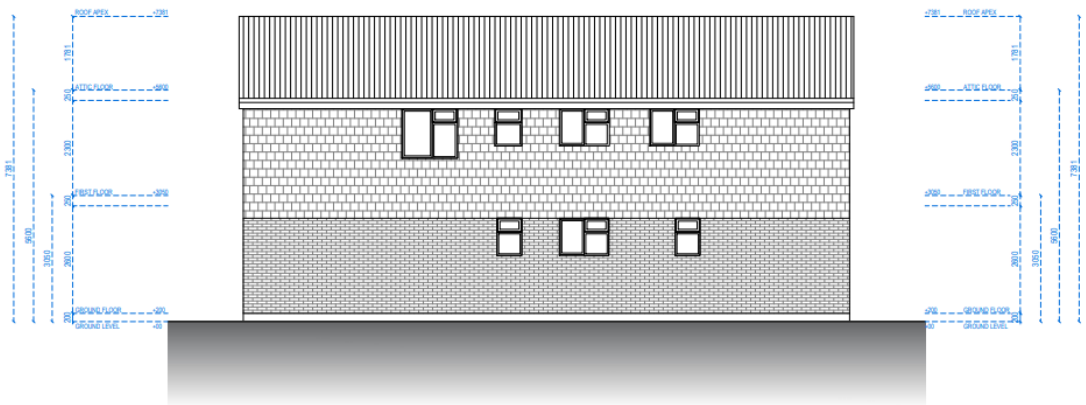
Existing Floor and Roof Plans



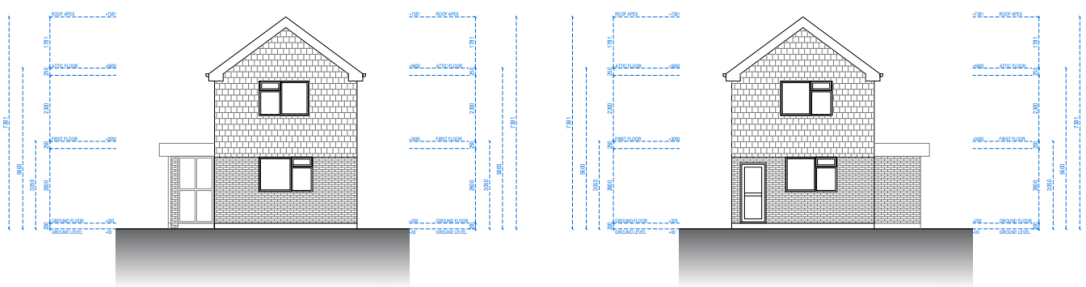
Existing Elevation Plans



FRONT ELEVATION



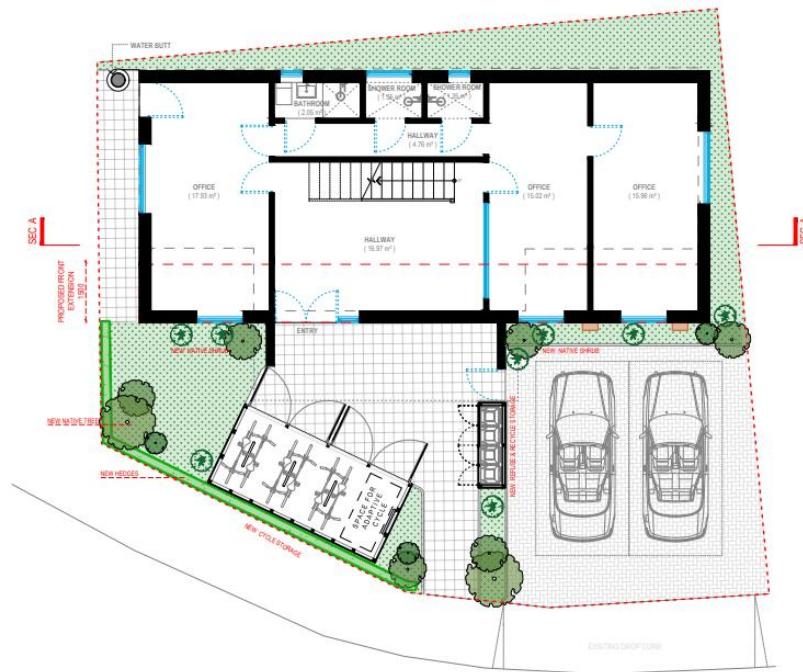
REAR ELEVATION



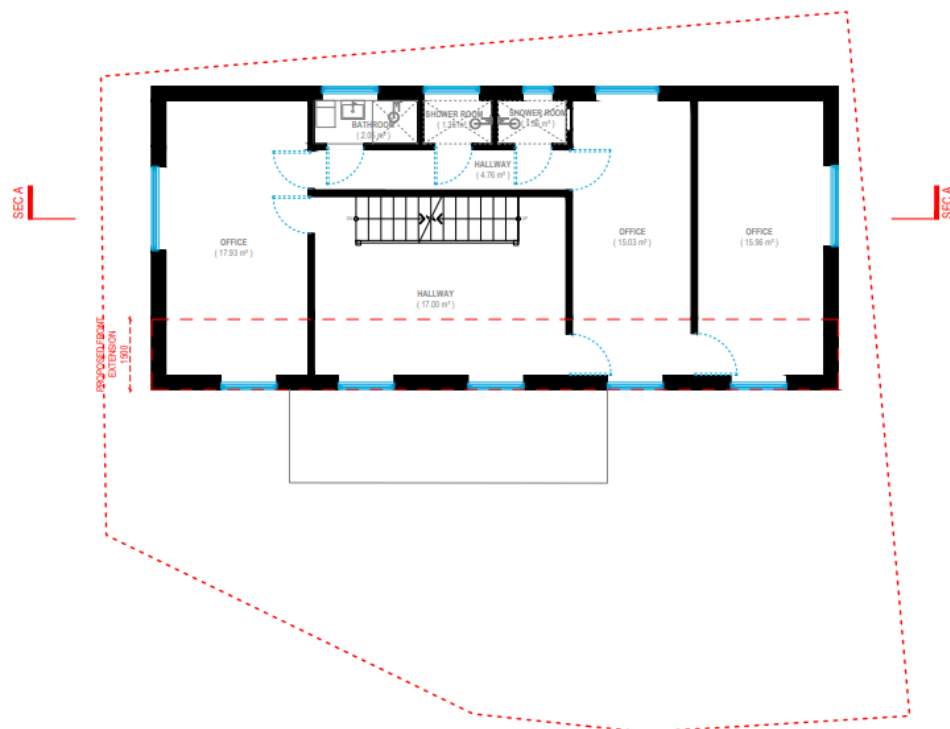
RIGHT ELEVATION

LEFT ELEVATION

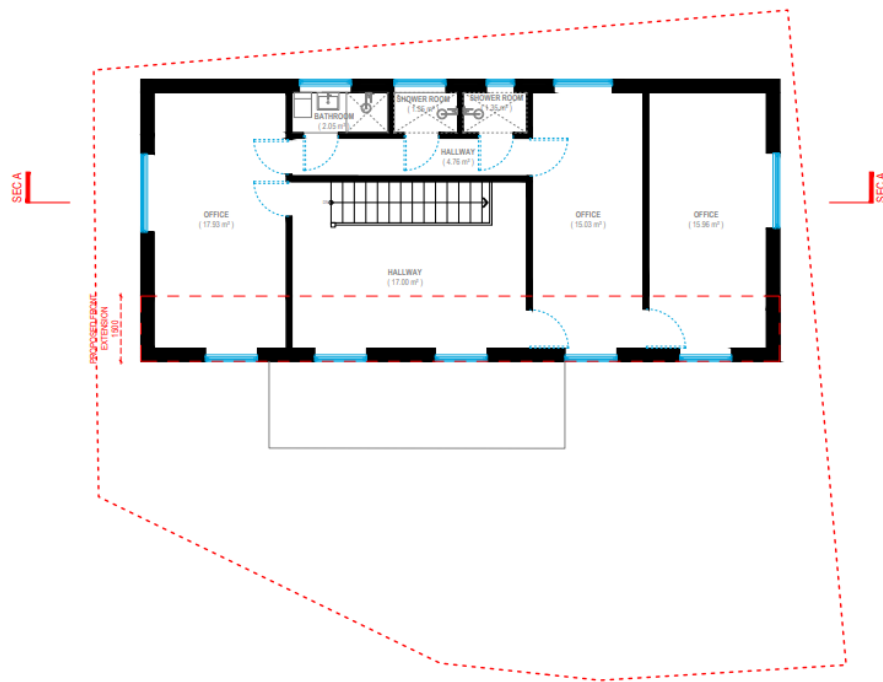
Proposed Floor Plans



GROUND FLOOR
G.I.A = 82.88 SQM

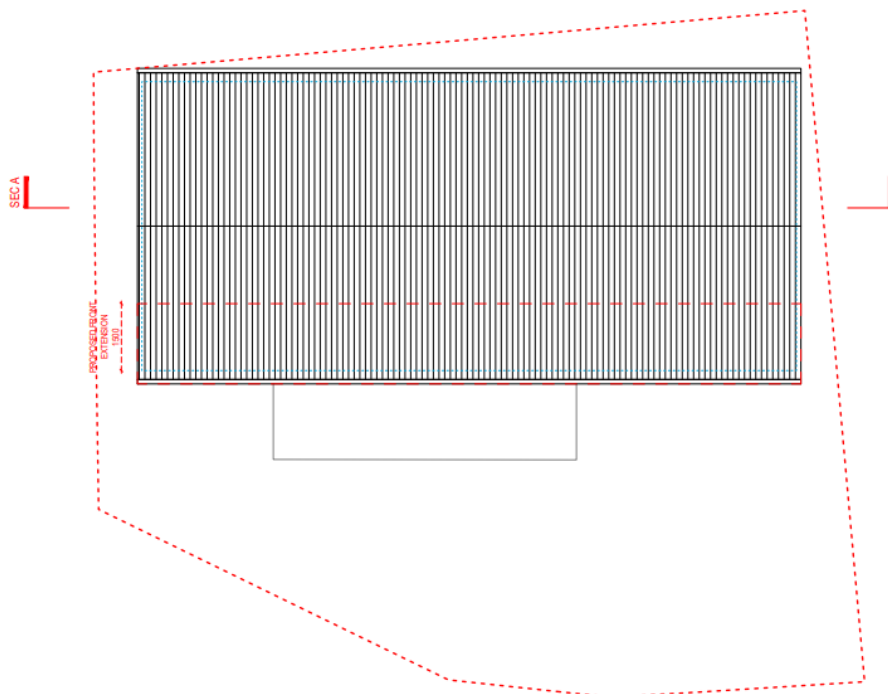


FIRST FLOOR
G.I.A = 82.88 SQM



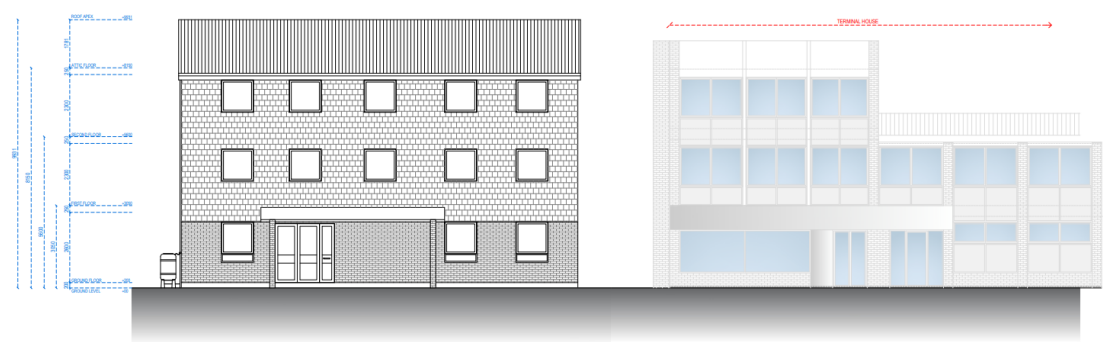
SECOND FLOOR

G.I.A = 82.88 SQM

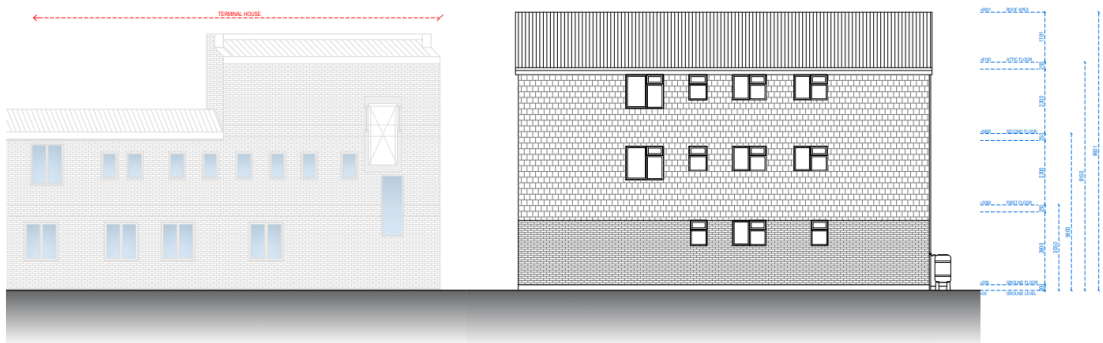


ROOF FLOOR

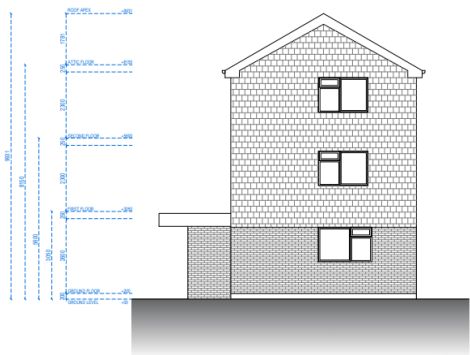
Proposed Elevations



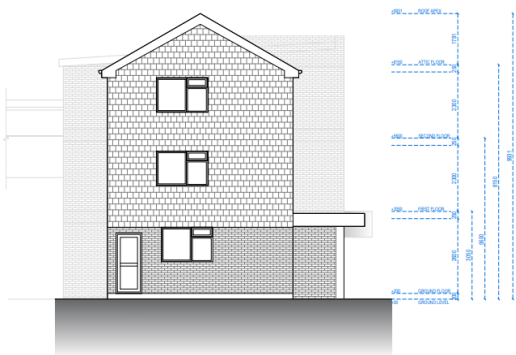
FRONT ELEVATION



REAR ELEVATION

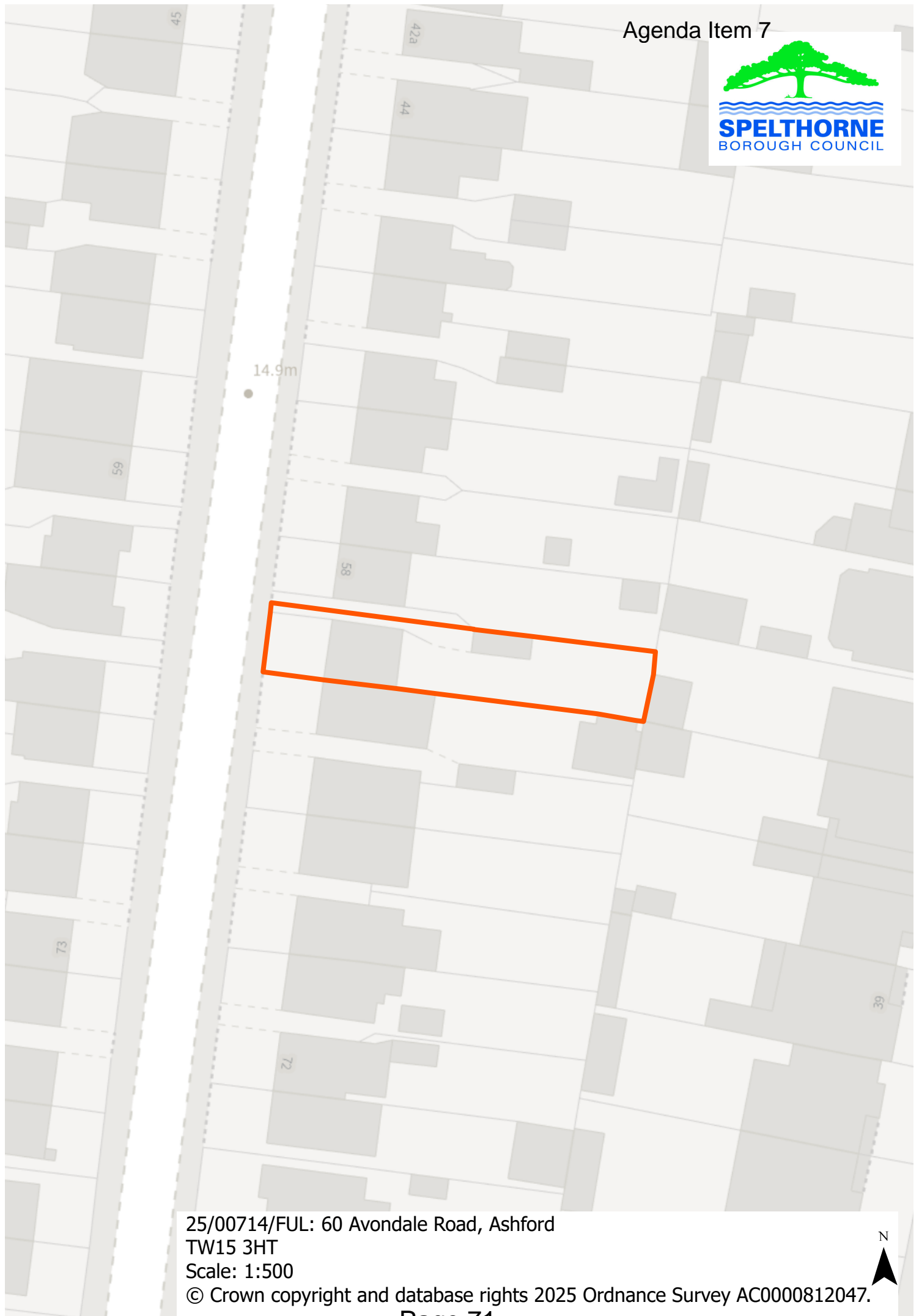


RIGHT ELEVATION



LEFT ELEVATION

This page is intentionally left blank



25/00714/FUL: 60 Avondale Road, Ashford
TW15 3HT

Scale: 1:500

© Crown copyright and database rights 2025 Ordnance Survey AC0000812047.



This page is intentionally left blank

Planning Committee

20 August 2025



Application No.	25/00714/FUL		
Site Address	60 Avondale Road Ashford TW15 3HT		
Applicant	Daniel Moore (Axmo North Limited)		
Proposal	First floor rear extension to facilitate a Change of use from a 6-person HMO (use class C4) to a 7-person HMO (use class sui generis)		
Case Officer	Drishti Patel		
Ward	Ashford North and Stanwell South		
Called-in	This application has been called in by Councillor Geech on the basis that the development provides insufficient parking, obstruction of natural light		
Application Dates	Valid: 28.05.2025	Expiry: 23.07.2025	Target: Extension of Time agreed to 27.08.2025.
Executive Summary	<p>This application seeks planning permission for a first floor rear extension to facilitate the conversion of an existing six-bedroom House in Multiple Occupation (HMO) to a seven-bedroom HMO. The proposal involves the addition of one bedroom to the existing C4 use, (6 person HMO) which would require planning permission as the resulting use as a 7 person HMO would be classified as Sui Generis use. The property is located within a sustainable location close to public transport and local amenities.</p> <p>The property has already been converted to a six-person HMO without planning permission under permitted development. The assessment therefore focuses on whether the additional one occupant would materially change the character of the use or result in harm to neighbour amenity or parking pressure. The assessment also includes the impact of the proposed first floor rear extension on the neighbouring amenity and its design and appearance.</p> <p>The site offers appropriate space and facilities internally and externally, and the scale and layout of the extension mitigates adverse impact to the amenity of adjoining properties. As a result of a single additional occupier, it is not considered that there would be harmful levels of activity or disturbance that would justify a reason for refusal. The site provides space for two vehicles, with a cycle store to the rear serving 7 cycling spaces and close proximity to local transport.</p> <p>The proposal is considered to comply with adopted policies, including EN1, EN11 and CC3 of the Core Strategy and Policies DPD 2009. The application is therefore recommended for approval, subject to</p>		

	conditions.
Recommended Decision	Approve the application subject to conditions as set out in the Recommendation section (paragraphs 8.1, 8.2 and 8.3).

MAIN REPORT

1. Development Plan

- 1.1 The following policies in the Council's Core Strategy and Policies DPD 2009 are considered relevant to this proposal:
- EN1 (Design of New Development)
 - EN11 (Development and Noise)
 - CC2 (Sustainable Travel)
 - CC3 (Parking Provision)
- 1.2 The National Planning Policy Framework (NPPF) December 2024 is also a material consideration.
- 1.3 On 19 May 2022, the Council agreed that the draft Spelthorne Local Plan 2022 – 2037 be published for public consultation under Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended). The public consultation for the Pre-Submission Publication version of the Local Plan ended on 21st September 2022 and the local plan was submitted to the Planning Inspectorate on 25th November 2022.
- 1.4 An Examination into the emerging Local Plan commenced on 23 May 2023. However, it was paused to allow time for the new council to understand and review the policies and implications of the emerging Local Plan and to address the issues that were identified in the first week of the Examination, in particular flood risk and its potential implications in relation to the site allocation and delivery strategy of the plan.
- 1.5 On 12 December 2024, the Planning Inspectorate confirmed that the Local Plan examination would resume on the 27 January 2025. This has now taken place and the Examination closed on 18 February 2025. Adoption of the Local Plan by Council could be by September 2025 subject to the plan being found sound by the Inspector and public consultation undertaken on the Main Modifications <https://spelthornelocalplan.info/evidence-base/>
- 1.6 The following policies of the Pre-Submission Spelthorne Local Plan 2022 – 2037 are of relevance:
- PS2: Designing Places and Spaces
 - SP2: Ashford, Shepperton and Sunbury Cross
 - E3: Managing Flood Risk
 - ID2: Sustainable Transport for New Developments
- 1.7 The [National Planning Policy Framework](#) (NPPF) states at para 49 that:

Local planning authorities may give weight to relevant policies in emerging plans according to:

- a) the stage of preparation of the emerging plan (the more advanced its preparation, the greater the weight that may be given);
- b) the extent to which there are unresolved objections to relevant policies (the less significant the unresolved objections, the greater the weight that may be given); and
- c) the degree of consistency of the relevant policies in the emerging plan to this Framework (the closer the policies in the emerging plan to the policies in the Framework, the greater the weight that may be given).

- 1.8 Section 38(6) the Planning and Compulsory Purchase Act 2004 (https://www.legislation.gov.uk/ukpga/2004/5/pdfs/ukpga_20040005_en.pdf) requires applications to be determined in accordance with the development plan (unless material considerations indicate otherwise) and not in accordance with an emerging plan, although emerging policies may be a material consideration.
- 1.9 At this stage, the policies in the Pre-Submission Spelthorne Local Plan carry limited weight in the decision-making process. The adopted policies in the 2009 Core Strategy and Policies DPD carry substantial weight in the determination of this planning application.

2. Relevant Planning History

Ref. No.	Proposal	Decision and Date
24/00965/PDH	Prior Approval Notification for a single storey rear extension extending 6.0 metres beyond the rear wall of the original house, with a maximum height of 3.0 metres and a height of 3.0 metres to the eaves (As shown on plans: AR60 E01; E02; P01; P02 received 13.08.2024)	Prior Approval Not Required 20.09.2024

3. Description of Current Proposal

The application site and surrounding area

- 3.1 60 Avondale Road is a semi-detached dwelling situated on the eastern side of Avondale Road in Ashford. It is noted on site that the Prior Approval rear extension has been built.

The property is currently in use as a six-bedroom HMO under Use Class C4. The building retains the appearance of a residential dwelling within a predominantly residential street.

- 3.2 The property benefits from a front driveway capable of accommodating two vehicles and a rear garden of approximately 147.29 square metres. The site is not located within a conservation area, nor is the building listed. There are no parking restrictions on Avondale Road. The property is situated within reasonable walking distance of local amenities, with Ashford railway station approximately 16 minutes' walk and multiple bus stops in the vicinity, providing good access to sustainable transport options

Proposal

- 3.4 The application seeks permission for a first-floor rear extension to facilitate the conversion of the existing six-person HMO (C4 use) to a seven person HMO (Sui Generis use). The internal layout would provide seven bedrooms, all with en-suite facilities, and a communal kitchen/dining area serving all residents, as well as access to the rear garden. The proposal retains the residential character and appearance of the property.
- 3.5 The full set of proposed plans are provided as an Appendix.

4. Consultations

The following table shows those bodies consulted and their response.

Statutory Consultees

Consultee	Comment
County Highway Authority	No objections (conditions and informative to be attached)

Non-Statutory Consultees

Consultee	Comment
Environmental Heath (Contamination)	Requested Informative as property is located on former railway land.

5. Public Consultation

- 5.1 A total of 9 properties were notified of the application.

The Council has received 7 letters of objection to the application.

- 5.2 The main planning concerns raised were:

- Inadequate parking provision
- No dropped kerb access
- Overdevelopment of plot

- Inappropriate residential character impact
- Noise/disturbance from occupants
- Privacy/amenity loss from extension
- Poor waste management arrangements
- Cumulative neighbourhood character impact
- Structural concerns - garage/outbuilding
- Notification of original conversion (*procedural/historical issue*)
- Infrastructure capacity insufficient

Other non-material concerns included potential reduction in property value, transient tenant concerns, HMO licensing compliance, community cohesion impact, health and safety risks, shared driveway obstruction concerns.

6. Planning Issues

- Principle
- Design and appearance of the extension
- Residential Amenity.
- Parking and Highway Safety.
- Flooding

7. Planning Considerations

Principle of Development

- 7.1 The existing property operates as a six-person HMO under Use Class C4, which permits occupation by between three and six unrelated individuals. The proposal to create a seven-person HMO would exceed the C4 threshold and require classification as Sui Generis use, hence the need for planning permission.
- 7.2 The principle of HMO use is already established at the site. The assessment therefore focuses on whether the addition of one bedroom and associated occupant would result in material harm to residential amenity, highway safety, or the character of the area. The property is well-located in relation to local services and transport links. The increase in occupancy (one additional resident) is not considered to represent a significant intensification of use that would be harmful to the character of the residential area.

Proposed Extension - Design and Appearance

- 7.3 Policy EN1(a) of the CS & P DPD states that the Council will require a high standard in the design and layout of new development. Proposals for new development should demonstrate that they will: create buildings and places that are attractive with their own distinct identity; they should respect and make a positive contribution to the street scene and the character of the area in which they are situated, paying due regard to the scale, height, proportions, building lines, layout, materials and other characteristics of adjoining buildings and land.
- 7.4 The proposed extension would be situated at the rear of the application dwelling and would have limited visibility from the public street scene. Therefore, the first floor rear extension would not harm the street scene or character of the area.

- 7.5. The proposed first floor extension would have a depth of 3.0 metres and is considered to be of an acceptable depth in the context of the semi-detached dwelling it would extend. Furthermore, it would not extend the full width of the rear elevation with a set in of 1.64 metres from the southeastern side boundary. It would also have a 0.2 metre set in from the northwestern side elevation and therefore, a set in of 2.8 metres from the northwestern side boundary.
- 7.6 The extension would incorporate a pitched roof with a hipped design and would match the eaves of the main dwelling. The main height would be significantly subordinate to the main dwelling by 1.5 metres. The proposed materials to match those of the existing dwelling are considered to be acceptable in this location, although it is recommended that this is secured by condition. Overall, the extension is considered to be of an acceptable scale and design and would not over-dominant the host dwelling but would pay due regard to it.
- 7.7 The property retains its appearance as a residential dwelling. This approach ensures the proposal remains compatible with the surrounding residential character.
- 7.8 Therefore, it is considered that the proposed design and appearance is acceptable and complies with the requirements of Policy EN1 of the CS & P DPD and the NPPF.

Proposed extension- Impact on adjoining properties

- 7.9 Policy EN1(b) of the CS & P DPD states that new development should achieve a satisfactory relationship to adjoining properties avoiding significant harmful impact in terms of loss of privacy, daylight or sunlight, or overbearing effect due to bulk and proximity or outlook.
- 7.10 It is considered that the proposed first floor rear extension would have an acceptable impact upon the occupiers of No 58 and 62 Avondale Road adjoining the flank boundaries of the site. No 62 contains an existing single storey rear extension, which the plans show the proposed extension would not project beyond. In addition, located to the north of No 62 and with the 1.64 metre set in from the adjoining boundary, the extension would not breach the Council's 45° vertical and horizontal line guides (as set out in the SPD) and would have an acceptable impact upon light. As the extension would not project beyond the single storey rear elements of No 62, it is not considered that the proposal would have an overbearing impact.
- 7.11 With regards to No 58, this property does not have any existing rear extensions however there is a distance of 2.8 metres to the side elevation. Therefore, it is considered the proposed extension would have an acceptable impact on light and is not considered overbearing.
- 7.12 The proposal is also considered to have an acceptable impact upon the privacy of the windows serving No 58 and 62 as there are no windows proposed in the side elevations of the extension. The two proposed windows

in the rear elevation face along the property's own garden and are therefore considered to have an acceptable impact upon privacy.

- 7.13 The proposal is also considered to have an acceptable impact upon dwellings in Dorset Road located to the rear of the site as a result of an approximate 24.1 metre distance to the rear boundary.
- 7.14 Therefore, the proposed extension is not considered to result in any adverse impacts upon the amenity of all neighbouring properties and complies with Policy EN1 of the CS & P DPD and the NPPF.

Proposed change of use - Impact on adjoining properties (noise)

- 7.15 Given the modest increase in occupancy (one additional resident) and the property's existing HMO use, the proposal is not considered likely to result in materially increased levels of noise or activity that would be harmful to neighbouring residential amenity.
- 7.16 The increase from six to seven residents represents a modest intensification of the existing HMO use. The property's semi-detached nature and existing residential use mean that associated noise and activity levels would remain consistent with the residential character of the area. The provision of individual en-suite facilities reduces pressure on shared facilities and helps minimise potential disturbance. There is proposed communal ground floor kitchen that is substantially larger than the existing ground floor kitchen serving six persons. There is no evidence to suggest that one additional resident would result in materially increased noise levels or disturbance that would be harmful to neighbouring amenity, particularly given the existing HMO use of the property.
- 7.17 Accordingly, the proposal is considered to comply with Policy EN11 of the CS & P DPD.

Amenity of future occupants

- 7.18 It is reasonable to expect that future occupants should have access to good standard of communal accommodation in which to prepare food, dine and mix with fellow residents. The NPPF requires spaces that promote health and well-being, with a high standard of amenity for future users. Social interaction is important for mental health and well-being. Each bedroom is of sufficient size with a good size window for outlook and light. The proposal provides a functional space for the HMOs' future occupants, including the open plan diner/kitchen and access to a rear garden, as well as use of the detached outbuilding (to be converted from a store to a gym).
- 7.19 Although the Council does not have any minimum requirements for garden sizes for HMOs, the SPD minimum size of a garden for a three or more bedroom semi-detached or detached dwellings home is 70 sq. m. The rear garden provides approximately 147.29 square metres of external amenity space, which exceeds the requirements and so provides adequate outdoor space for this number of residents. The communal garden is accessible via an external accessway at the side of the building, with additional direct access available from two ground floor bedrooms through doors on the rear elevation.

- 7.20 The internal layout of the first floors with the proposed extension would change with the addition of another bedroom (to make three in total) on the first floor and enlarging an existing bedroom on the second floor by removing a second kitchen. The existing bedrooms will continue to be bedrooms.
- 7.21 Each bedroom would be of a sufficient size to accommodate one bedspace (seven people in total) ensuring that it has a floor area of at least 7.5m² and will be at least 2.55m² wide as per the Government's nationally described Technical Housing Standards (March 2015). The bedrooms sizes range from 12.78 to 21.14 square metres in area. A planning condition would be imposed in order to limit the number of residents to seven, as is the usual way to control occupancy numbers for HMOs. The communal kitchen/dining area has an area of 16 square metres and would be located on the ground floor of the property, which is considered to be sufficient in size for the number of occupants. and all bedrooms benefit from individual en-suite facilities. It is noted there is no communal living room areas however the size of the bedrooms are large for single occupiers and so the lack of living areas is considered acceptable. Residents would also have access to the shared rear garden and outbuilding (gym) and have cycle and refuse storage facilities. The quality of the communal space provided within the development is considered to be sufficient and would provide an acceptable living environment for its future residents.
- 7.22 The applicant will be required to submit an HMO licence application, and the proposal will be subject to Building Regulations which will review fire safety.

Parking

- 7.23 Policy CC3 states that the Council will require appropriate provision to make for off-street parking in development proposals in accordance with its maximum parking standards. In considering the level of provision the Council will have regard to the anticipated demand for parking arising from the use proposed, or other uses to which the development may be put without needing planning permission.
- 7.24 Third party representations have raised concerns about parking pressures. The County Highway Authority (CHA) has been consulted on this application. Following an initial response from the CHA, a revised plan showing the two spaces situated more centrally with a new proposed dropped kerb were submitted. In response to the revised plan, the CHA stated that "*the proposed development is likely to lead to some increase in parking demand over the existing site use*" as there is one additional occupant.
- 7.25 The Council's parking standards do not have any specific guidelines on HMO's. Similarly, Surrey County Council's Vehicle, Cycle and Electric vehicle parking guidance for New Development (Nov 2021) does not provide any specific parking standards for HMO's for sui generis uses, and it states that individual assessment/justification is required. In this particular case, the CHA has advised "*two car parking spaces are proposed as part of the development which would serve to offset any extra parking demand. The development is unlikely to generate significantly greater parking demand than the existing use of an HMO for six individual residents.*"

- 7.26 The site is located in a sustainable location with access to facilities and amenities within walking and cycling distance. The site also has good opportunities for use of public transport. As a result, the CHA does not object to the proposed parking provisions and raises no transportation objections.
- 7.27 The CHA detail *“The application site is located within reasonable walking distance of Ashford Rail Station, bus stops on London Road and Stanwell Road, and a range of local services including retail, education and leisure. As such the CHA considers that this location is sufficiently accessible to the extent that it would not be a necessity for future occupiers to own their own private cars. Cycle parking for the HMO use has been proposed in the form of 7 spaces within covered and secure storage to the rear of the property in order to ensure that bicycles are adequately protected and maintained.”*
- 7.28 The National Planning Policy Framework states that development should only be prevented on highways grounds if there would be an unacceptable impact on highway safety, or where the residual cumulative impact on the road network would be severe. For any objection to be valid, the authority must demonstrate the harm that the development would result in. It is considered that the parking provision at the site would be acceptable in this location, and the CHA does not consider the development is likely to result in material harm in respect of highway safety or capacity.
- 7.29 Accordingly, the proposed level of car parking is considered acceptable and complies with Policy CC3 of the CS & P DPD.

Biodiversity

- 7.30 Policy EN8 of the CS&P DPD states that the Council will seek to protect and improve landscape and biodiversity in the borough. It is relevant to note that the application is not subject to the National Biodiversity Net Gain requirements as it involves a change of use and the extension is above an existing one, with no impact on habitats.

Waste and Recycling

- 7.31 The proposal makes provision for appropriate refuse and recycling storage to the side of the property. The Council's Neighbourhood Services states the council will only provide standard domestic waste collection (one 240L general waste and one 240L recycling bin) regardless of HMO size, with any additional capacity required for this property needs to be arranged privately by the owner through commercial contractors before occupation. They recommend minimum provision of two bins each for general waste and recycling plus a food waste bin, with adequate storage available in the existing rear bin store, and residents responsible for bin presentation and collection on designated days. A condition can ensure adequate provision is maintained and that collection arrangements remain satisfactory.

Climate Change

- 7.32 The Climate Change Supplementary Planning Document (SPD) was adopted by the Council in April 2024. It provides more detailed guidance to applicants

on how to implement adopted Policy SP7 from the Core Strategy 2009. Policy SP7 seeks to reduce climate change effects by:

- a) promoting inclusion for renewable energy, energy conservation and waste management in new and existing developments*
- b) development reduces the need to travel and encourages alternatives to car use*
- c) encourage non car-based travel,*
- d) promoting the efficient use and conservation of water resources,*
- e) promoting measures to reduce flooding and the risks from flooding,*
- f) supporting measures to enhance and manage Staines' role as a public transport interchange.*

7.33 There are also three implementation policies; Policy CC1: Renewable Energy Conservation and sustainable Construction, Policy CC2: Sustainable Travel and Policy CC3: Parking provision.

7.34 There are also other key documents supporting action on climate change; the NPPF 2024 chapter 14 "*Meeting the challenge of climate change, flooding and coastal change*", the *National Model Design Code* and *Spelthorne Borough Council's Climate Change Strategy 2022 – 2030*.

7.35 Accordingly, the proposal complies with the requirements of Policy CC1 of the CS & P DPD.

Other Matters

7.36 It is acknowledged the presence of other HMOs nearby and the concerns raised. However, each case must be assessed on its individual merits. The small scale of the increase does not, in this instance, result in demonstrable cumulative harm.

Financial Considerations

7.37 Under S155 of the Housing and Planning Act 2016, Local Planning Authorities are now required to ensure that potential financial benefits of certain development proposals are made public when a Local Planning Authority is considering whether or not to grant planning permission for planning applications which are being determined by the Council's Planning Committee. A financial benefit must be recorded regardless of whether it is material to the Local Planning Authority's decision on a planning application, but planning officers are required to indicate their opinion as to whether the benefit is material to the application or not.

7.38 The proposal would not generate New Homes Bonus, nor is it a CIL chargeable scheme. The proposal will generate Business Rates payments which is not a material consideration in the determination of this proposal.

Equalities Act

7.39 This planning application has been considered in light of the Equality Act 2010 and associated Public Sector Equality Duty, where the Council is required to have due regard to:

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The question in every case is whether the decision maker has in substance had due regard to the relevant statutory need, to see whether the duty has been performed.

- 7.40 The Council's obligation is to have due regard to the need to achieve these goals in making its decisions. Due regard means to have such regard as is appropriate in all the circumstance.
- 7.41 The NPPF defines people with disabilities as individuals that have a physical or mental impairment, which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. This can include but is not limited to, people with ambulatory difficulties, blindness, learning difficulties, autism and mental health needs. It is considered that it would be possible for individuals with some disabilities to access the development.
Human Rights Act
- 7.42 This planning application has been considered against the provisions of the Human Rights Act 1998.
- 7.43 Under Article 6 the applicants (and those third parties who have made representations) have the right to a fair hearing and to this end full consideration will be given to their comments.
- 7.44 Article 8 and Protocol 1 of the First Article confer a right to respect private and family life and a right to the protection of property, i.e. peaceful enjoyment of one's possessions which could include a person's home, and other land and business assets.
- 7.45 In taking account of the Council policy as set out in the Spelthorne Local Plan and the NPPF and all material planning considerations, Officers have concluded on balance that the rights conferred upon the applicant/ objectors/ residents/ other interested party by Article 8 and Article 1 of the First Protocol may be interfered with, since such interference is in accordance with the law and is justified in the public interest. Any restriction of these rights posed by the approval of the application is legitimate since it is proportionate to the wider benefits of such a decision, is based upon the merits of the proposal, and falls within the margin of discretion afforded to the Council under the Town & Country Planning Acts.

Conclusion

- 7.46 It is considered that the proposed extension would have an acceptable impact on design and appearance and on the amenity of neighbouring residential properties. The proposed change of use would not have a significant impact

on the amenities of neighbouring properties that would justify refusal. The proposed addition of one further resident in this semi-detached property, compared to the Permitted Development allowance for an HMO of six people, is not considered materially harmful to justify refusal. The bedrooms and communal space including outbuilding, as well as the garden, provides a development which is of a sufficient size for future occupants, and it is considered that the parking provision is acceptable in this location. Accordingly, the application is recommended for approval.

8. Recommendation

8.1 The options available to the Planning Committee for decision making are:

- To approve the application as set out in this report. This option is recommended. The report analyses in some detail the reasons why the application is considered to be acceptable in planning terms.
- To approve the application subject to additional /amended conditions and informatives. This option is not recommended, the conditions and informatives are set out below. The Planning Committee should be minded of paragraph 57 of the NPPF which states that :- *planning conditions should be kept to a minimum and only imposed where they are necessary, relevant to planning and to the development to be permitted, enforceable, precise and reasonable in all other respects ([National Planning Policy Framework](#))*.
- To refuse the application. This option is not recommended. The report assesses why officers consider the application to be acceptable and there are [no material planning reasons](#) to refuse the proposal.

8.2 The application is recommended for approval, subject to conditions and informatives below.

8.3 **APPROVE** subject to the following conditions:-

1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: - This condition is required by Section 91 of the Town and Country Planning Act, 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

2. The development hereby permitted shall be carried out in accordance with the following approved plans and drawings:

EX - L003; EX - P001; EX - P002; EX - P003; EX - P004; EX - E001; EX - E002; EX - E003; EX - E004; EX - S001; EX - S002 received 28 May 2025 and PR-L00R Rev A; PR - P001 Rev A; PR - P002 Rev A; PR - P003 Rev A; PR - P004 Rev A; PR - E001 Rev A; PR - E002 Rev A; PR - E003 Rev A; PR - E004 Rev A; PR - S001 Rev A; PR - S002 Rev A and received 17 July 2025

Reason: - For the avoidance of doubt and in the interest of proper planning

3. The occupation of the House of Multiple Occupation (HMO) hereby permitted shall be limited to a maximum of 7 residents at any time.

Reason: To safeguard the amenity of future residents of the property and neighbouring properties

4. Prior to the occupation of the development, details of the refuse and recycling facilities shall be submitted to and approved in writing by the Local Planning Authority. The agreed facilities shall be installed prior to the occupation of the development and retained thereafter.

Reason: To ensure that the proposed development does not prejudice the enjoyment by neighbouring occupiers of their properties and the appearance of the locality in accordance with policies SP6 and EN1 of the Spelthorne Borough Core Strategy and Policies Development Plan Document 2009.

5. Prior to the occupation of the development, details of the cycle storage facilities shall be submitted to and approved in writing by the Local Planning Authority. The agreed facilities shall be installed prior to the occupation of the development and retained thereafter.

Reason: To safeguard the amenity of future residents of the property and neighbouring properties.

6. Prior to the occupation of the development until the proposed vehicular access including the proposed crossover to 60 Avondale Road has been constructed and provided with visibility zones in accordance with drawing no. PR-L002 Rev A, hereby approved and thereafter the visibility zones shall be kept permanently clear of any obstruction over 0.6m high.

Reason: In order that the development should not prejudice highway safety, nor cause inconvenience to other highway users, and accord with the National Planning Policy Framework 2024 and policy CC2 of Spelthorne Borough Council's Core Strategy and Policies Development Plan Document February 2009.

7. The development hereby approved shall not be first occupied unless and until space has been laid out within the site in general accordance with drawing no. PR-L00R Rev A, hereby approved. Thereafter the parking area shall be retained and maintained for its designated purpose.

Reason: In order that the development should not prejudice highway safety, nor cause inconvenience to other highway users, and accord with the National Planning Policy Framework 2024 and policy CC2 of Spelthorne Borough Council's Core Strategy and Policies Development Plan Document February 2009.

8. The development hereby approved shall not be first occupied unless and until facilities for high quality, secure, lit and covered parking for a minimum of 7 bicycles and the provision of a charging point with timer for e-bikes by said facilities have been provided within the development site in accordance with the approved plans. Thereafter the said approved facilities shall be provided, retained and maintained to the satisfaction of the Local Planning Authority.

Reason: In order that the development makes suitable provision for sustainable travel, in accordance with the sustainable objectives of Chapter 9 "Promoting sustainable transport" of the National Planning Policy Framework 2024, and policies CC2 and CC3 of Spelthorne Borough Council's Core Strategy and Policies Development Plan Document February 2009.

9. The development hereby approved shall not be occupied unless and until the proposed parking spaces are provided with a fast-charge Electric Vehicle charging point (current minimum requirements - 7 kw Mode 3 with Type 2 connector - 230v AC 32 Amp single phase dedicated supply) in accordance with a scheme to be submitted and approved in writing by the Local Planning Authority and thereafter retained and maintained to the satisfaction of the Local Planning Authority.

Reason: in order that the development makes suitable provision for sustainable travel, in accordance with the sustainable objectives of Chapter 9 "Promoting sustainable transport" of the National Planning Policy Framework 2024, and policies CC2 and CC3 of Spelthorne Borough Council's Core Strategy and Policies Development Plan Document February 2009.

Informatives

1. In accordance with Approved Document S of the Building Regulations, you will be required to install electric vehicle charging facilities.
2. A license will be required to operate the property as an HMO. Please contact the Councils Environmental Health Department.
3. The property will not receive any more bins than the standard household allocation of 1 x 240 rubbish and 1 x 240 recycling, emptied on a fortnightly basis. Any additional capacity or collections required for the tenants to manage their waste (and there will be as two bins are insufficient for 7 inhabitants) would be the responsibility of the landlord to seek/arrange on a commercial basis.
4. The permission hereby granted shall not be construed as authority to carry out any works on the highway. The applicant is advised that prior approval must be obtained from the Highway Authority before any works are carried out on any footway, footpath, carriageway, or verge to form a vehicle crossover to install dropped kerbs. www.surreycc.gov.uk/roads-and-transport/permits-and-licences/vehicle-crossovers-or-dropped-kerbs

In the event that the access works require the felling of a highway tree not being subject to a Tree Preservation Order, and its removal has been permitted through planning permission, or as permitted development, the developer will pay to the County Council as part of its licence application fee compensation for its loss based upon 20% of the tree's CAVAT valuation to compensate for the loss of highway amenity.

5. The developer is advised that as part of the detailed design of the highway works required by the above condition(s), the County Highway Authority may require necessary accommodation works to street lights, road signs, road markings, highway drainage, surface covers, street trees, highway verges, highway surfaces, surface edge restraints and any other street furniture/equipment.

6. The applicant is expected to ensure the safe operation of all construction traffic to prevent unnecessary disturbance obstruction and inconvenience to other highway users. Care should be taken to ensure that the waiting, parking, loading and unloading of construction vehicles does not hinder the free flow of any carriageway, footway, bridleway, footpath, cycle route, right of way or private driveway or entrance. The developer is also expected to require their contractors to sign up to the "Considerate Constructors Scheme" Code of Practice, (www.ccscheme.org.uk) and to follow this throughout the period of construction within the site, and within adjacent areas such as on the adjoining public highway and other areas of public realm.

7. It is the responsibility of the developer to provide e-bike charging points with socket timers to prevent them constantly drawing a current over night or for longer than required. Signage should be considered regarding damaged or shock impacted batteries, indicating that these should not be used/charged. The design of communal bike areas should consider fire spread and there should be detection in areas where charging takes place. With regard to an e-bike socket in a domestic dwelling, the residence should have detection, and an official e-bike charger should be used. Guidance on detection can be found in BS 5839-6 for fire detection and fire alarm systems in both new and existing domestic premises. In non-domestic buildings the premises should have detection, and an official e-bike charger should be used. Guidance on detection can be found in BS 5839-1 of the code of practice for designing, installing, commissioning, and maintaining fire detection and alarm systems in non-domestic buildings.

8. Condition No 9 has been recommended because Surrey County Council's Electric Vehicle charging requirements for the development proposed, exceeds those as defined within Building Regulations. The County Highway consider it is necessary for the condition to be imposed on any consent granted, in accordance with the requirements of the NPPF (2024) at paragraph 117 (e) and Surrey County Council's LTP4 policy on improving emissions intensity and energy efficiency of vehicles and operational efficiency of roads through technology improvements.

9. It is the responsibility of the developer to ensure that the electricity supply is sufficient to meet future demands and that any power balancing technology is in place if required. Electric Vehicle Charging Points shall be provided in

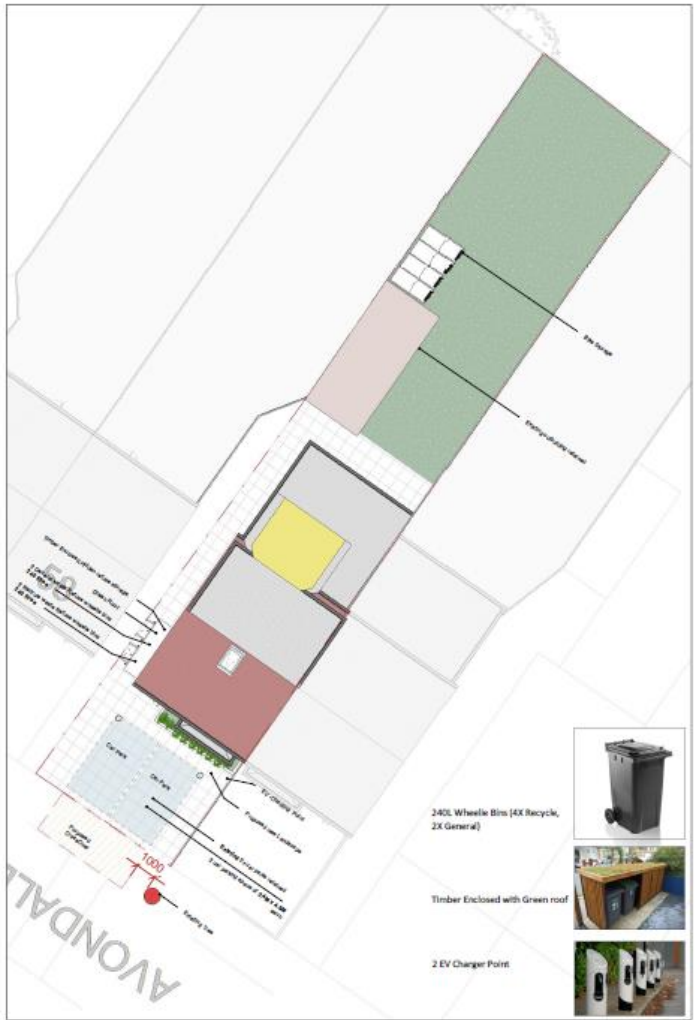
accordance with the Surrey County Council Vehicular, Cycle and Electric Vehicle Parking Guidance for New Development 2024. Where undercover parking areas (multi-storey car parks, basement or undercroft parking) are proposed, the developer and LPA should liaise with Building Control Teams and the Local Fire Service to understand any additional requirements. If an active connection costs on average more than £3600 to install, the developer must provide cabling (defined as a 'cabled route' within the 2022 Building Regulations) and two formal quotes from the distribution network operator showing this.

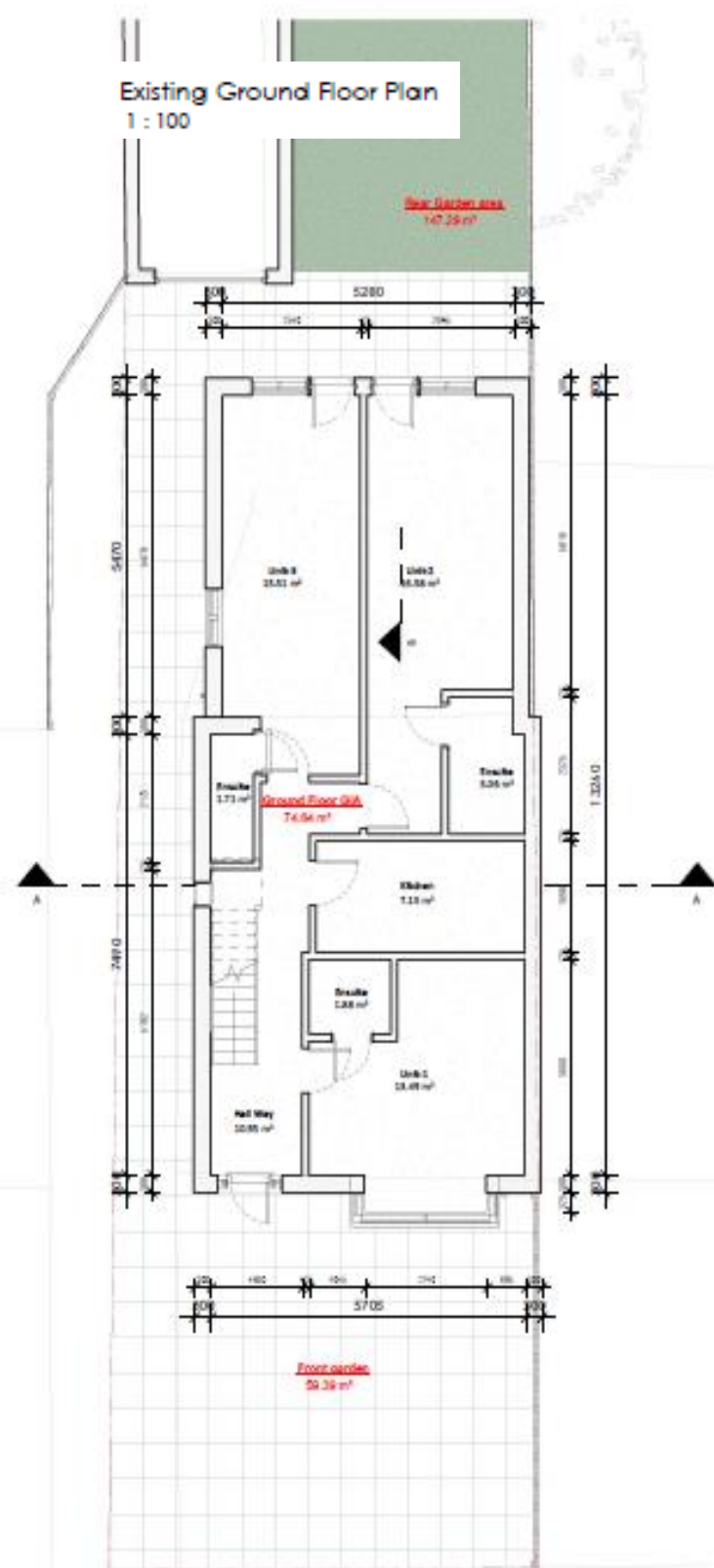


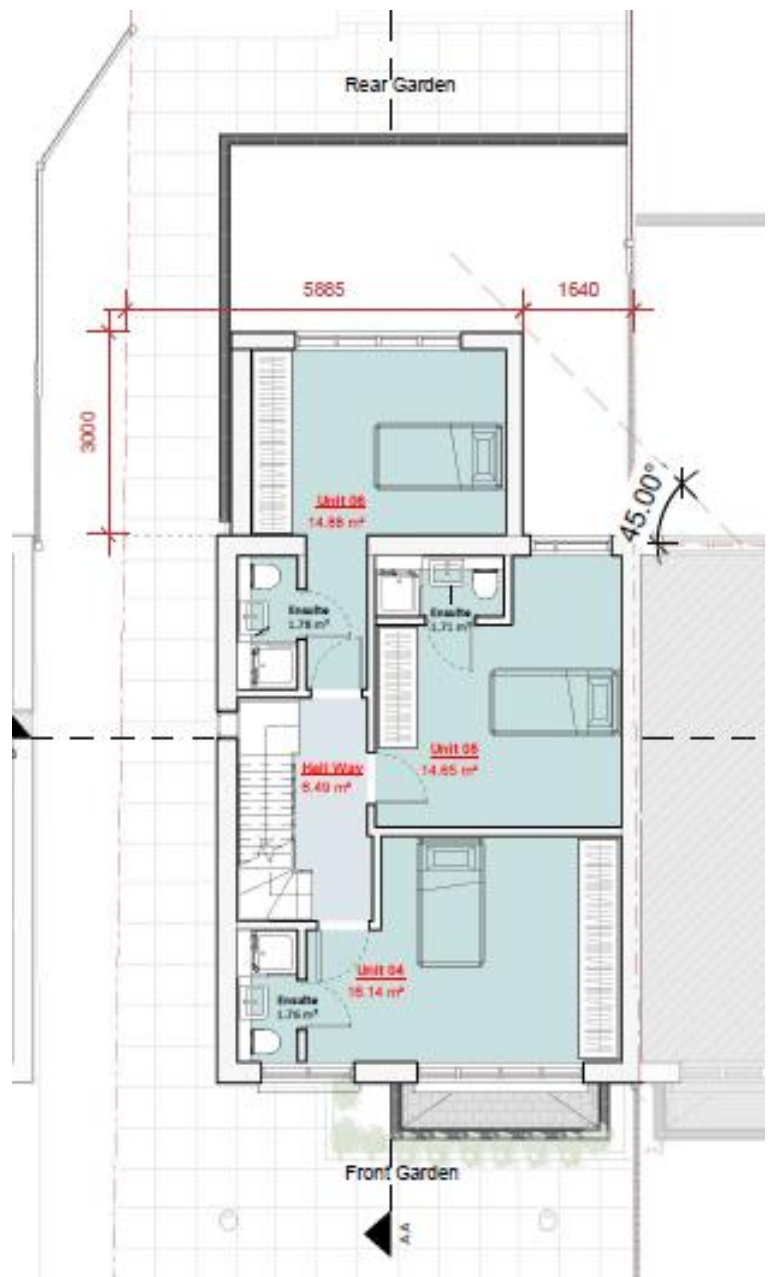
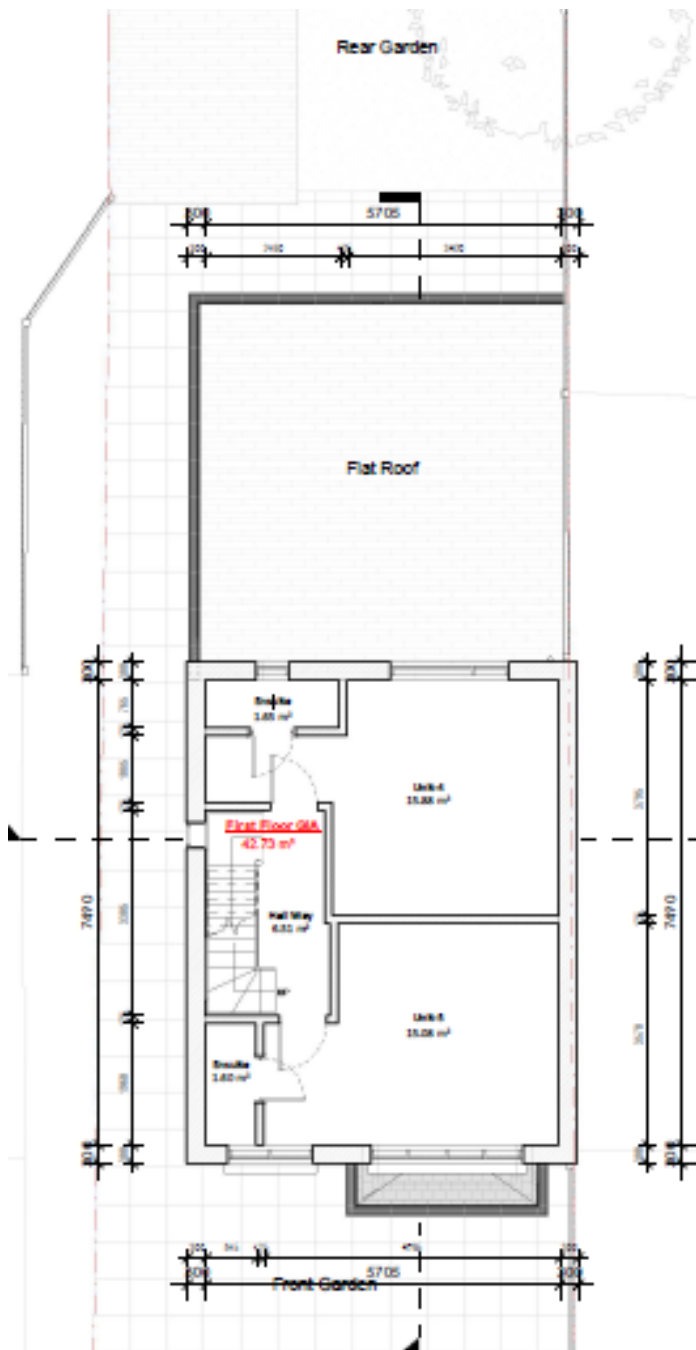
Existing OS Map
1 : 1250

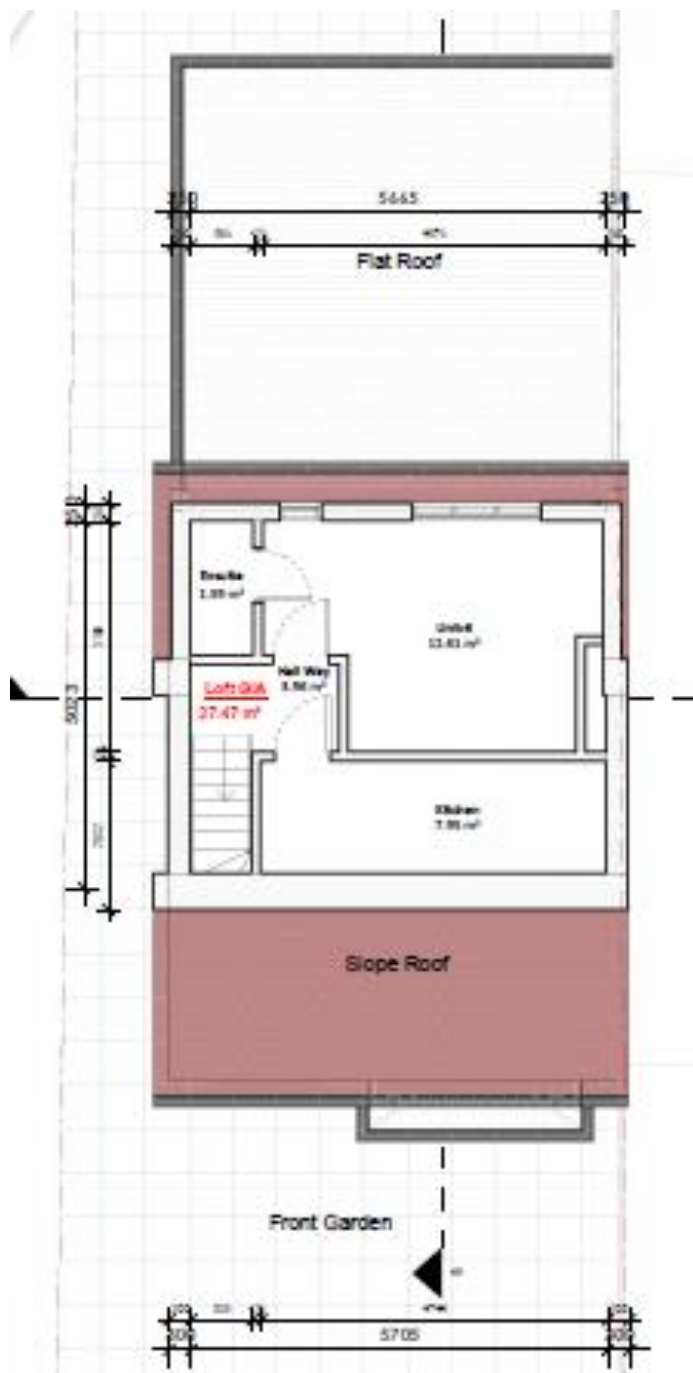


Existing OS Map Block Plan
1 : 200

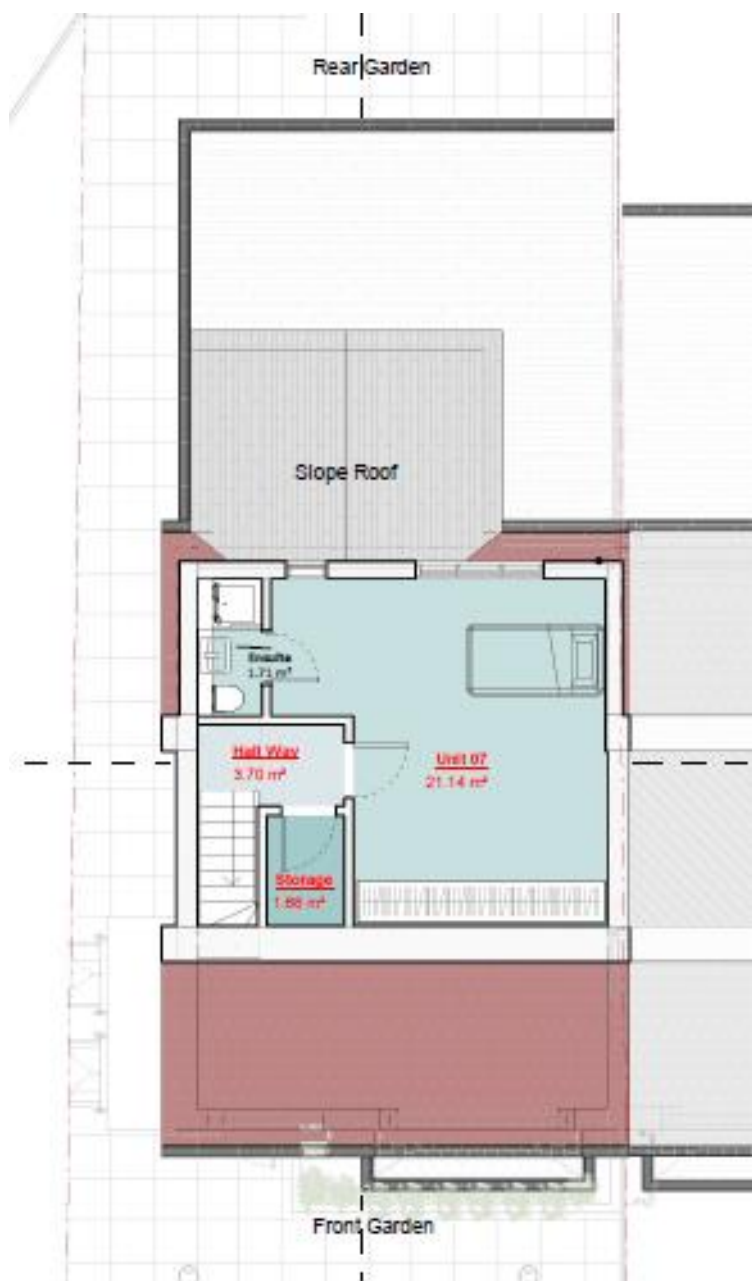




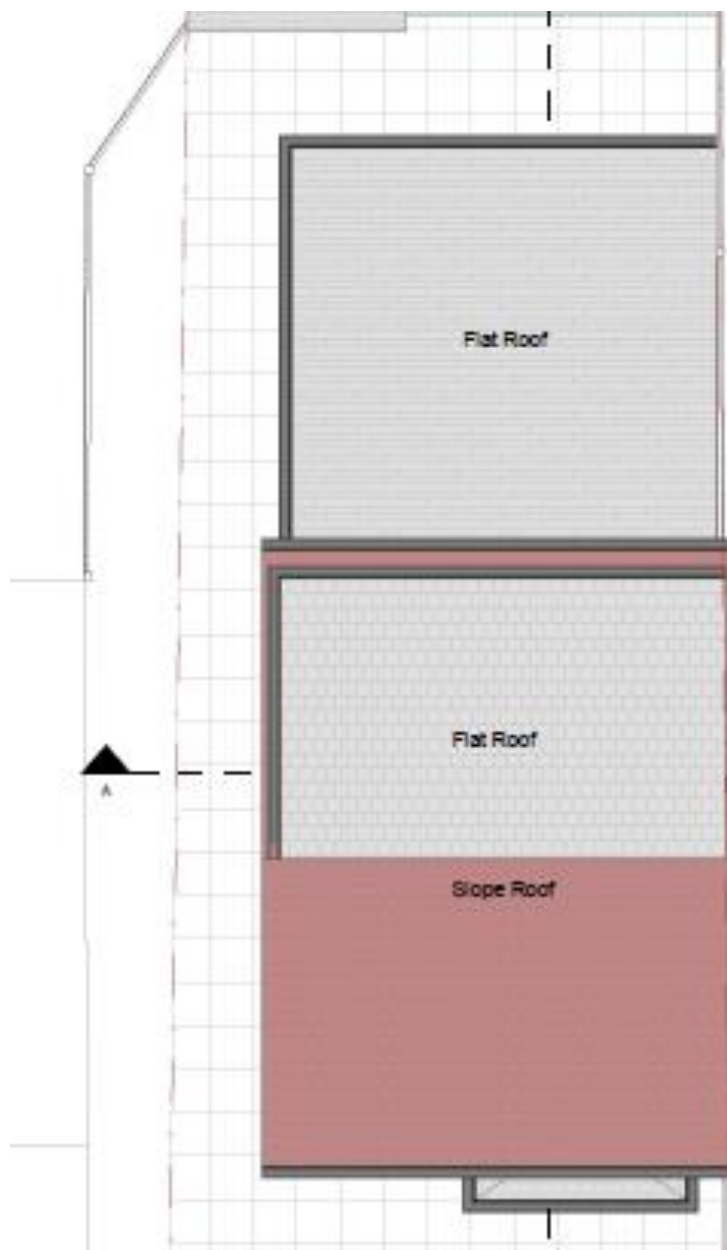




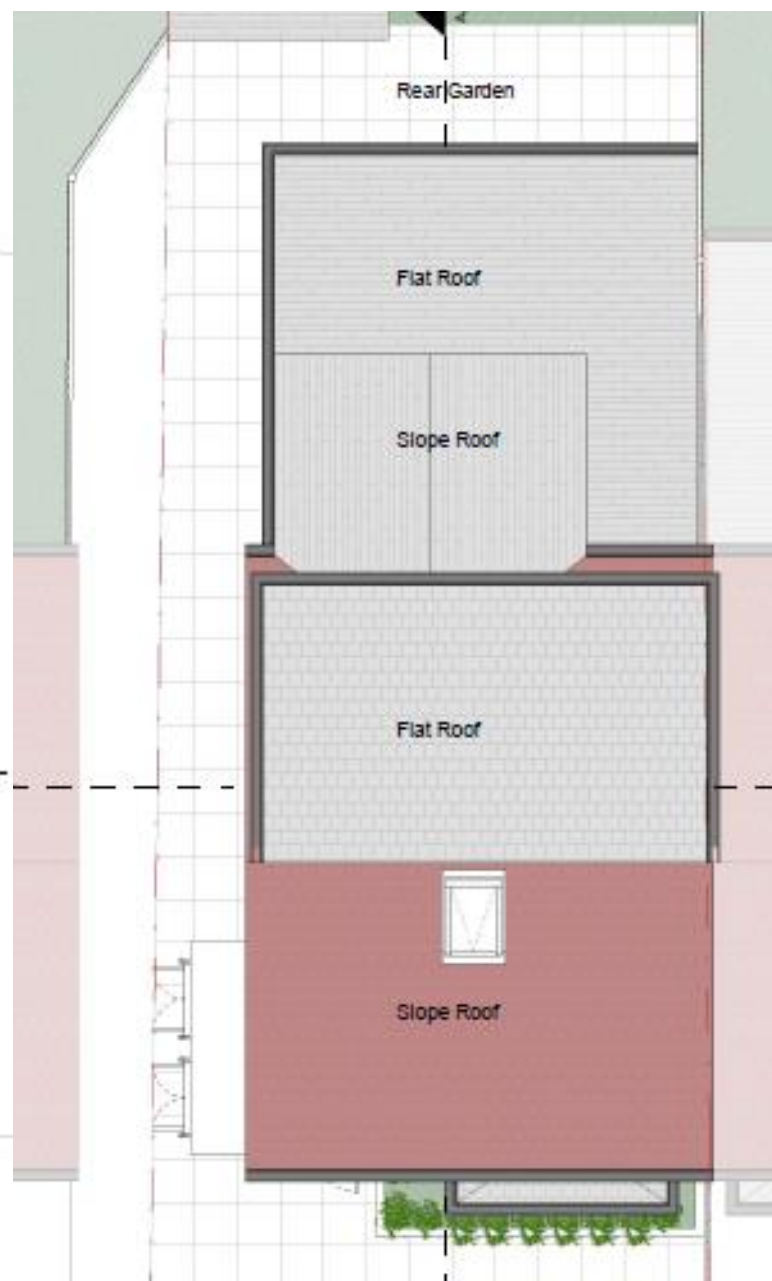
Existing Loft Floor Plan
1 : 100



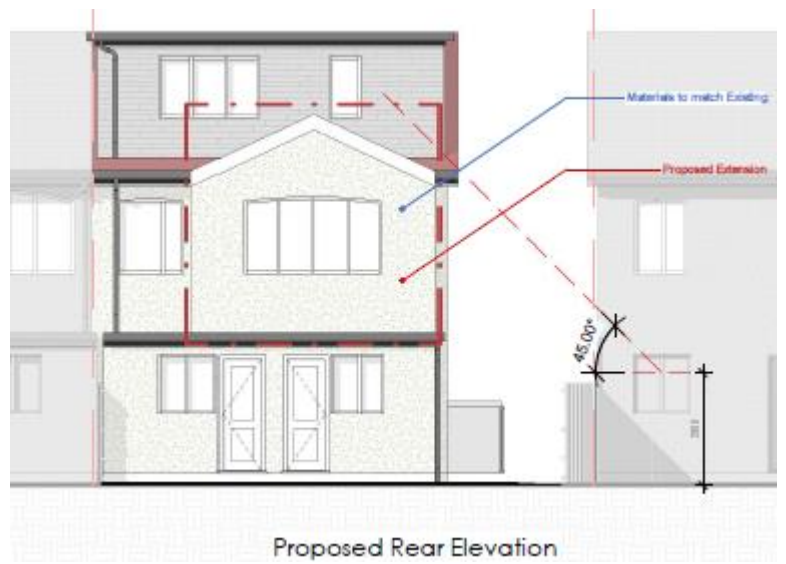
Proposed Loft Floor Plan
1 : 100

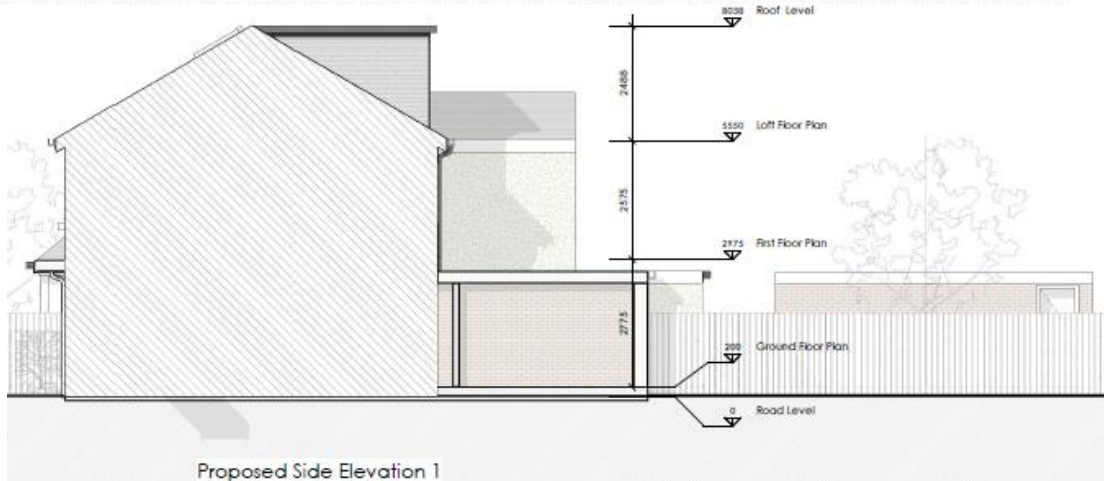
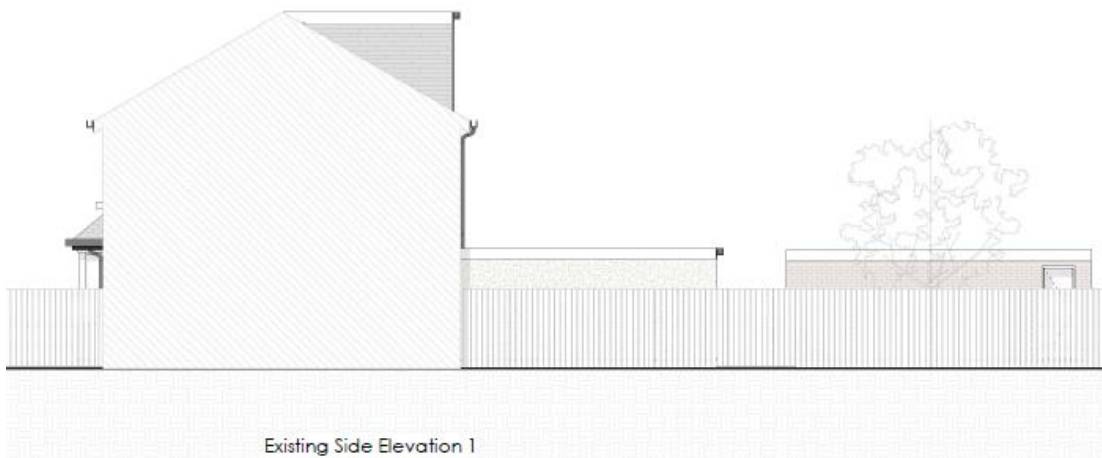
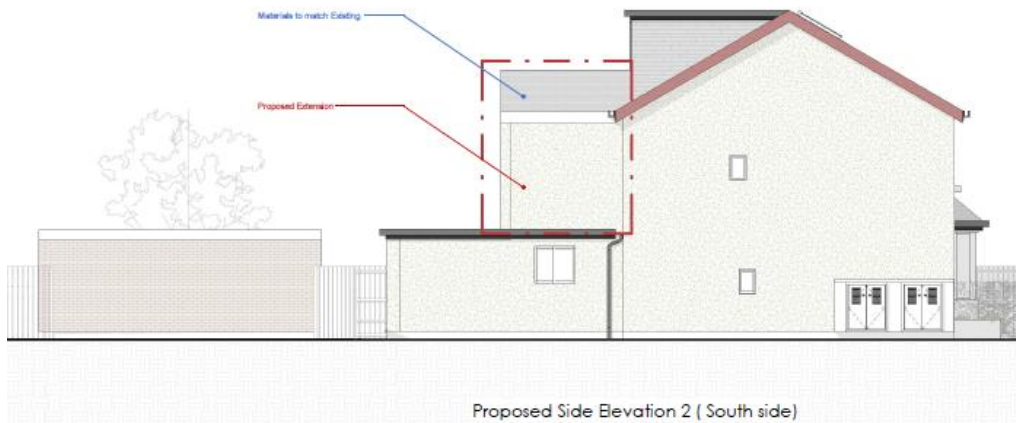


Existing Roof Plan
1 : 100

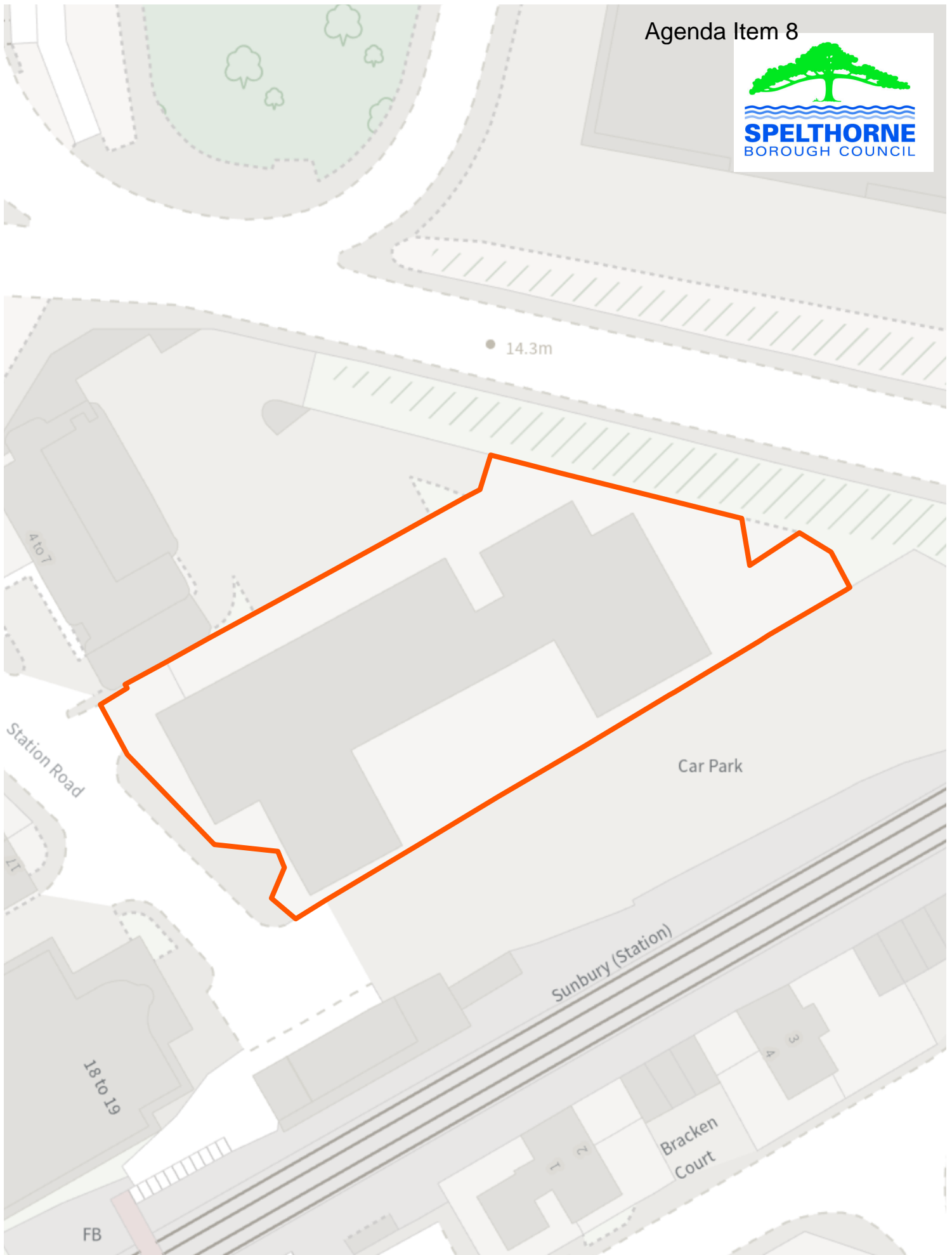


Proposed Roof Plan
1 : 100





This page is intentionally left blank



25/00788/FUL: Radford Gate, 3 Station Road
Sunbury-on-Thames. TW16 6SB
Scale: 1:500

© Crown copyright and database rights 2025 Ordnance Survey AC0000812047.



This page is intentionally left blank

Planning Committee

20 August 2025



Application No.	25/00788/FUL
Site Address	Radford Gate, 3 Station Road, Sunbury-on-Thames, TW16 6SB
Applicant	Mr Alfred Osawe - Knowle Green Estates Ltd
Proposal	Provision of access to roof via painted, galvanised steel external staircases and provision of safety railings to flat roofs as required
Case Officer	Kiran Boparai
Ward	Sunbury East
Called-in	N/A - This application is being referred to the Planning Committee for a decision, as the applicant is Knowle Green Estates Ltd, which is a subsidiary of Spelthorne Borough Council.

Application Dates	Valid: 17.06.2025	Expiry: 12.08.2025	Target: Extension of time agreed to 22.08.2025
Executive Summary	<p>The subject property is a detached residential building consisting of 33 flats. The application seeks provision of access to the roof via painted, galvanised steel external staircases and provision of safety railings to the flat roofs.</p> <p>The proposed new access to the roof consisting of staircases and safety railings are not considered to have a harmful impact upon the character and appearance of the area or the amenity of the neighbouring properties. The proposed works are required in the interest of providing a more convenient and safer way to access the roof.</p> <p>The proposal is considered to be acceptable and is therefore recommended for approval.</p>		
Recommended Decision	Approve the application subject to conditions, as set out in the Recommendation section (paras. 8.1, 8.2 and 8.3).		

MAIN REPORT

1. Development Plan

- 1.1 The following policy in the Council's [Core Strategy and Policies DPD \(CS&P DPD\) 2009](#) are considered relevant to this proposal:
- EN1 (Design of New Development)
- 1.2 The policies contained within the [National Planning Policy Framework \(NPPF\) \(2024\)](#) are also relevant
- 1.3 On 19 May 2022, the Council agreed that the draft Spelthorne Local Plan 2022 – 2037 be published for public consultation under Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended). The public consultation for the Pre-Submission Publication version of the Local Plan ended on 21st September 2022 and the local plan was submitted to the Planning Inspectorate on 25th November 2022.
- 1.4 An Examination into the emerging Local Plan commenced on 23 May 2023. However, on 6 June 2023, the Council resolved to request that the Planning Inspector pause the Examination for a period of three (3) months to allow time for the new council to understand and review the policies and implications of the emerging Local Plan. This was agreed.
- 1.5 On 12 December 2024, the Planning Inspectorate confirmed that the Local Plan examination would resume on the 27 January 2025. This has now taken place and the Examination closed on 18 February 2025. Adoption of the Local Plan by Council could be by September 2025 subject to the plan being found sound by the Inspector and public consultation undertaken on the Main Modifications (<https://spelthornelocalplan.info/evidence-base/>).
- 1.6 The following policy of the Pre-Submission Spelthorne Local Plan 2022 – 2037 are of relevance:
- PS2: Designing places and spaces
- 1.7 The (NPPF) policy states at para 49 that: Local planning authorities may give weight to relevant policies in emerging plans according to:
- a) the stage of preparation of the emerging plan (the more advanced its preparation, the greater the weight that may be given);
 - b) the extent to which there are unresolved objections to relevant policies (the less significant the unresolved objections, the greater the weight that may be given); and
 - c) the degree of consistency of the relevant policies in the emerging plan to this Framework (the closer the policies in the emerging plan to the policies in the Framework, the greater the weight that may be given).
- 1.8 Section 38(6) the Planning and Compulsory Purchase Act 2004 (https://www.legislation.gov.uk/ukpga/2004/5/pdfs/ukpga_20040005_en.pdf) requires applications to be determined in accordance with the development

plan (unless material considerations indicate otherwise) and not in accordance with an emerging plan, although emerging policies may be a material consideration.

- 1.9 At this stage, the policies in the Pre-Submission Spelthorne Local Plan carry limited weight in the decision-making process. The adopted policies in the 2009 Core Strategy and Policies DPD carry substantial weight in the determination of this planning application.

2. Relevant Planning History

- 2.1 The site has the following planning history:

14/01347/FUL	Application for full planning permission for conversion of the existing building (Sunlink One) for 23 residential units and the demolition of the staircase block of the existing building and the erection of a part 2 storey/part 3 storey extension with accommodation in the roof space to provide 10 residential units (6 x 1-bed and 4 x 2-bed flats), together with landscaped courtyard garden, additional landscaping, external alterations to Sunlink One to match proposed extension, and the provision of 30 car parking spaces and 33 cycle parking spaces	Grant Conditional 24.11.2014
13/01852/PDO	Prior Approval Notification for the Change of Use from Offices (Use Class B1a) to Residential (Use Class C3) Comprising 23 flats	Grant Prior Approval 14.02.2014
PLAN E/FUL/83/542	Erection of a part 3/part 4-storey office block of 18,722 sq. ft. (1,740 sq. m) with parking for 58 cars	Refused 19.10.1983 Allowed on Appeal 10.07.1984

3. Description of Current Proposal

- 3.1 The application relates to Radford Gate on Station Road in Sunbury-on-Thames. The subject property is a detached residential building consisting of 33 flats (a mixture of 1 and 2 bedroom units). To the north of the site is the office building of 4-7 Station Road, while to the south is the car park of Sunbury Railway Station. Further to the south is the station itself and the railway line. To the east is the embankment and highway of Staines Road East. To the west on the other side of Station Road are commercial use buildings. The immediate area is generally commercial in character. However, there are many residential properties in the wider area including those on the south side of the railway at Downside. The site is situated in a 1 in 1000 year flood zone.

- 3.2 The proposal involves the provision of access to the roof of the building via external staircases and provision of safety railings to the flat roofs.
- 3.3 Currently, the roof is accessed via a loft hatch. To access the roof of the lowered element, directly south of the building, there is an existing vertical ladder with a surrounding safety cage. It is to be noted that this lowered part of the roof has no safety railings which is proposed as part of this application. To access the lowered roofs further to the east of the main roof, a person would be required to step down and then step down further as there are no existing provisions neither are there railings on these lowered elements of the roof.

4. Consultations

- 4.1 The following table shows those bodies consulted and their response.

Statutory Consultees

Consultee	Comment
Network Rail	No objection. Network Rail requests the applicant engages with them prior to works commencing <i>(Officer's note: please see informative in Section 8).</i>

5. Public Consultation

- 5.1 A total of 51 neighbouring properties were notified on the planning application and the Council has not received any letters in relation to the proposal.

6. Planning Issues

- Design and appearance
- Amenity of neighbouring properties

7. Planning Considerations

Design and appearance

- 7.1 Section 12 of the NPPF: Achieving well-designed places, refers to design and in particular that the creation of high-quality buildings and places is fundamental to what the planning and development process should achieve.
- 7.2 Policy EN1 of the Core Strategy and Policies Development Plan Document states that the Council will require a high standard of design and layout of new development. Proposals for new development should demonstrate that they will create buildings and places that are attractive with their own distinct identity; they should respect and make a positive contribution to the street scene and the character of the area in which they are situated, paying due regard to the scale, height, proportions, building lines, layout, materials and other characteristics of adjoining buildings and land.

- 7.3 The existing property is a detached residential building consisting of 33 flats. It is proposed to provide a new provision of access to the roof via new steel staircases and the provision of safety railings to the flat roof as required.
- 7.4 The roof of the building varies in height. The central main roof measures approximately 7.3 metres and the lowered roof, directly to the south of this, measures 5.2 metres. Further to the east of the main building the height of the roof drops down to 6.8 metres and then lowers again at approximately 4.8 metres.
- 7.5 As the roof design consists of varying heights and crown roofs with a steep angle at approximately 61 degrees, a new access, staircases and railings are being proposed to provide a more convenient and safer access to the entire roof of the building.
- 7.6 Currently, the roof is accessed via a loft hatch, which is situated in the communal corridor outside the front door of Flat No. 20 on the third floor. Once the loft hatch is manually pulled down, there is a sliding ladder which also needs to be pulled down, this then leads to an area in the loft with a dormer window which needs to be climbed through in order to access the main roof of the building.
- 7.7 The proposal would result in a new landing being created on the third floor near the existing main staircases and the installation of a new access door in the mansard roof which would lead to the new staircases for roof access, and a further 2 new staircases between the differing roof heights further to the east of the building. New edge protection safety railings would be proposed on the lowered roofs which would be 1.1 metres in height. The staircases and safety protection would be galvanised steel, painted metallic silver.
- 7.8 It is to be noted that the existing loft hatch would remain as is, as a 'back-up' if required.
- 7.9 Given the height of the building, the proposed new staircases would not be particularly visible at eye level from the street, they would be small in scale when viewed in context with the overall size of the existing building. The new railings would provide visual consistency around the roof to match the existing railings. Overall, there is not considered to be a harmful impact on the character and appearance of the area as a result of the proposal.
- 7.10 The proposal is therefore considered to comply with the requirements of Policy EN1 and the NPPF.

Amenity of neighbouring properties

- 7.11 Policy EN1 further states that proposals for new development should achieve a satisfactory relationship to adjoining properties avoiding significant harmful impact in terms of loss of privacy, daylight or sunlight, or overbearing effect due to bulk and proximity or outlook.
- 7.12 There are no neighbouring residential properties that immediately adjoin the application site and given that the works would be at roof level, this is not considered to cause an adverse impact on the surrounding properties.

- 7.13 It is noted that a new staircase would be in close proximity to the bedroom window of Flat No. 21, and the staircase to the east of the site would be in close proximity to the living/kitchen area of Flat No. 33. As these staircases would not be of a solid structure and can let light through, they are not considered to result in an adverse loss of light or harmful loss of amenity to these units. Moreover, the stairs would be used very occasionally for maintenance purposes only and the Council has not received any letters of objection to the works.
- 7.14 Accordingly, the impact on neighbouring properties is considered acceptable and complies with Policy EN1.

Equalities Act 2010

- 7.15 This planning application has been considered in the light of the Equality Act 2010 and associated Public Sector Equality Duty, where the Council is required to have due regard to:
- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
- 7.16 The question in every case is whether the decision maker has in substance had due regard to the relevant statutory need, to see whether the duty has been performed.
- 7.17 The Council's obligation is to have due regard to the need to achieve these goals in making its decisions. Due regard means to have such regard as is appropriate in all the circumstances.
- 7.18 The NPPF defines people with disabilities as individuals that have a physical or mental impairment, which has a substantial and long-term adverse effects on their ability to carry out normal day-to-day activities. This can include but is not limited to, people with ambulatory difficulties, blindness, learning difficulties, autism and mental health needs. It is considered that it would be possible for individuals with disabilities to access the development.

Human Rights Act

- 7.19 This planning application has been considered against the provisions of the Human Rights Act 1998.
- 7.20 Under Article 6 the applicants (and those third parties who have made representations) have the right to a fair hearing and to this end full consideration will be given to their comments.
- 7.21 Article 8 and Protocol 1 of the First Article confer a right to respect private and family life and a right to the protection of property, i.e. peaceful enjoyment of

one's possessions which could include a person's home, and other land and business assets.

- 7.22 In taking account of the Council policy as set out in the Spelthorne Local Plan and the NPPF and all material planning considerations, Officers have concluded on balance that the rights conferred upon the applicant/ objectors/ residents/ other interested party by Article 8 and Article 1 of the First Protocol may be interfered with, since such interference is in accordance with the law and is justified in the public interest. Any restriction of these rights posed by the approval of the application is legitimate since it is proportionate to the wider benefits of such a decision, is based upon the merits of the proposal, and falls within the margin of discretion afforded to the Council under the Town & Country Planning Acts.

Financial Considerations

- 7.23 Under S155 of the Housing and Planning Act 2016, Local Planning Authorities are now required to ensure that potential financial benefits of certain development proposals are made public when a Local Planning Authority is considering whether or not to grant planning permission for planning applications which are being determined by the Council's Planning Committee. A financial benefit must be recorded regardless of whether it is material to the Local Planning Authority's decision on a planning application, but planning officers are required to indicate their opinion as to whether the benefit is material to the application or not.

- 7.24 The works are minor and do not have a material financial benefit.

Recommendation

- 8.1 The options available to the Planning Committee for decision making are:
- To approve the application as set out in this report. This option is recommended. The report analyses in some detail the reasons why the application is considered to be acceptable in planning terms.
 - To approve the application subject to additional/amended conditions and informatives. This option is not recommended, the conditions and informatives are set out below. The Planning Committee should be minded of paragraph 57 of the NPPF which states that :- *planning conditions should be kept to a minimum and only imposed where they are necessary, relevant to planning and to the development to be permitted, enforceable, precise and reasonable in all other respects* (National Planning Policy Framework).
 - To refuse the application. This option is not recommended. The report assesses why officers consider the application to be acceptable.
- 8.2 The application is recommended for approval, subject to conditions and the informative below.
- 8.3 **APPROVE** subject to the following conditions:

1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason:- This condition is required by Section 91 of the Town and Country Planning Act, 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

2. The development hereby permitted shall be carried out in accordance with the following approved plans: LOCATION PLAN, 25348 [S] 02, 25348 [PL] 301, 25348 [S] 01 REV A, 25348 [PL] 302, RECEIVED 17.06.2025.

Reason:- For the avoidance of doubt and to ensure the development is completed as approved.

INFORMATIVES:

1. Due to the close proximity of the proposed development to Network Rail's land and the operational railway, Network Rail requests the applicant / developer engages Network Rail's Asset Protection and Optimisation (ASPRO) team prior to works commencing. This will allow the ASPRO team to review the details of the proposal to ensure that the works can be completed without any risk to the operational railway.

The applicant / developer may be required to enter into an Asset Protection Agreement to get the required resource and expertise on-board to enable approval of detailed works.

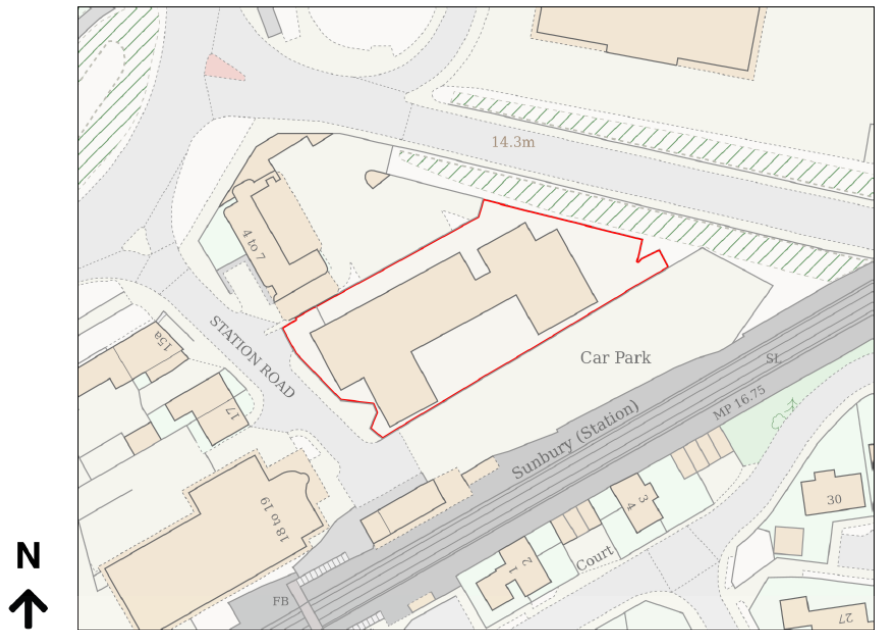
To start the process with our Asset Protection team, the applicant / developer should use the Asset Protection Customer Experience (ACE) system found on Network Rail's Asset Protection website (<https://www.networkrail.co.uk/running-the-railway/looking-after-the-railway/asset-protection-and-optimisation/>). This website also provides more information about our Asset Protection team and the services they offer.

Where applicable, the applicant must also follow the Asset Protection informatives. The informatives are issued to all development within close proximity to the railway (compliance with the informatives does not remove the need to engage with our ASPRO team).

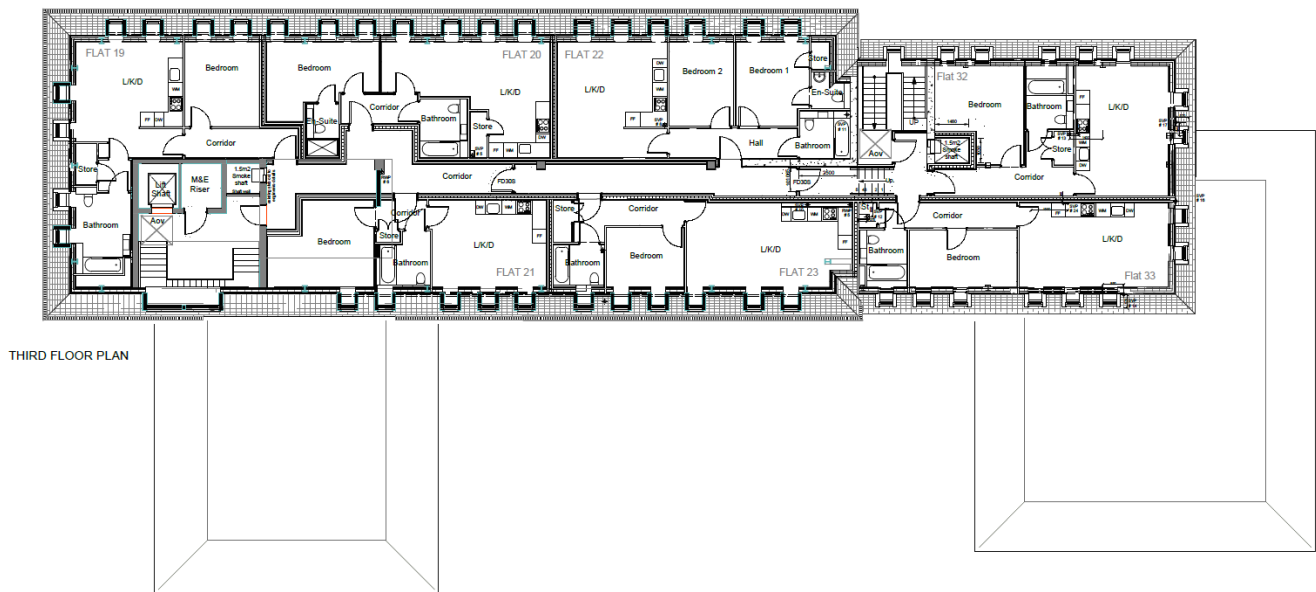
APPENDICES - 25/00788/FUL

Radford Gate, 3 Station Road, Sunbury-on-Thames, TW16 6SB

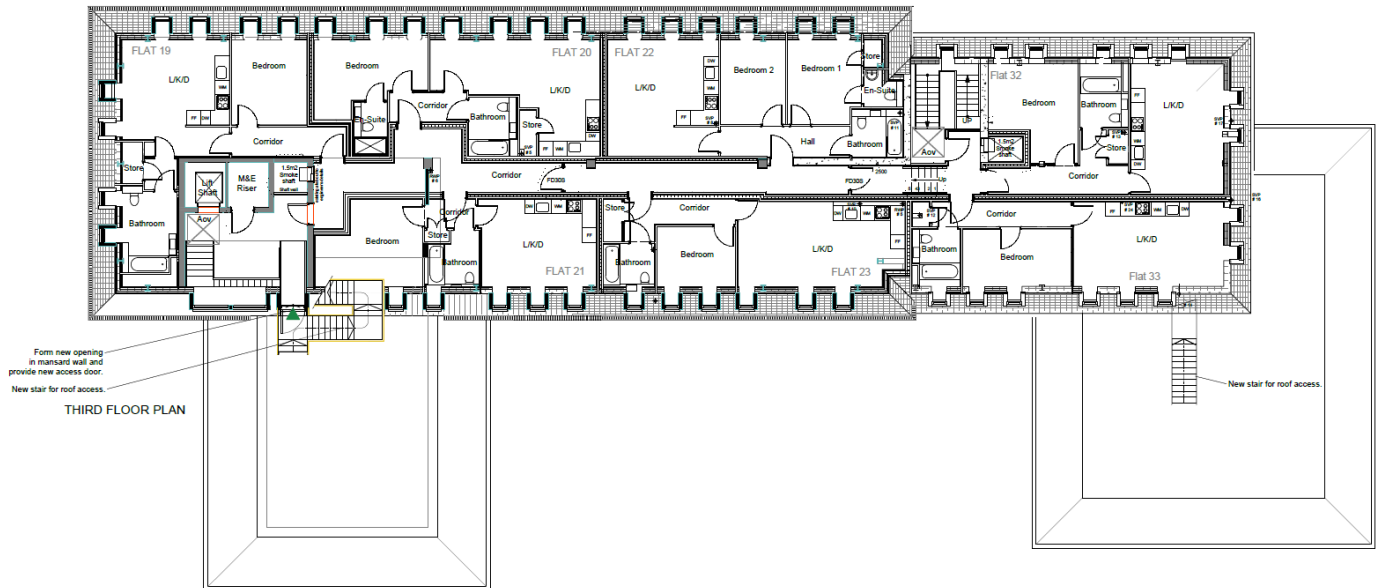
LOCATION PLAN



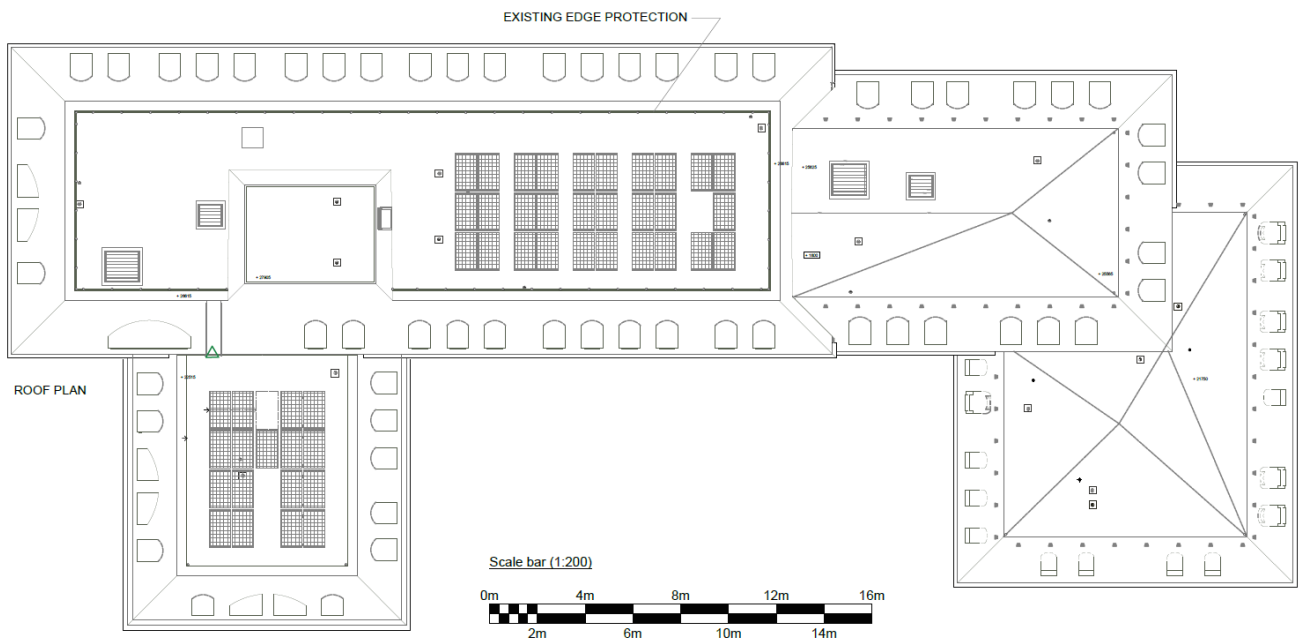
EXISTING THIRD FLOOR PLAN



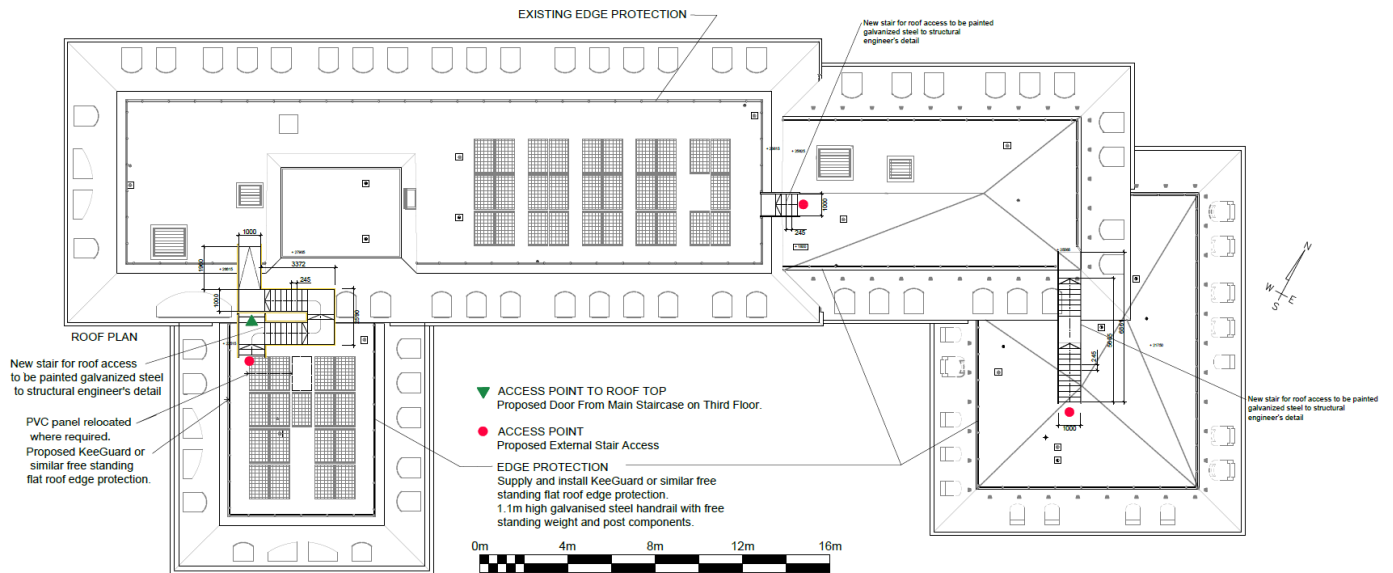
PROPOSED THIRD FLOOR PLAN



EXISTING ROOF PLAN



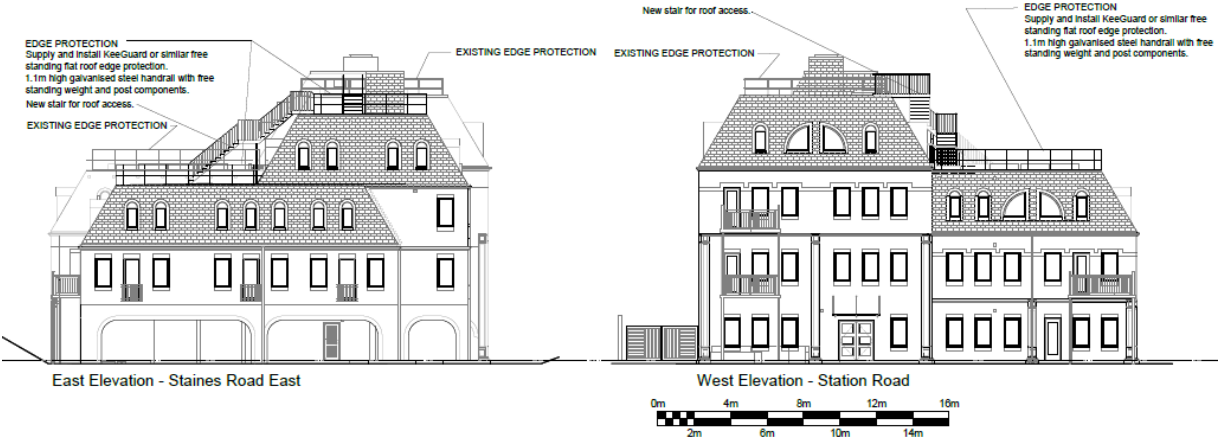
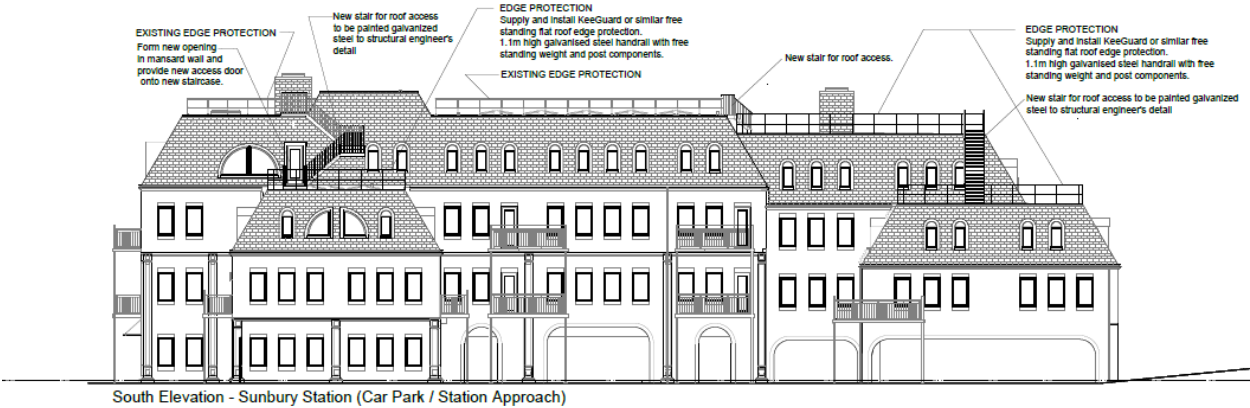
PROPOSED ROOF PLAN



EXISTING ELEVATIONS



PROPOSED ELEVATIONS



Planning Appeals Report – V1.0 ISSUED

Appeals Started between 11 July 2025 – 07 August 2025

Case Ref & Address	Date Started	Procedure	Appeal Ref & Nature
25/00380/HOU 235 Hithermoor Road, Stanwell Moor, TW19 6AZ	22.07.2025	Fast Track Appeal	APP/Z3635/D/25/3369200 Proposed first floor extension to create a two storey house from existing bungalow
25/00423/PAP Maynard Court Rosefield Road, Staines TW18 4QD	11.07.2025	Written Representations	APP/Z3635/W/25/3368564 Prior Approval notification for the erection of two floors of residential flats on top of the existing detached block of flats. The proposed third and fourth floor extension would consist of 4 apartments per floor with associated parking and refuse facilities.

Case Ref & Address	Date Started	Procedure	Appeal Ref & Nature
24/01299/FUL Land At Catherine Drive, Sunbury-on-Thames TW16 7TF	17.07.2025	Written Representations	APP/Z3635/W/25/3369002 Erection of 6 no. two-storey affordable dwellings grouped into two buildings, with the creation of an enhanced public amenity space and retention of Urban Open Land and associated parking provision

Appeal Decisions Made between 11 July 2025 – 07 August 2025

Case Ref & Address	Date Started	Procedure	Appeal Ref & Nature	Decision	Decision Date	Comments
20/00257/ENF_C Stanwell Farm Bedfont Road Stanwell	23.09.2024	Hearing	APP/Z3635/C/24/3352057 Appeal against the serving of an Enforcement Notice. Without planning permission, the material change of use of the land to use as a Builders Merchant (sui generis) Without planning permission, the erection of a warehouse building (the approx location of which is shown with an X and hatched in black on the attached plan). Without planning permission, the erection of two structures (the approx location of which are shown with a Y and Z and hatched in red and blue respectively on the attached plan).	Appeal Dismissed	07.07.2025	TBC

Case Ref & Address	Date Started	Procedure	Appeal Ref & Nature	Decision	Decision Date	Comments
24/01186/PIP 12 Stanwell Close Stanwell Staines-upon-Thames	23.01.2025	Written Representation	APP/Z3635/W/25/3358550 Permission in principle for a maximum of 2 dwellings.	Appeal Dismissed	27.06.2025	<p>The proposal was for permission in principle. The scope for consideration was limited to location, land use and the amount of development permitted. Whilst the Planning Inspector found that the location for residential development was suitable, he however a two-storey house or pair of houses would not be subordinate to the main house in terms of massing, resulting in a disproportionately bulky and discordant feature when seen from outside the site. Such outcomes would be contrary to the advice contained in the Council's Design of Residential Extensions and New Residential Development Supplementary Planning Document April 2011. Consequently, the appeal was dismissed.</p> <p>In addition, the Planning Inspector refused an award of costs raised by the appellant. He was in a view that unreasonable behavior resulting in unnecessary or wasted expense, has been demonstrated.</p>

Case Ref & Address	Date Started	Procedure	Appeal Ref & Nature	Decision	Decision Date	Comments
24/01395/FUL and 24/10396/ADV Footpath outside 51 Staines Road West Sunbury-on- Thames TW16 7AH	04.04.2025	Written Representations	APP/Z3635/W/25/3361981 and APP/Z3635/W/25/3361982 Installation of 1no. BT street hub unit and associated advertisement panels on either side of the unit	Appeals Dismissed	22.07.2025	<p>The Inspector considered that, by virtue of its size and freestanding position, the proposed structure and associated advertisement panels would create harmful visual clutter, appear discordant in the street scene and that the proposed advertisement would harm visual amenity and concluded that the proposed street hub would harm the character and appearance of the area. This would conflict with Policy EN1 of the Spelthorne Core Strategy and Policies Development Plan Document 2009 (DPD). Whilst noting that the street hub would provide several benefits to the local community and it would be powered by renewable energy, these benefits would not outweigh the harm caused to character, appearance and visual amenity.</p>

Case Ref & Address	Date Started	Procedure	Appeal Ref & Nature	Decision	Decision Date	Comments
24/01233/T56 Area of Grass Verge Douglas Road Stanwell Surrey TW19 7NB	25.04.2025	Written representations	APP/Z3635/W/25/3363298 Installation of a 20-metre high streetworks pole supporting 9no. radio antennas, 2no. transmission dishes and ancillary equipment. The pole will come complete with a ground-based wraparound cabinet along with 5no. additional cabinets which will be set at the base of the pole and within the grass verge on Douglas Road.	Appeal Allowed	01.08.2025	The Inspector considered that the grassed area on which the mast is to be sited is a prominent location that contributes to the open and verdant character of the surrounding area and there would be harm caused to the character and appearance of the surrounding area. However, the Inspector noted that there is an identified need for coverage in the local area to replace an existing mast and several alternative sites have been considered and subsequently discounted. The Inspector concluded that the harm caused to the character and appearance of the area would be outweighed by the need for the installation to be sited as proposed.

Case Ref & Address	Date Started	Procedure	Appeal Ref & Nature	Decision	Decision Date	Comments
24/01506/ADV Highways Land Just Before Entrance To Communications House, South Street Staines TW18 4QE	19.03.2025	Written Representations	APP/Z3635/Z/25/3362163 Display of double-sided free standing illuminated totem advertisement.	Appeal Dismissed	04.08.2025	The Inspector considered that due to its imposing, monolithic form and isolated positioning on the footway, the totem advertisement would be an unsympathetic and visually intrusive feature which would poorly relate to the spacious character of the immediate surroundings and would appear especially incongruous. Therefore, the proposal would cause harm to the visual amenity of the area and would conflict with the National Planning Policy Framework.
24/01474/FUL 29 Scotts Avenue, Sunbury-on-Thames, TW16 7HY	25.03.2025	Written representations	APP/Z3635/W/25/3362241	Appeal Dismissed	23.07.2025	The Planning Inspector noted that Scotts Avenue was an area to be characterised by dwellings that front onto the highways and have long rear gardens. Therefore, she took a view that a dwelling at backland location would be out of character with a cramped layout. Concerns were also raised on the harmful impact to the living conditions of existing and future occupiers. Consequently, the appeal was dismissed.

Case Ref & Address	Date Started	Procedure	Appeal Ref & Nature	Decision	Decision Date	Comments
25/00146/HOU 3 Salcombe Road, Ashford, TW15 3BP	03.06.2025	Fast Track Appeal	APP/Z3635/D/25/3366506 Erection of a first floor side extension with the installation of rear and front facing dormers.	Appeal Dismissed	01.08.2025	Planning Inspectorate noted that the adjacent neighbouring detached property has a flat-roofed two storey side extension, which has been built up to the common boundary. The proposal would extend right up to that boundary and would result that no 3a Salcombe Road and the appeal semi-detached dwelling would part of a terrace. The Inspector took a view that this would not be in rhythm with the character and grain of the dwellings on this side of Salcombe Road. It was concluded that the proposal would unduly harm the character and appearance of the host dwelling and streetscene. Consequently, the appeal was dismissed.

Current/Future Hearings/Inquiries

Case Ref & Address	Date Started	Procedure	Appeal Ref & Nature	Decision	Decision Date	Comments
24/00203/FUL Land South East Of The Ranges (addressed As 1A Priory Stables) Chertsey Road	05.11.2024	Hearing	<p>APP/Z3635/W/24/3348103</p> <p>Change of use of the land for the stationing of 6 mobile static homes for Gypsy / Traveller occupation, with associated hard and soft landscaping, parking and roadway.</p> <p>As shown on plan no.'s 2023-1338v3-Mobile received 19.02.2024; amended site location plan 2023-1338v3-Location received 02.04.2024; amended plan 2023-1338v3-Block received 02.04.2024.</p>			<p>Hearing held on 12th February 2025, but the appeal was then adjourned. The Hearing was re-arranged for the 3rd July 2025.</p> <p>The hearing was adjourned for a further day in November. The date is yet to be determined.</p>

Case Ref & Address	Date Started	Procedure	Appeal Ref & Nature	Decision	Decision Date	Comments
20/00257/ENF_C Stanwell Farm Bedfont Road Stanwell	23.09.2024	Hearing	APP/Z3635/C/24/3352057 Appeal against the serving of an Enforcement Notice. Without planning permission, the material change of use of the land to use as a Builders Merchant (sui generis) Without planning permission, the erection of a warehouse building (the approx location of which is shown with an X and hatched in black on the attached plan). Without planning permission, the erection of two structures (the approx location of which are shown with a Y and Z and hatched in red and blue respectively on the attached plan).	Appeal Dismissed	07/07/2025	Hearing held 7 May 2025 Appeal Dismissed on all grounds – Enforcement Notice varied. It is directed that the enforcement notice is varied by: The deletion of the word “insultation” and the substitution of the word “insulation” in 5. WHAT YOU ARE REQUIRED TO DO, step (2); and The substitution of 12 months for the 6 months set out in 6. TIME FOR COMPLIANCE. Subject to the variations, the enforcement notice is upheld.

Case Ref & Address	Date Started	Procedure	Appeal Ref & Nature	Decision	Decision Date	Comments
23/01264/RVC The Paddocks, 235A Hithermoor Road, Stanwell Moor	17.09.2024	Hearing	APP/Z3635/W/24/3350632 Removal of conditions 2 (temporary consent) and 3 (personal permission) of planning application ref 19/01372/FUL for the material change of use of hay-barn and feed room, including dayroom and toilet facilities, to a single dwelling house and retention of 3 loose box, stable feed store and tack room as shown on site location plan received on 15 November 2023.			Hearing has been postponed until 21 October 2025.

Case Ref & Address	Date Started	Procedure	Appeal Ref & Nature	Decision	Decision Date	Comments
22/00231/ENF_A Land South East Of The Ranges (addressed As 1A Priory Stables) Chertsey Road	12.02.2024	Hearing	APP/Z3635/C/23/3335127 Appeal against serving of an Enforcement Notice. The carrying out on the land of building, engineering, mining or other operations in particular the laying of an area of hardstanding and a roadway on Green Belt land. Marked in blue on the attached plan and a change of use of the use of the land to the commercial storage of vehicles.			This appeal has been linked with the planning appeal for the same site (24/00203/FUL – see above) and is to be heard at a hearing on the 03 July 2025. The hearing was adjourned for a further day in November. The date is yet to be determined.

Major Applications

This report is for information only.

The list below comprises current major applications which may be brought before Planning Committee for determination. These applications have either been submitted for some time but are still not ready for consideration or have been recently received but are not ready to be considered by the Planning Committee. The background documents for all the applications are contained on the Council's website (Part 1 Planning Register).

All planning applications by Spelthorne Borough Council and Knowle Green Estates will be brought before the Planning Committee for determination, regardless of the Planning Officer's recommendation. Other planning applications may be determined under officers' delegated powers.

App no	Site	Proposal	Applicant	Case Officer(s)
23/00680/OUT	Land To the East of Desford Way Ashford	Outline Planning Permission with all matters reserved except for access for a site to accommodate Travelling Show people (Sui Generis).	Ashford Corporation Ltd	Paul Tomson / Kelly Walker
24/01112/FUL	Land To North-East of Eco Park Charlton Lane Shepperton TW17 8QA	The construction of and operation of a Battery Energy Storage System of up to 200 megawatts electrical output with a total capacity of up to 400 megawatt hours, associated site access and partial cable route, with associated work.	Richard Haywood / Sunbury BESS Ltd	Matthew Clapham

24/01452/OUT	Bugle Nurseries Upper Halliford Road Shepperton TW17 8SN	Outline application with approval sought for scale, access and layout, with details of appearance and landscaping reserved, for the demolition of existing buildings and structures and the redevelopment of the site for up to 80 residential units and the provision of open space and a play area, plus associated works for landscaping, parking areas, pedestrian, cycle and vehicular routes.	Angle Property (RLP Shepperton) LLP	Paul Tomson/Kelly Walker
25/00642/RVC	Spelthorne Leisure Centre Knowle Green Staines-upon-Thames TW18 1AJ	Variation to condition 2 (revised plans) and condition 16 (car parking management plan) imposed upon planning permission 20/01486/FUL for the construction of a new leisure centre, to allow revised parking arrangements and associated works to the car park.	Lichfields on behalf of Spelthorne Council	Vanya Popova
25/00646/RVC	524-538 London Road Ashford TW15 3AE	Variation of condition 1 (plans) of planning permission 23/01343/RVC [which in turn varied conditions 2 (plans), 4 (contaminated land), 6 (energy), 10 (refuse), 16 (Highways Access Works), 18 (Construction Transport Management Plan) and removed condition 1 (Commencement), 15 (Access/Egress) and 17 (Closure of existing access to Kenilworth Road)] of planning permission 17/00640/FUL for the erection of a building to provide 58 flats to allow for an in part change in the material from brick to render.	Build R Us Ltd	Kiran Boparai
25/00866/FUL	29A High Street Shepperton TW17 9AB	The erection of an additional storey and rear extension to create 14 total residential units (including the re-configuration of 6 existing units) and internal alterations to Unit C on the ground floor.	Oz Capital and Property Limited	Matthew Churchill

25/00925/RVC	Renshaw Estate 28 Mill Mead Staines-upon-Thames	Removal of Condition 12 (solar panels) relating to planning permission 22/00591/FUL for the 'Demolition and redevelopment to provide 2 new buildings (5-11 storeys) comprising build-to-rent residential apartments (Use Class C3) including affordable housing, alongside ancillary residential areas (flexible gym, activity space, concierge and residents lounge) and landscaping, public realm, children's play area, bin storage, plant areas and car and cycle parking.'	Mr. Ben Shaw/Dandara Living Developments Ltd	Emily Archibald
--------------	---	---	---	------------------------

If you wish to discuss any of these applications, please contact the case officer(s) in the first instance.

Simon Rowberry
Interim Planning Development Manager
04/08/2025

This page is intentionally left blank

PLANNING GLOSSARY OF TERMS AND ABBREVIATIONS

TERM	EXPLANATION
ADC	Advert application
AMD	Amend (Non Material Amendment) – minor change to an application after planning permission has been given
AOD	Above Ordinance Datum. Height, in metres, above a fixed point. Used to assess matters of comparative heights in long distance views and flooding modelling
AQMA	Air Quality Management Area
BCN	Breach of Condition Notice. Formal enforcement action to secure compliance with a valid condition
CHA	County Highways Authority. Responsible for offering advice on highways issues relating to planning applications as well as highways maintenance and improvements
CIL	Community Infrastructure Levy – A levy on housing development to fund infrastructure in the borough
CLEUD/CLD	Certificate of Lawful Existing Use or Development. Formal procedure to ascertain whether a development which does not have planning permission is immune from enforcement action
CS&P DPD	Core Strategy and Policies Development Plan Document
COU	Change of use planning application
CPD	Certificate of Lawful Proposed Use or Development. Formal procedure to ascertain whether a development is permitted development and does not require planning permission
Conservation Area	An area of special architectural or historic interest designated due to factors such as the layout of buildings, boundaries, characteristic materials, vistas and open spaces
DAS	Design and Access Statement. This is submitted with a planning application and sets out the design principles that the applicant has adopted to make the proposal fit into its wider context
Development Plan	The combined policy documents of the Local Plan, Minerals and Waste Plans. The Minerals and Waste Plans are prepared by Surrey County Council who has responsibility for these functions

DM	Development Management – the area of planning service that processes planning applications, planning appeals and enforcement work
DMPO	Development Management Procedure Order - This Order provides for procedures connected with planning applications, consultations in relation to planning applications, the determination of planning applications and appeals
DPH	Dwellings per Hectare (density)
EA	Environment Agency. Lead government agency advising on flooding and pollution control
EIA	Environmental Impact Assessment – formal environmental assessment of specific categories of development proposals
EHO	Environmental Health Officer
ES	Environmental Statement prepared under the Environmental Impact Assessment Regulations
FRA	Flood Risk Assessment
FUL	Full planning application
GPDO	General Permitted Development Order. Document which sets out categories of permitted development (see 'PD' below)
HOU	Householder planning application
LBC	Listed Building Consent – consent to alter a listed building
LLFA	Lead Local Flood Authority
Local Plan	The current development policy document
LPA	Local Planning Authority
Material Considerations	Matters which are relevant in the determination of planning applications
MISC	Miscellaneous applications (usually a consultation by adjoining boroughs)
NPPF	National Planning Policy Framework, 2023. This is Policy issued by the Secretary of State detailing national planning policy within existing legislation
OUT	Outline planning application – obtaining the principle of development

PAP	Prior Approval application
PCN	Planning Contravention Notice. Formal notice, which requires information to be provided in connection with an enforcement investigation. It does not in itself constitute enforcement action
PD	Permitted development – works which can be undertaken without the need to submit a planning application
PDDC	Permitted Development New Dwelling in commercial or mixed use
PDDD	Permitted Development prior approval new dwelling on detached buildings
PDDN	Permitted Development prior approval demolish and construct new dwellings
PDDS	Permitted Development prior approval enlarge dwelling by additional storeys
PDDT	Permitted Development prior approval new dwelling on terraced buildings
PDH	Permitted Development Householder prior approval
PDNF	Permitted Development prior approval new dwellings on flats
PDO	Permitted Development prior approval conversion of office to residential.
PINS	Planning Inspectorate responsible for determining planning appeals on behalf of the Secretary of State
PIP	Permission in Principle application
POCA	Proceeds of Crime Act. Used by LPAs to obtain confiscation orders against those committing offences under the Town and County Planning Act 1990 following successful conviction
PPG	National Planning Practice Guidance. This is guidance issued by the Secretary of State detailing national planning practice and guidance within existing legislation. It is also known as NPPG <i>National</i> Planning Practice Guidance
Ramsar Site	A wetland of international importance
RIPA	Regulation of Investigatory Powers Act. Provides limitation on covert surveillance relating to enforcement investigation
RMA	Reserved Matters application – this follows on from an outline planning permission and deals with some or all of the outstanding details of the outline application including: appearance, means of access, landscaping, layout and scale

RVC	Removal or Variation of Condition on a planning permission
SAC	Special Area of Conservation – an SSSI additionally designated as a Special Area of Conservation under the European Community’s Habitats Directive 1992 in order to maintain or restore priority natural habitats and wild species
SCAMD	Surrey County Council amended application (minor changes following planning permission)
SCC	Surrey County Council planning application
SCI	Statement of Community Involvement. The document and policies that indicate how the community will be engaged in the preparation of the new Local Plan and in the determination of planning applications
Section 106 Agreement	A legal agreement for the provision of facilities and/or infrastructure either directly by a developer or through a financial contribution, to meet the needs arising out of a development. Can also prevent certain matters
SLAA	Strategic Land Availability Assessment
SNCI	Site of Nature Conservation Importance. A non-statutory designated area of county or regional wildlife value
SPA	Special Protection Area. An SSSI additionally designated a Special Protection Area under the European Community’s Directive on the Conservation of Wild Birds 1979. The largest influence on the Borough is the Thames Basin Heath SPA (often referred to as the TBH SPA)
SPD	Supplementary Planning Document – provides additional advice on policies in Local Development Framework (replaces SPG)
SSSI	Site of Special Scientific Interest is a formal conservation designation, usually due to the rare species of flora or fauna it contains
SuDS	Sustainable Urban Drainage Systems. Providing urban drainage systems in a more environmentally sensitive way by systems designed to reduce the quantity of run-off, slow its velocity or provide for filtering, sedimentation and biological degradation of the water
Sustainable Development	Sustainable development is the core principle underpinning planning. It is defined as “development that meets the needs of the present without compromising the ability of future generations to meet their own needs”
T56	Telecom application 56 days to determine

TA	Transport Assessment – assessment of the traffic and transportation implications of a development proposal
TCA	Trees in a conservation area – six weeks’ notice to the LPA is required for works to trees in a conservation area. This gives an opportunity for the LPA to consider whether a tree preservation order should be made to protect the trees
TPO	Tree Preservation Order – where a tree or trees are formally protected, and prior consent is needed for pruning or felling
TRICS	Computerised database and trip rate analysis used to estimate traffic flows to and from a variety of land uses, to assess transportation implications of new development in southern England
Further definitions can be found in Annex 2 of the NPPF	

Esmé Spinks 21/12/2023

This page is intentionally left blank