



Please reply to:

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Date: 07 October 2025

Notice of meeting

Planning Committee

Date: Wednesday, 15 October 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 J. Button, S.M. Doran, S.A. Dunn, 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

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Agenda

Page nos.

1. Apologies and Substitutions

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

2. Minutes

5 - 24

To confirm the minutes of the meetings held on 20 and 27 August and 17 September 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 25/00293/FUL - Terminal House, Station Approach, Shepperton, TW17 8AS (Building A to the South-East of the Railway Line)

25 - 44

Ward

Shepperton Town

Proposal

Two-storey side extension to the commercial building

Recommendation

Approve the application subject to conditions as set out in the Recommendation Section (paragraphs 8.1, 8.2 and 8.3)

6. Planning application 25/00291/FUL - Station Approach, Shepperton, TW17 8AS (Building B to the North-West of the Railway Line)

45 - 64

Ward

Shepperton Town

Proposal

Two-storey side extension to the commercial building

Recommendation

Approve the application subject to conditions as set out in the Recommendation Section (Paragraphs 8.1, 8.2 and 8.3)

- | | | |
|------------|---|------------------|
| 7. | Planning application 25/00866/FUL - 29-35 High Street, Shepperton, TW17 9AB | 65 - 102 |
| | Ward | |
| | Shepperton Town | |
| | Proposal | |
| | 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. | |
| | Recommendation | |
| | Grant planning permission subject to conditions, as set out at Paragraph 8 of the Report. | |
| 8. | Planning Appeals Report | 103 - 110 |
| | To note details of the Planning appeals submitted and decisions received between 03 September 2025 to 30 September 2025. | |
| 9. | Major Planning Applications | 111 - 112 |
| | To note the details of future major planning applications. | |
| 10. | Glossary of Terms and Abbreviations | 113 - 118 |

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**Minutes of the Planning Committee
20 August 2025 & 27 August 2025 (Carry over Meeting)**

Present 20 August:

Councillor M. Gibson (Chair)
Councillor D.L. Geraci (Vice-Chair)

Councillors:

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

Substitutions: Councillors J. Button

Apologies: Councillors T. Burrell

In Attendance: Councillors Attewell

Councillor Burrell was present for the carry over meeting so Councillor Button was not in attendance.

Councillor sent his apologies for the carry over meeting

47/25 Minutes

The minutes of the meeting held on 23 July 2025 were approved as a correct record.

48/25 Disclosures of Interest Under the Member's Code of Conduct

Councillor Nichols declared that as he was a member of the Knowle Green Estates Board he would not be taking part in the debate nor voting on Application 25/0788/FUL.

49/25 Declarations of interest under the Council's Planning Code

Councillors Bateson, Beatty, Beecher, Buck, Chandler, Clarke, Geraci, Gibson, Howkins, Lee, Nichols, Rutherford and Woodward reported that they had received email correspondence in relation to application 25/00617/FUL but had not responded, maintained an impartial role, had not expressed any views and had kept an open mind.

Councillors Beatty, Beecher, Buck, Chandler, Clarke, Gibson, Howkins, Lee, Nichols, Rutherford and Woodward reported that they had received email correspondence in relation to application 25/00714/FUL but had not responded, maintained an impartial role, had not expressed any views and had kept an open mind.

50/25 Planning application 25/00617/FUL - 116-118 Pavilion Gardens, Staines-upon-Thames, TW18 1HW

Description:

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.

Additional Information:

Parking Provision –

Correction to Paragraph 7.35 in the Committee report:-

‘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 ~~(4)~~ 8 spaces for all 4 dwellings. On balance, the shortfall of ~~(4)~~ 2 spaces is not considered to be justifiable for refusal, as these ~~(4)~~ 2 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’.

Letters of Representation

The Council has received an additional 11 letters of objection to the works. Most of the points raised have already been covered in the report. The additional points not covered are:

1. Potential for trees to cause a loss of daylight – these trees can be pruned if required
2. Conflict with the Spelthorne Design Code – this document has not been formally adopted

The Planning Department has been copied into an email which has been sent to the Planning Committee members with a petition against the application.

The applicant should state 'Mr Lipa Fried'.

The Recommended Decision and paragraph 7.3 should state 'Grant Planning Permission' rather than 'Grant Prior Approval'.

Condition 1 to state:

'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'.

Public Speaking:

In accordance with the Council's procedure for speaking at meetings, Vanessa Monk spoke against the proposed development raising the following key points:

1. The proposed design is too wide and creates a terrace row of houses
2. The neighbouring properties' daylight would be negatively impacted
3. There would not be enough car parking spaces and would create more on-street parking thereby increasing the danger to pedestrians
4. There would be an increase in noise and traffic
5. Loss of privacy to neighbouring properties

In accordance with the Council's procedure for speaking at meetings, Councillor Geraci spoke as Ward Councillor against the proposed development raising the following key points:

1. Proposal is in contravention of EN1 as it creates a modern style terrace block of houses in a road predominantly consisting of semi-detached properties and does not make a positive contribution to the street scene
2. Inadequate off road parking provision
3. Overdevelopment of the site as it is in contravention of the two-thirds rule of the width of the original dwelling
4. The density of the site is nearing the top of what is acceptable under EN5
5. The middle two dwellings will be boxed in and therefore is in breach of the SPD
6. 34 letters of objections had been received and a petition had been signed by over 105 residents

Debate:

During the debate the following key issues were raised:

1. Increase in on-road parking would cause additional congestion

2. Overdevelopment of the site
3. Proposed garages at the front of the house would affect the light going into the property
4. Parking does not meet the required 8 parking spaces
5. Would the trees at the rear of the property remain
6. This development would create a row of terrace houses and would set a precedent
7. Doesn't contribute to the street scene in a positive way
8. Garage cannot be counted towards the number of parking spaces

The Committee voted on the motion as follows:

For – 3

Against – 11

Abstain - 0

The motion to approve the application subject to conditions as set out in Paragraphs 8.1, 8.2 and 8.3 of the report **FELL**

It was proposed by Councillor Geraci and seconded by Councillor Woodward that the application is overturned and refused for the following reason:

The proposal is considered to be out of character as it is creating a terrace of properties and narrow plots and so does not positively contribute to the street scene and similarly does not respect the prevailing character of the semi-detached properties on the road, contrary to Policy EN1 of the Core Strategy and Policies DPD 2009, the Supplementary Planning Document (SPD) on the Design of Residential Extensions and New residential Development 2011, and the NPPF 2024.

The Committee voted on the new motion as follows:

For – 12

Against – 0

Abstain - 2

Decision:

The application was **overturned** and refused for the following reason: -

The proposal is considered to be out of character as it is creating a terrace of properties and narrow plots and so does not positively contribute to the street scene and similarly does not respect the prevailing character of the semi-detached properties on the road, contrary to Policy EN1 of the Core Strategy and Policies DPD 2009, the Supplementary Planning Document (SPD) on the Design of Residential Extensions and New residential Development 2011, and the NPPF 2024.

51/25 Planning application 25/0206/FUL - Franklin House, Station Approach, Shepperton, TW17 8AR

Description:

Two-storey front extension and additional floor

Additional Information:

There was none.

Public Speaking:

In accordance with the Council's procedure for speaking at meetings, Ken Snaith (Shepperton Residents Association) spoke against the proposed development raising the following key points:

1. The building will consist of 9 offices but only 2 parking spaces
2. The Highways Authority requested a minimum of 6 cycle bays but only 3 are shown on the plans
3. This application should not be considered in isolation but considered alongside the applicants' other proposals for adjacent properties

In accordance with the Council's procedure for speaking at meetings, Councillor Attewell spoke as Ward Councillor against the proposed development raising the following key points:

1. This application should be deferred to be considered at the same time as the proposed development of Terminal House so that the cumulative effect can be gauged
2. This application forms part of a significant intensification on this plot
3. There would be lack of available on-site parking and result in a large overspill of vehicles having to park on the surrounding roads

Debate:

During the debate the following key issues were raised:

Councillor Lee requested a recorded vote.

For	Councillors Button, Beatty, Geraci, Nichols, Gibson – 5 votes
Against	Councillors Beecher, Chandler, Clarke, Howkins, Lee,

	Woodward – 6 votes
Abstain	Councillors Bateson, Buck, Rutherford – 3 votes

The motion to approve the application subject to conditions as set out in Paragraphs 8 of the report **FELL**

It was proposed by Councillor Howkins and seconded by Councillor Woodward that the application is overturned and refused for the following reason:

Excessive intensification on a contained plot in accordance with NPPF and EN1 of the Core Strategy and Policies DPD adopted in 2009

Councillor Gibson requested a recorded vote.

For	Councillors Beecher, Chandler, Clarke, Howkins, Lee, Woodward – 6 votes
Against	Councillors Button, Beatty, Geraci, Nichols, Rutherford, Gibson – 6 votes
Abstain	Councillors Bateson, Buck – 2 votes

The motion to refuse the application for the following reasons **FELL**

Excessive intensification on a contained plot in accordance with NPPF and EN1 of the Core Strategy and Policies DPD adopted in 2009

The Committee debated the original motion to approve the application.

Councillor Gibson requested a recorded vote.

For	Councillors Button, Beatty, Buck, Nichols, Gibson – 5 votes
Against	Councillors Chandler, Clarke, Geraci, Howkins, Lee, Woodward – 6 votes
Abstain	Councillors Bateson, Beecher, Rutherford – 3 votes

The motion to approve the application subject to conditions as set out in Paragraphs 8 of the report **FELL**

It was proposed by Councillor Geraci and seconded by Councillor Clarke that the application is overturned and refused for the following reason:

The development does not positively contribute to the street scene and the character of the area due to the size and scale contrary to Policy EN1 of the Core Strategy and Policies DPD 2009 and the NPPF 2024.

Councillor Gibson requested a recorded vote.

For	Councillors Beecher, Chandler, Clarke, Geraci, Howkins,
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	Lee, Woodward – 7 votes
Against	Councillors Button, Beatty, Nichols, Gibson – 4 votes
Abstain	Councillors Bateson, Buck, Rutherford – 3 votes

Decision:

The application was **overturned** and refused for the following reason: -

The development does not positively contribute to the street scene and the character of the area due to the size and scale contrary to Policy EN1 of the Core Strategy and Policies DPD 2009 and the NPPF 2024.

The Committee resolved to defer the remaining items on the agenda to a carry over meeting to be held on 27 August 2025.

52/25 Planning application 25/00714/FUL - 60 Avondale Road, Ashford, TW15 3HT

This item was considered at the carry-over meeting held on 27 August 2025

Description:

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)

Additional Information:

There was none.

Public Speaking:

In accordance with the Council's procedure for speaking at meetings, Ryan Gibbard spoke against the proposed development raising the following key points:

1. Lack of a lawful vehicle crossover to allow vehicles to access the property so the two parking spaces referred to in the application should not be considered legitimate in planning terms
2. Existing refuse arrangements are not sufficient to support the current level of occupancy so additional occupants would increase the unpleasant odours and hygiene issues arising from inadequate domestic waste and recycling bin provision

In accordance with the Council's procedure for speaking at meetings, David Gutwirth (Dimensions Planning and Architecture) spoke for the proposed development raising the following key points:

1. The existing 6-bedroom HMO has been in place for over a year

2. The site has access to facilities and amenities within walking and cycling distance and good access to public transport
3. Two new off-street parking spaces with EV charging which is an enhancement over the current position
4. The proposed extension is policy compliant with regard to natural light
5. There is no unacceptable impact on neighbours' daylight or outlook
6. Proposed conversion of outbuilding will provide a communal gym
7. The new bedroom would be nearly triple the minimum standard for a single occupant
8. This property has operated as an HMO for over 12 months with no complaints reported.
9. The property provides much needed affordable accommodation in the borough

In accordance with the Council's procedure for speaking at meetings, Councillor Beatty read out a statement on behalf of Councillor Geach, Ward Councillor against the proposed development raising the following key points:

1. Increase in on-road parking
2. The potential presence of asbestos in the garage roof that may impact on the health of both the tenants and residents
3. Previous work by the landlord resulted in significant damage to neighbouring residents' properties including the drain on the highway collapsing due to the weight and size of the commercial vehicles used when the works were being carried out
4. Concerns about the proposed new layout of the ground floor as it was felt that this would leave the potential for a further extension to be added subject to another planning application

Debate:

During the debate the following key issues were raised:

1. There is no drop down kerb so access to the driveway is limited
2. Could the outbuilding be used as living accommodation
3. Can an informative be added to ensure that the front garden is replaced by permeable material
4. Did Surrey Highways visit the site on different times of the day to ascertain whether there would be any negative impact on the on-street parking
5. The garage roof could potentially contain asbestos
6. Bedrooms are of a good quality
7. Lack of adequate communal space
8. More information required around how many rubbish and recycling bins would be provided
9. On balance the property is overbearing

The Committee voted on the proposal as follows:

For: 3
Against: 9
Abstain: 1

The motion to approve the application **FELL**

It was proposed by Councillor Geraci and seconded by Council Woodward that the Local Planning Authority is minded to refuse the application as the development will not promote a high standard of amenity for occupants, as there will be no communal living area and removal of the second kitchen, and this will result in more intensive use and disturbance to neighbours due to the lack of on-site communal amenities. Furthermore, the additional occupant will likely increase the parking strain in the area. The proposal is therefore contrary to Policies EN1 and CC3 of the Core Strategy and Policies DPD 2009, and the NPPF 2024.

A named vote was requested..

For	Councillors Bateson, Buck, Burrell, Clarke, Geraci, Howkins, Lee, Rutherford, Woodward – 9 votes
Against	Councillors Beecher, Chandler, Nichols, Gibson – 4 votes
Abstain	0 votes

Decision:

The motion to refuse the application was carried for the following reason:

The application will not promote a high standard of amenity for occupants, as there will be no communal living area and removal of the second kitchen, and this will result in more intensive use and disturbance to neighbours due to the lack of on-site communal amenities. Furthermore, the additional occupant will likely increase the parking strain in the area. The proposal is therefore contrary to Policies EN1 and CC3 of the Core Strategy and Policies DPD 2009, and the NPPF 2024.

53/25 Planning Application 25/00788/FUL - Radford Gate, 3 Station Road, Sunbury-on-Thames, TW16 6SB

This item was considered at the carry-over meeting held on 27 August 2025

Description:

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

Additional Information:

There was none.

Public Speaking:

There were no public speakers for this application

The Committee votes on the proposal as follows:

For: 11

Against – 0

Abstain – 2

Councillor Nichols asked for the minutes to reflect that he abstained from the vote as he sits on the Knowle Green Estates Board who were the applicants.

Decision:

The application was **approved** subject to the conditions as set out in the recommendation section of the report (paras 8.1, 8.2 and 8.3).

54/25 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 report of the Interim Planning Development Manager be received and noted.

55/25 Major Planning Applications

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

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

**Minutes of the Planning Committee
17 September 2025**

Present:

Councillor D.L. Geraci (Vice-Chair)

Councillors:

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

Substitutions: Councillors K.M. Grant

Apologies: Councillors M. Gibson

In Attendance: Councillors M. Attewell, J. Caplin, S. Mooney

1/25 Minutes

The minutes of the meetings held on 20 and 27 August would be attached the agenda for the Planning Committee to be held on 15 October 2025.

2/25 Disclosures of Interest Under the Member's Code of Conduct

There were none.

3/25 Declarations of interest under the Council's Planning Code

All Committee members present declared that they had received correspondence in relation to application 24/0112/FUL, Land North East of Eco Park, Charlton Lane, Shepperton, TW17 8QA but had maintained an impartial role, had not expressed any views and had kept an open mind.

Councillor Rutherford declared that she had received emails from residents for all three applications.

Councillor Grant declared that she was a member of the Lower Sunbury Residents Association.

4/25 Planning application 24/01112/FUL - Land North-East of Eco Park, Charlton Lane, Shepperton, TW17 8QA

Description:

The construction of and operation of a Battery Energy Storage System of up to 100 megawatts electrical output with a total capacity of circa 200 megawatt hours, associated site access and partial cable route, with associated work.

Additional Information:

One additional letter of representation was received raising concerns regarding fire safety.

Another letter from a local resident was sent to Surrey Fire and Rescue and copied to the Council.

A letter was also sent directly to members of the Planning Committee raising objections to the proposal.

In the report there are references to 50 battery container units. This should in fact be 26 battery container units each comprising 2 batteries, with 50 batteries in total.

In paragraph 3.5 reference is made to an access point being created under the M3 Motorway. This is incorrect and no access is proposed under the M3.

Public Speaking:

In accordance with the Council's procedure for speaking at meetings, Nigel Spooner representing the Charlton Village, Lower Sunbury and Shepperton Residents' Associations spoke against the proposed development raising the following key points:

1. This still represents inappropriate development in the Green Belt
2. No evidence that the site could contribute to a more reliable, affordable and sustainable energy supply.
3. Application site is remote from any major renewable energy generation
4. There is no need for this to be on this application site and therefore there are no 'Very Special Circumstances'.
5. The potential hazardous nature of this technology is being ignored.

6. Risks relate to a battery 'thermal runaway' fire and its potential impact on nearby sensitive receptors such as a reservoir, water treatment works, housing and schools.
7. Safety concerns have been realised in other site in the UK.
8. National Fire Chiefs Council Guidance does not appear to have been properly followed.
9. The E.A. have not have not been specific in defining how much water would be needed to quench a battery thermal-runaway fire.
10. This application is entirely inappropriate, unnecessary and hazardous.

The Senior Planning Officer advised the Committee that the application was now smaller than the original submitted and that neither the Surrey Fire and Rescue Authority nor the Environment Agency had submitted any objections.

In accordance with the Council's procedure for speaking at meetings, Tim Mole, the applicant's agent, spoke for the proposed development raising the following key points:

1. Applicant has engaged with the community and consultees.
2. Two public consultation evens had been held and a series of changes and improvements had been made to address local concerns.
3. The application has been scrutinised by the Council's officers and a robust set of safeguards and planning conditions have been put in place.
4. The E.A. withdrew their objections after their concerns were addressed.
5. Surrey Fire and Rescue Service raised no objections.
6. Measures have been agreed for habitat creation and biodiversity net gain.
7. Site will be monitored 24/7 from a UK based control room.
8. Project will contribute to decarbonisation.
9. Construction impacts such as traffic, dust and noise will be controlled through approved hours and routing.

Debate:

During the debate the following key issues were raised:

1. Inappropriate development of a Green Belt site.
2. Concerns over the access road to the site.
3. Don't think that this application meets the criteria for 'special circumstances'.
4. Application site is close to vulnerable area.
5. Using fossil fuels negates any benefit from the proposed scheme.
6. The Council has declared a Climate Emergency.
7. Landscaping scheme needs to be of a good standard.
8. The applicant would need to restore the site back to its original condition once the 'useful life' span has lapsed.
9. Major fires have occurred in the UK at other battery storage sites.

10. Thermal runway would threaten nearby houses.
11. More green energy is needed for the future.
12. Questionable whether this site would help reduce CO2 emissions.
13. Clean energy is desirable and a battery storage facility is a good idea but not on this particular site.
14. Impact on local residents would be great if a fire broke out.

Councillor Howkins requested a named vote.

For	Councillors Burrell and Geraci -2 votes
Against	Councillors Bateson, Beatty, Beecher, Buck, Chandler, Clarke, Grant, Howkins, Lee, Nichols, Rutherford, Woodward, - 12 votes
Abstain	0 votes

The motion to approve the application subject to the conditions set out in paragraph 8.3 of the report **FELL**.

It was proposed by Councillor Beecher and seconded by Councillor Clarke that the application is overturned and refused for the following reason:

The development is inappropriate in the Green Belt and there are no very special circumstances that outweigh the harm, contrary to Saved Policy GB1 of the Spelthorne Borough Local Plan 2001 and the NPPF 2024.

The Committee voted on the new motion as follows:

For – 13
Against – 0
Abstain - 1

Decision:

The application was overturned and refused for the following reason:

The development is inappropriate in the Green Belt and there are no very special circumstances that outweigh the harm, contrary to Saved Policy GB1 of the Spelthorne Borough Local Plan 2001 and the NPPF 2024.

5/25 Planning application 25/00710/FUL - 299 Feltham Hill Road, Ashford

Description:

Proposed roof extension with ridge height increase and 2 no. side-facing dormers to facilitate a change of use from a single dwelling (Use Class C3) to a house in multiple occupancy for 7 occupants (HMO) – Sui Generis.

Additional Information:

One late letter of objection has been received. The issues raised are already covered in the report.

Correction to para 7.16:

'Although as noted above, the proposal would increase the overall height of the building to ~~6.3m~~ 6.2m and increase the eaves to 3.8ms, the side elevation is set in 1.5m from the boundary'.

Public Speaking:

In accordance with the Council's procedure for speaking at meetings, David Gurwith spoke for the proposed development raising the following key points:

1. Well thought out scheme that will be regulated by a management team.
2. Ample Parking
3. Electric Charging Points
4. Property is in a sustainable location
5. Provides affordable housing for the vulnerable in the Borough
6. All bedrooms have their own en-suite
7. Energy efficient
8. Oversized kitchen and large communal living area
9. Extensive garden and communal gym facilities
10. Developer could make this a 6 bedroom HMO with no parking or communal living space under permitted development
11. This application ticks every box and has been approved by the Council's officers
12. In the surrounding boroughs there are approximately 11,000 illegal HMOs which identify that there is a need for this sort of residence
13. Anything that comes to this committee in respect of HMOs faces rejection

In accordance with the Council's procedure for speaking at meetings, Councillor Rutherford spoke as Ward Councillor against the proposed development raising the following key points:

1. Need to consider whether this application aligns with Planning Policies EN1 EN11 and HO1
2. Identified need for family homes in the Borough and this application removed a unit of family housing from the market
3. This fails to provide the right kind of housing in the right place
4. A 7-person HMO is likely to generate more cars than a family residence
5. Only 3 off-road parking spaces so overspill parking is likely, increasing congestion, reducing highway safety and harming neighbour amenity
6. 7 unrelated adults sharing one kitchen, lounge and garden does not deliver the high standard of amenity required

7. Does not offer a good quality of life especially in such a constrained shared environment
8. No noise assessment has been submitted.
9. The cumulative effects of MHOs across Ashford are more bins, cars and transient occupancy.
10. This application will set a precedent
11. 6 residents could live in the property under permitted development but the additional one resident can materially change the impact in terms of parking, amenity and neighbourhood pressure.

Following advice from the Council's legal representative at the Committee, Councillor Rutherford declared that she would not take part in the debate nor vote on the application submitted.

Debate:

During the debate the following key issues were raised:

1. On-street parking pressures would increase
2. This is an example of the developer 'maxing out' a development
3. Many people in the Borough can not afford flats so HMOs are their only option
4. Only one large kitchen that may not meet the needs of 7 residents
5. An attractive development on a wide road
6. Not overbearing and would not be a detriment to the area
7. Long walk from train station so residents would have to use cars

The Committee voted on the motion as follows:

For – 8

Against – 1

Abstain – 4

Councillor Rutherford did not vote.

Decision:

Approved subject to conditions set out in the report.

**6/25 Planning Application 25/00806/RVC - 18 Wellington Road,
Ashford, TW15 3RJ**

Description:

Variation to Condition 3 (Approved Plans) relating to planning permission 24/01542/FUL for roof alterations and extensions to create habitable roof space, with insertion of 1 no. front facing dormer and 1 no. rear facing dormer, erection of single storey side extension and a single storey rear extension. Changes to fenestration and extension of dropped kerb. All to facilitate the

subdivision of the property into 2 no. flats (1 no. 2 bed and 1 no. 3 bed) with associated parking and amenity space.

Changes to single storey side extension to reduce set in from boundary (retrospective).

Additional Information:

A late letter of objection was received from No. 20 on Monday 15th September. No new issues were raised.

Revised plans were received on Monday 15th September. The revised plans amended a minor discrepancy in the roof extension over the single storey rear extension which was shown to have less steep pitch.

Condition 1 plan No's updated accordingly:

The development hereby permitted shall be carried out in accordance with the following approved plans: ~~PR-L003, REV A, PR-P001 REV A, PR-P002 REV A, PR-P004 REV A, PR-E001 REV A, PR-E002 REV A, PR-E003, REV A, PR-E004 REV A, PR-D001 REV A, PR-D002 REV A, PR-L002 REV A, PRS001~~

REV A, PR-S002 REV A, all received 02.09.2025.

PR-L003 REV A, PR-E001 REV A, PR-P002 REV A, PR-P004 REV A, PR-E001 REV A, PR-E002 REV A, PR-E003 REV A, PR-E004 REV A, PR-D001 REV A, PR-D002

Public Speaking:

In accordance with the Council's procedure for speaking at meetings, Martin O'Connell spoke against the proposed development raising the following key points:

1. The developers had already breached the approved plans.
2. The boundary wall had been built too near to the neighbouring property.
3. Building works began before planning approval was granted.
4. Strong belief that the property would be converted into a House of Multiple Occupation.
5. Increase on-street parking pressure.
6. Inappropriate development that does not respect the integrity of the planning system.

In accordance with the Council's procedure for speaking at meetings, Hannah Messham of Dimensions Planning & Architecture spoke for the proposed development raising the following key points:

1. The bungalow had been left neglected for many years before the applicant purchased it.

2. Planning permission had previously been granted for 2 high-quality flats with spacious living accommodation.
3. Prior approval had already been obtained for a side extension under permitted development that allowed the extension to be built right up to the boundary with number 20.
4. The applicant decided not to extend to the neighbours boundary due to concerns raised by the owner of the neighbouring property.
5. The space between the extension and the neighbours windows exceeds the BRE daylight standards.
6. The first floor elevation was deliberately sloped to safeguard light.
7. The tall hedges and trees that grew along the boundary and obstructed light had now been removed.
8. If the application was refused it would result in the applicant having to demolish the existing side extension which would result in months of renewed disruption whilst works were redone.

In accordance with the Council’s procedure for speaking at meetings, Councillor Neal as Ward Councillor provided a statement that was read out by Councillor Nichols raising the following key points:

1. The 45 degree rule has been breached.
2. The building should adhere to the published plans.
3. The overreach in size was no accident.
4. Developer has shown disregard for safety and building regulations.
5. If approved, a condition should be put in place limiting any further changes to the dwelling.
6. Feel that the building work has been undertaken in the anticipation of permission to convert the dwelling to a House of Multiple Occupation.

Debate:

During the debate the following key issues were raised:

1. The Council should be enforcing the planning approval that was previously granted.
2. The applicant had breached the initial planning approval and if the Council had been aware of the breach whilst building work was being undertaken this would have been addressed.
3. The property is to the detriment of the neighbouring residents
4. Loss of light to one of the side windows.
5. This is a case of a deliberately ‘pushing the limits’.

Councillor Clarke requested a named vote.

For	Councillors Beecher & Burrell – 2 votes
Against	Councillors Bateson, Buck, Clarke, Geraci, Howkins, Lee, Nichols, Woodward – 8 votes
Abstain	Councillors Beatty, Chandler, Grant, Rutherford – 4 votes

The motion to approve the application subject to conditions as set out in Paragraph 8 of the report **FELL**

It was proposed by Councillor Woodward and seconded by Councillor Clarke that the application is overturned and refused for the following reason:

The proposal is rejected due to the poor design and negative effect on amenity of the neighbouring 20 Wellington Road property due to loss of light and overbearing nature under EN1 of the Core Strategy and Policies Development Plan Document, adopted 26th February 2009, the NPPF and the SPD on Design of Residential Extensions and New Residential Development, April 2011.

The Committee voted on the new motion as follows:

For – 12
Against – 0
Abstain - 2

Decision:

The application was **overturned** and refused for the following reason: -

The proposal is rejected due to the poor design and negative effect on amenity of the neighbouring 20 Wellington Road property due to loss of light and overbearing nature under EN1 of the Core Strategy and Policies Development Plan Document, adopted 26th February 2009, the NPPF and the SPD on Design of Residential Extensions and New Residential Development, April 2011.

7/25 Planning Appeals Report

The Chair 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 report of the Interim Planning Development Manager be received and noted.

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25/00293/FUL: Terminal House, Station Approach
Shepperton. TW17 8AS
Scale: 1:500

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Planning Committee

15 October 2025



Application No.	25/00293/FUL		
Site Address	Terminal House, Station Approach, Shepperton, TW17 8AS (Building A to the south-east of the railway line)		
Applicant	Mr Lipa Fried		
Proposal	Two-storey side extension to the commercial building		
Case Officer	Matthew Clapham		
Ward	Shepperton Town		
Called-in	This application has been called in by Councillor Boughtflower on the basis that the development, by virtue of its size, bulk and massing will have a detrimental effect on the street scene.		
Application Dates	Valid: 24.03.2025	Expiry: 19.05.2025	Target: Extension of Time agreed to 17.10.2025.
Executive Summary	<p>This planning application involves the erection of a two-storey extension to the existing office building – identified as ‘Building A’ in the application on the south-eastern side of the railway line, (as opposed to ‘Building B’ on the north-western side of the railway line and subject to a separate application (25/00291/FUL) which is also to be presented to the Committee this evening).</p> <p>The site is located within a designated Employment Area, and the principle of extending the office building for commercial purposes is considered acceptable. The proposed extension matches the design and style of the existing building and provides increased floorspace within an existing Employment Area.</p> <p>The design and appearance of the proposed extension is considered to be acceptable and respects the appearance of the host building and the character of the area.</p> <p>The proposed development is not considered to be detrimental to the amenity of nearby dwellings and other properties. The County Highway Authority has made no objection to the proposal on highway safety grounds. The level of car parking is considered acceptable. There would be no objection on tree grounds. There are no flooding concerns.</p> <p>The proposal would support the existing employment use of the site.</p> <p>Accordingly, the scheme complies with Policies EN1, CC3 and EM1 of the Core Strategy and Policies DPD 2009 and the proposal is therefore</p>		

	considered to be acceptable.
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
 - CC2: Sustainable Travel
 - CC3: Parking Provision
 - LO1: Flooding
 - EM1: Employment Development
- 1.2 The National Planning Policy Framework (NPPF) December 2024 is 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 November 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
25/00291/FUL	Two-storey side extension to the commercial building (Building B)	Pending Consideration
25/00436/PAP	The change of use from commercial space (Class E) to residential 21 studio flats (Class C3)	Granted 23.05.2025
25/00437/PAP	The change of use from commercial space (Class E) to residential 17 studio flats (Class C3)	Granted 23.05.2025
25/00792/FUL	The addition of a new floor to the existing office building (Building A)	Pending Consideration
25/00793/FUL	The addition of a new floor to the existing office building (Building B)	Refused 12.08.2025

3. Description of Current Proposal

The application site and surrounding area

- 3.1 The application relates to Terminal House and specifically 'Building A' located on the south-eastern side of the railway line at Shepperton Station. Terminal House comprises two separate office buildings, the other being on the northwestern side of the railway line, (known as 'Building B') with both buildings being linked by an elevated walkway across the railway line.
- 3.2 With regard to planning application 25/00291/FUL, also for a two-storey side extension to the commercial building (Building B), this is also being presented to the Planning Committee today for determination.
- 3.3 The existing building is a two-storey office block with a low profile pitched roof and backs directly onto the railway line with a frontage to Station Approach. There is car parking to the front of the building and to the side. The site is located within the urban area and within the designated Shepperton Employment Area. The existing building is located within the Flood Zone 2 (between 1 in 100 and 1 in 1000 year event), although the area where the proposed extension is to be sited falls outside any flood risk area. The area is mixed in character with commercial uses and some residential properties above retail and commercial uses, with Shepperton Railway Station being located to the north and east of the site.

Proposal

- 3.4 The proposal involves the erection of a two-storey side extension to the existing office building. The proposed extension will measure 25.641m in length, has a depth of 5.45m, and 6.14m in height. The extension has been amended to be set in by 1m to the rear to allow for maintenance, etc., to the extension without compromising the railway platform to the rear. This is in response to concerns raised by Network Rail. It will match the low profile pitched roof in appearance and is of a design and use of materials that matches the existing office building. The application form states there will be no loss of parking spaces with the existing 18 being retained. However, following the submission of amended plans, a total of 24 parking spaces will be provided, a reduction of 4 spaces from the existing situation. The additional commercial floorspace will be Use Class E (Commercial, Business and Service). It will have a total additional floorspace of 228 sq. m.
- 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.
Network Rail	No objections.

Non-Statutory Consultees

Consultee	Comment
Tree Officer	No objections.
Environmental Health (Contamination)	Requests an informative as property is located on former railway land.

5. Public Consultation

- 5.1 A total of 8 properties were notified of the application.
- 5.2 The Council has received 17 letters of objection to the application. One letter raised concerns regarding the change of use to residential, apparently relating to the prior approval application which has been approved (25/00436/PAP).
- 5.3 Reasons for objecting include:
- Inadequate Parking Provision
 - Material inaccuracies in planning submission
 - Overdevelopment
 - Access for emergency vehicles

6. Planning Issues

- Principle
- Impacts upon the Character and Appearance of the Area
- Residential Amenity
- Parking and Highway Safety
- Network Rail
- Flooding

7. Planning Considerations

Background

- 7.1 The application does not relate to any change of use to residential and the extension in question is not part of the proposal for the conversion of the existing building from an office to 21 residential studio flats (25/00436/PAP). The conversion to residential was approved under Schedule 2, Part 3, Class MA of the Town and Country Planning (General Permitted Development) Order 2015 (as amended). A requirement of Class MA is that the use of a building subject to a prior approval application has to have been within Use Class E for a continuous period of at least 2 years prior to the date of the application for prior approval. The extension would have to be erected and used within Class E for a minimum of two years before it could be subject to an application to convert to residential.

Principle of Development

- 7.2 The site is located within the urban area and is also located within a designated Employment Area. Policy EM1 (Employment Development) of the Core Strategy and Policies Development Plan Document 2009 (CS & P DPD) states that within the defined Employment Areas, the Council will support in principle proposals for employment development and encourage proposals for extensions that enable business needs to be met and make the most effective use of available employment land.
- 7.3 Notwithstanding the Prior Approval that has been granted for the conversion of the existing building into residential flats, this application is for an extension to an existing commercial property in the same Use Class E commercial use as existing. Any potential future uses for the site are not material planning considerations in determining this application.
- 7.4 It is relevant to note that the site has not been identified as a Strategic Employment Area in the Council's Pre-Submission Spelthorne Local Plan June 2022 (i.e. the emerging Local Plan).
- 7.5 Therefore, the principle of an extension to this existing commercial premises to expand the employment use in Shepperton is acceptable and complies with Policy EM1 of the CS & P DPD.

Design and Appearance

- 7.6 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.
- 7.7 The site is located on the periphery of the town centre and within the Shepperton Employment Area. The area is mixed in character where there is a variety of different building styles and scale. The existing building itself is a 1960's commercial building, with a low profile pitched roof. The proposed extension will replicate the design and style of the host building to which it will be attached and will have a similar height to that part of the existing building

to which it is to be attached. It extends 25.641m and has a depth of 5.45m. The distance between the frontage of the extended building matches that of the existing building, creating a similar extended area of hardstanding for cars to park off Station Approach directly outside Terminal House. Materials are shown to match the existing building.

- 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.

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 With regards to impact on light and overbearing, the proposed development would be located adjoining the railway line, with the station and drop off area to the east and the existing office building to the west. The nearest neighbouring properties are those on the opposite side of Station Approach to the south. Directly in front of the proposed extension is a single storey car repair / MOT garage and to the west of these are primarily two storey properties with commercial uses at ground floor level. To the east, the properties increase to three storeys closest to the station itself. These properties are located approximately 17m away from the proposed extension, which stands at 6.14m in height. As such, it is not considered that the proposal will give rise to any significant adverse impacts to nearby properties in regard to any loss of light or overbearing.
- 7.11 The proposed extension will have windows along its front and rear elevations at both ground and first floor level. However, in view of the relationship with nearby properties and the 17m separation distance to the properties on the other side of Station Approach, no loss of privacy is considered to result from the proposal.
- 7.12 It is not considered that any noise and disturbance arising from the construction will give rise to any significant harm that would justify refusal on these grounds. The proposed extension is for the same use as existing and the site is located close to the railway and in an existing commercial area. Therefore, the proposal is not considered to result in any ongoing concerns regarding noise from the future Use Class E use of the extension.
- 7.13 Therefore, the proposed extension is not considered to result in any adverse impacts upon the amenity of adjoining properties and complies with Policy EN1 of the CS & P DPD.

Parking

- 7.14 Policy CC3 (Parking Provision) of the CS & P DPD states that the Council will require appropriate provision to be made for off-street parking in development proposals in accordance with its maximum parking standards.

- 7.15 The Council's Supplementary Planning Guidance on Parking Standards sets out the maximum number of parking spaces required for types of development and in General Note 1 states that 'Car parking provision below the standards set out in this document may be acceptable in areas well-served by public transport, particularly town centres'.
- 7.16 A total of 24 no. parking spaces are to be provided, a reduction in the 28 spaces currently provided. The Council's Parking Standards stipulate a maximum of 33 parking spaces for a scheme of this size. Although the proposed parking provision is 9 spaces below the maximum standard, this is a maximum and it is therefore considered acceptable. Moreover, the County Highway Authority has not raised any objections to the proposed parking provision.
- 7.17 Accordingly, the proposed level of car parking is considered acceptable and complies with Policy CC3 of the CS & P DPD.

Highway Issues

- 7.18 Policy CC2 of the CS & P DPD states that the Council will seek to secure more sustainable travel patterns by only permitting traffic generating development where it is or can be made compatible with the transport infrastructure in the area taking into account:
- number and nature of additional traffic movements, including servicing needs,
 - capacity of the local transport network,
 - cumulative impact including other proposed development,
 - access and egress to the public highway,
 - highway safety.
- 7.19 The County Highway Authority (CHA) was consulted on the planning application and has not raised any objections on highway safety matters, subject to a condition requiring a Construction Transport Management Plan.
- 7.20 It is therefore considered that the proposal's impact on the highway is acceptable, and that the development complies with Policy CC2.

Network Rail

- 7.21 Network Rail (NR) are a Statutory Consultee as the proposed development is within 10 metres of relevant railway land (as the Rail Infrastructure Managers for the railway, set out in Article 16 of the Town and Country Planning (Development Management Procedure) (England) Order 2015). NR originally raised objections based on noise, safety and maintenance. However, an amended scheme was submitted where the extension has been set in from 1m from the rear and the back edge of the platform, which allows for satisfactory space for the extended office to be maintained without encroachment onto the railway platform. In addition, further information was submitted by the applicant regarding how they intended to overcome these concerns and mitigate any potential issues. Network Rail have subsequently removed their objection and, subject to various conditions, are satisfied that

the development can be carried out without compromising the safety of the railway network.

Flooding

- 7.22 Policy LO1 of the CS & P DPD states that the Council will seek to reduce flood risk and its adverse effects on people and property in Spelthorne.
- 7.23 The existing building is located within Flood Zone 2, which has a medium probability of flooding with between 1 in 100 year and 1 in 1000 year chance of flooding. However, the area subject to the proposed extension falls outside of this area and is within Zone 1 with less than 1 in 1000 year chance of flooding. The proposal is considered to be in a 'less vulnerable' use and falls outside of the criteria where the Environment Agency should be consulted.
- 7.24 In terms of existing surface water flooding, the Environment Agency's flood maps show that site is not in an area at risk of surface water flooding.
- 7.25 Accordingly, the proposal is considered acceptable on flooding grounds and complies with Policy LO1 and the NPPF.

Trees and Biodiversity

- 7.26 Policy EN8 of the CS & P DPD (Protecting and Improving the Landscape and Biodiversity) 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.
- 7.27 The application is not subject to the National Biodiversity Net Gain (BNG) requirements, as the existing site has virtually no ecological value, being entirely covered by the hardstanding of the car park and surroundings to the existing building.
- 7.28 The Council's Tree Officer has visited the site and has noted that one tree will be lost as a result of the proposed development. However, that tree is already located within a planter area and has outgrown the area in which it is located. As such, it is not in a condition that is worthy of a Tree Preservation Order and its removal cannot be resisted.
- 7.29 Accordingly, the proposal is considered to comply with Policy EN8 of the CS & P DPD.

Climate Change

- 7.30 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.

- 7.31 There are also three implementation policies; Policy CC1: Renewable Energy Conservation and sustainable Construction, Policy CC2: Sustainable Travel and Policy CC3: Parking provision.
- 7.32 Policy CC1 states that the Council will require residential development of one or more dwellings and other development involving new building or extensions exceeding 100 sq. m to include measures to provide at least 10% of the development's energy demand from on-site renewable energy sources unless it can be shown that it would seriously threaten the viability of the development. A condition will be imposed in order to ensure the policy requirement is met.
- 7.33 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*.
- 7.34 The scheme is considered to perform well against the Council's climate change policies and the SPD. The development is an efficient use of an existing brownfield site in an employment use and is located in a sustainable location. Accordingly, the proposal is considered acceptable on sustainability grounds.
- 7.35 Accordingly, the proposal complies with the requirements of Policy CC1 of the CS & P DPD.

Other Matters

- 7.36 The Council's Pollution Control Officer (Environmental Health) has raised no objection on contaminated land grounds, requesting an informative due to the site being located on former railway land.

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 applicant states that the proposal will achieve the required standards of accessible and inclusive design. 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 The proposed development is on existing employment land and will provide 228sqm of new commercial floorspace in a sustainable town centre location, close to public transport links and local facilities. The proposal is considered to pay due regard to the character and appearance of the area and not result in any adverse impacts upon the amenity of adjoining properties. The proposal would provide sufficient parking and have an acceptable impact upon highway safety. 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:

E00; E01; E02; E03; E04; P00; P01 and P02 received 12 June 2025

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. Following construction of any groundwork and foundations, no construction of development above damp-proof course level shall take place until a report has been submitted to and agreed by the Local Planning Authority which includes details and drawings demonstrating how 10% of the energy requirements generated by the development 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 proposed buildings 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 built in accordance with the submitted renewable energy details and is sustainable and complies with Policy SP7 and CC1 of the Spelthorne Development Plan Core Strategy and Policies DPD.

5. No development shall commence until a Construction Transport Management Plan, to include details of:

- (a) parking for vehicles of site personnel, operatives and visitors
- (b) loading and unloading of plant and materials
- (c) storage of plant and materials
- (d) programme of works (including measures for traffic management)
- (e) provision of boundary hoarding behind any visibility zones
- (f) HGV deliveries and hours of operation
- (g) measures to prevent the deposit of materials on the highway
- (h) on-site turning for construction vehicles

(i) details of any crane positioning, scaffolding arrangements, safe working practices, and ensuring ongoing liaison with Network Rail whilst construction takes place

has been submitted to and approved in writing by the Local Planning Authority. Only the approved details shall be implemented during the construction of the development

Reason: - This condition is required in order that the development should not prejudice highway safety, nor cause inconvenience to other highway users, and in order to protect local air quality and the amenity of neighbouring occupants and to ensure the safe operation of the railway.

6. The development hereby approved shall not be first occupied unless and until facilities for the secure, lit and covered parking of 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 and 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.

7. 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 all boundary treatment to be erected. The boundary treatment shall be completed before the extension to the building is first 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 safe operation of the railway in accordance with policies SP6 and EN1 of the Spelthorne Borough Core Strategy and Policies Development Plan Document 2009.

8. Prior to the occupation of the development, a Maintenance Strategy document will be submitted to demonstrate how future maintenance requirements will be managed for the lifetime of the development. This will also include details of the maintenance of the link bridge over the railway connecting Buildings A and B.

Reason:- To ensure that the proposed development does not prejudice the safe operation of the railway in accordance with policies SP6 and

EN1 of the Spelthorne Borough Core Strategy and Policies Development Plan Document 2009.

9. Prior to the occupation of the development hereby permitted the windows on the railway facing elevation of the building shall be non-opening. The window shall thereafter be permanently retained as installed.

Reason:- To ensure that the proposed development does not prejudice the safe operation of the railway in accordance with policies SP6 and EN1 of the Spelthorne Borough Core Strategy and Policies Development Plan Document 2009.

Informatives

- 1) 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).
- 2) 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.
- 3) The applicant is advised that the site to which this planning permission relates is located on or near land that may contain harmful substances. Under Part C of the Building Regulations you will be required to consider this when designing the foundations of the development.

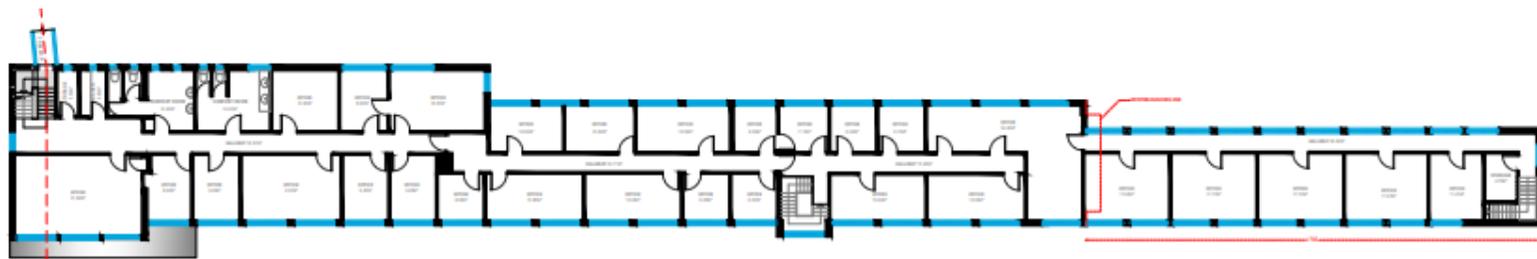
The applicant is advised to contact Spelthorne's Pollution Control team on 01784 446251 for further advice and information before any work commences.

- 4) The Developer is advised to follow Network Rail's Asset protection guidance and liaise with the Asset protection Team

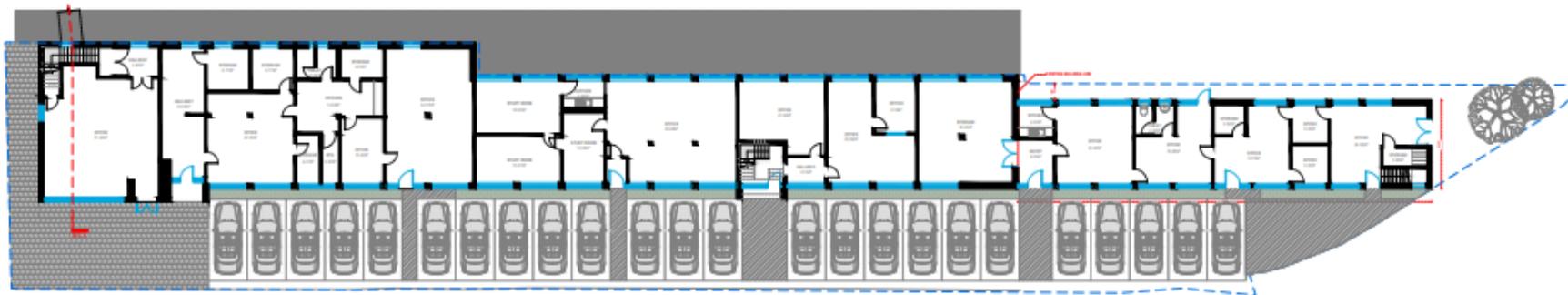
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SITE LAYOUT AND FLOOR PLANS

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FIRST FLOOR PLAN (BLDG A)
0.2, 0 = 1/80, 000'



GROUND FLOOR PLAN (BLDG A)
0.2, 0 = 1/80, 000'

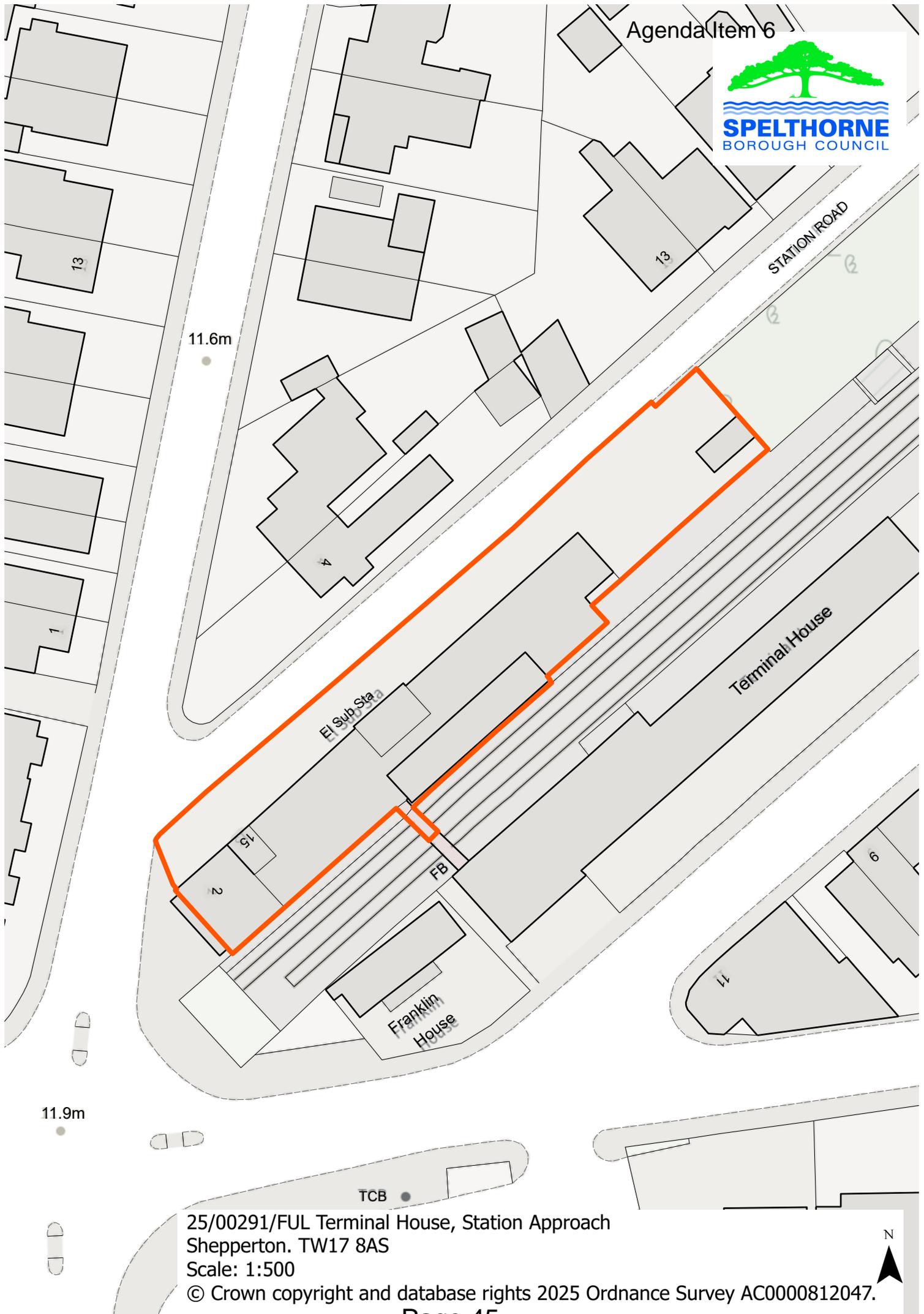
ELEVATIONS



FRONT ELEVATION
(BLDG. A)



REAR ELEVATION
(BLDG. A)



25/00291/FUL Terminal House, Station Approach
Shepperton. TW17 8AS
Scale: 1:500

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Planning Committee

15 October 2025



Application No.	25/00291/FUL		
Site Address	Terminal House, Station Approach, Shepperton, TW17 8AS (Building B to the north-west of the railway line)		
Applicant	Mr Lipa Fried		
Proposal	Two-storey side extension to the commercial building		
Case Officer	Matthew Clapham		
Ward	Shepperton Town		
Called-in	This application has been called in by Councillor Boughtflower on the basis that the development, by virtue of its size, bulk and massing will have a detrimental effect on the street scene.		
Application Dates	Valid: 24.03.2025	Expiry: 19.05.2025	Target: Extension of Time agreed to 17.10.2025.
Executive Summary	<p>This planning application involves the erection of a two-storey extension to the existing office building – identified as ‘Building B’ in the application on the north-western side of the railway line (as opposed to ‘Building A’ on the south-eastern side of the railway line and subject to a separate application (25/00293/FUL) which is also to be presented to the Committee this evening).</p> <p>The site is located within a designated Employment Area, and the principle of extending the office building for commercial purposes is considered acceptable. The proposed extension matches the design and style of the existing building and provides increased floorspace within an existing Employment Area.</p> <p>The design and appearance of the proposed extension is considered to be acceptable and respects the appearance of the host building and the character of the area.</p> <p>The proposed development is not considered to be detrimental to the amenity of nearby dwellings and other properties. The County Highway Authority has made no objection to the proposal on highway safety grounds. The level of car parking is considered acceptable. There would be no harmful impact on any adjoining trees. There are no flooding concerns.</p> <p>The proposal would support the existing employment use of the site.</p> <p>Accordingly, the scheme complies with Policies EN1, EN7, CC3 and</p>		

	EM1 of the Core Strategy and Policies DPD 2009 and the proposal is therefore considered to be acceptable.
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
 - EN7: Tree Protection
 - CC2: Sustainable Travel
 - CC3: Parking Provision
 - LO1: Flooding
 - EM1: Employment Development
- 1.2 The National Planning Policy Framework (NPPF) December 2024 is 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 November 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
 - PS3: Landscape
 - 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
25/00293/FUL	Two-storey side extension to the commercial building (Building A)	Pending Consideration
25/00436/PAP	The change of use from commercial space (Class E) to residential 21 studio flats (Class C3)	Granted 23.05.2025
25/00437/PAP	The change of use from commercial space (Class E) to residential 17 studio flats (Class C3)	Granted 23.05.2025
25/00792/FUL	The addition of a new floor to the existing office building (Building A)	Pending Consideration

25/00793/FUL	The addition of a new floor to the existing office building (Building B)	Refused 12.08.2025
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3. Description of Current Proposal

The application site and surrounding area

- 3.1 The application relates to Terminal House and specifically 'Building B' located on the north-western side of the railway line at Shepperton Station. Terminal House comprises two separate office buildings, the other being on the south-eastern side of the railway line, (known as 'Building A') with both buildings being linked by an elevated walkway across the railway line.
- 3.2 With regard to planning application 25/00293/FUL, also for a two-storey side extension to the commercial building (Building A), this is also being presented to the Planning Committee today for determination.
- 3.3 The existing building is a two-storey office block with a low profile pitched roof and backs directly onto the railway line with a frontage to Station Road. There is car parking to the front of the building and to the side. The site is located within the urban area and within the designated Shepperton Employment Area. The site is located within the Flood Zone 2 (between 1 in 100 and 1 in 1000 year event). To the north-east of the application site is an area of land subject to a Tree Preservation Order. The area is mixed in character with predominantly residential properties on this side of the railway, with the exception of the application site.

Proposal

- 3.4 The proposal involves the erection of a two-storey side extension to the existing office building. The proposed extension will measure between 15.517m and 19.24m in length, has a depth of 6.946m, and 6.582m in height. The extension has been amended from the first submission to be set in from the side boundary to provide a buffer space between the proposed extension and the trees subject to a Tree Preservation Order. It will match the low profile pitched roof in appearance and is of a design and use of materials that matches the existing office building. The application form stated that there will be no loss of parking spaces with the existing 26 being retained. However, following the submission of amended plans, a total of 22 parking spaces will be provided, a reduction of 4 spaces from the existing situation. The additional commercial floorspace will be Use Class E (Commercial, Business and Service). It will have a total additional floorspace of 187 sq. m.
- 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.
Network Rail	No objections.

Non-Statutory Consultees

Consultee	Comment
Tree Officer	No objections subject to an Arboricultural Method Statement being submitted.
Environmental Health (Contamination)	Requests an informative as property is located on former railway land.

5. Public Consultation

- 5.1 A total of 11 properties were notified of the application.
- 5.2 The Council has received 20 letters of objection to the application.
- 5.3 Reasons for objecting include:
- Inadequate Parking Provision
 - Material Inaccuracies in planning submission
 - Loss of privacy
 - Loss of outlook, visual amenity
 - Electricity substation located within the building

6. Planning Issues

- Principle
- Impacts upon the Character and Appearance of the Area.
- Residential Amenity.
- Parking and Highway Safety.
- Flooding.
- Trees

7. Planning Considerations

Background

- 7.1 The application does not relate to any change of use to residential and the extension in question is not part of the proposal for the conversion of the existing building from an office to 17 residential studio flats (25/00437/PAP). The conversion to residential was approved under Schedule 2, Part 3, Class MA of the Town and Country Planning (General Permitted Development) Order 2015 (as amended). A requirement of Class MA is that the use of a building subject to a prior approval application has to have been within Use Class E for a continuous period of at least 2 years prior to the date of the application for prior approval. The extension would have to be erected and

used within Class E for a minimum of two years before it could be subject to an application to convert to residential.

Principle of Development

- 7.2 The site is located within the urban area and is also located within a designated Employment Area. Policy EM1 (Employment Development) of the Core Strategy and Policies Development Plan Document 2009 (CS & P DPD) states that within the defined Employment Areas, the Council will support in principle proposals for employment development and encourage proposals for extensions that enable business needs to be met and make the most effective use of available employment land.
- 7.3 Notwithstanding the Prior Approval that has been granted for the conversion of the existing building into residential flats, this application is for an extension to an existing commercial property in the same Use Class E commercial use as existing. Any potential future uses for the site are not material planning considerations in determining this application.
- 7.4 It is relevant to note that the site has not been identified as a Strategic Employment Area in the Council's Pre-Submission Spelthorne Local Plan June 2022 (i.e. the emerging Local Plan).
- 7.5 Therefore, the principle of an extension to this existing commercial premises to expand the employment use in Shepperton is acceptable and is complies with Policy EM1 of the CS & P DPD.

Design and Appearance

- 7.6 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.
- 7.7 The site is located on the periphery of the town centre and within the Shepperton Employment Area. The area is mixed in character where there is a variety of different building styles and scale. Station Road itself has a mixture of building types including two storey Victorian houses, a bungalow, single storey garages/outbuildings and more modern two storey developments towards the end of the road. Terminal House itself is a 1960's commercial building, with a low profile pitched roof. The proposed extension will replicate the design and style of the host building to which it will be attached and will be slightly taller in height to that part of the existing building to which it is to be attached. It extends 15.517m and has a depth of 6.946m. The distance between the frontage of the extended building matches that of the existing building, creating a similar extended area of hardstanding for cars to park off Station Road, directly outside Terminal House. Materials are shown to match the existing building.

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.

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 With regards to impact on light and overbearing, the proposed development would be located adjoining the railway line. The nearest neighbouring properties are those on the opposite side of Station Road to the north and east. The nearest are 4 Old Charlton Road, which has a side boundary to the application site and 13 Station Road which has a frontage facing the application site and has a side garden area. These properties are located approximately 11m away from the proposed extension, which stands at 6.6m in height. As a result of this separation distance, it is not considered that the proposal will give rise to any significant adverse impacts to nearby properties in regard to any loss of light or overbearing or visual amenity.

7.11 The proposed extension does have windows along its front and rear elevations at both ground and first floor level. However, in view of the relationship with nearby properties and the 11m separation distance to the properties on the other side of Station Road, including that at 4 Old Charlton Road, no loss of privacy is considered to result from the proposal.

7.12 It is not considered that any noise and disturbance arising from the construction will give rise to any significant harm that would justify refusal on these grounds. The proposed extension is for the same use as existing and the site is located close to the railway and in an existing commercial area. Therefore, the proposal is not considered to result in any ongoing concerns regarding noise from the future Use Class E use of the extension.

7.13 Therefore, the proposed extension is not considered to result in any adverse impacts upon the amenity of adjoining properties and complies with Policy EN1 of the CS & P DPD.

Parking

7.14 Policy CC3 (Parking Provision) of the CS & P DPD states that the Council will require appropriate provision to be made for off-street parking in development proposals in accordance with its maximum parking standards.

7.15 The Council's Supplementary Planning Guidance on Parking Standards sets out the maximum number of parking spaces required for types of development and in General Note 1 states that 'Car parking provision below the standards set out in this document may be acceptable in areas well-served by public transport, particularly town centres'.

7.16 A total of 22 no. parking spaces are to be provided, a reduction in the 26 spaces currently provided. The Council's Parking Standards stipulate a maximum of 30 parking spaces for a scheme of this size. Although the

proposed parking provision is 8 spaces below the maximum standard, this is a maximum and it is therefore considered acceptable. Moreover, the County Highway Authority has not raised any objections to the proposed parking provision.

- 7.17 Accordingly, the proposed level of car parking is considered acceptable and complies with Policy CC3 of the CS & P DPD.

Highway Issues

- 7.18 Policy CC2 of the CS & P DPD states that the Council will seek to secure more sustainable travel patterns by only permitting traffic generating development where it is or can be made compatible with the transport infrastructure in the area taking into account:

- number and nature of additional traffic movements, including servicing needs,
- capacity of the local transport network,
- cumulative impact including other proposed development,
- access and egress to the public highway,
- highway safety.

- 7.19 The County Highway Authority (CHA) was consulted on the planning application and has not raised any objections on highway safety matters, subject to a condition requiring a Construction Transport Management Plan.

- 7.20 It is therefore considered that the proposal's impact on the highway is acceptable, and that the development complies with Policy CC2.

Network Rail

- 7.21 Network Rail (NR) are a Statutory Consultee as the proposed development is within 10 metres of relevant railway land (as the Rail Infrastructure Managers for the railway, set out in Article 16 of the Town and Country Planning (Development Management Procedure) (England) Order 2015). NR originally raised objections based on noise, safety and maintenance. However, further information was submitted by the applicant regarding how they intended to overcome these concerns and mitigate any potential issues. Network Rail have subsequently removed their objection and, subject to various conditions, are satisfied that the development can be carried out without compromising the safety of the railway network.

Flooding

- 7.22 Policy LO1 of the CS & P DPD states that the Council will seek to reduce flood risk and its adverse effects on people and property in Spelthorne.

- 7.23 The application site is located within Flood Zone 2, which has a medium probability of flooding with between 1 in 100 year and 1 in 1000 year chance of flooding. The proposal is considered to be in a 'less vulnerable' use and falls outside of the criteria where the Environment Agency should be consulted. Therefore, reference is made to the Environment Agency Standing Advice and suitable conditions are recommended.

- 7.24 In terms of existing surface water flooding, the Environment Agency's flood maps show that site is not in an area at risk of surface water flooding.
- 7.25 Accordingly, the proposal is considered acceptable on flooding grounds and complies with Policy LO1 and the NPPF.

Trees and Biodiversity

- 7.26 Policy EN8 of the CS & P DPD (Protecting and Improving the Landscape and Biodiversity) 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.
- 7.27 The application is not subject to the National Biodiversity Net Gain (BNG) requirements, as the existing site has virtually no ecological value, being entirely covered by the hardstanding of the car park and surroundings to the existing building.
- 7.28 The Council's Tree Officer has visited the site and initially objected to the proposal on the grounds that a Sycamore tree subject to a Tree Preservation Order would be impacted by the proposal. As a result of these concerns, the applicant has amended the proposal to reduce the size of the extension to a position that is now considered acceptable, subject to a satisfactory Arboricultural Method Statement being submitted. On this basis, the Tree Officer has removed his objection.
- 7.29 Accordingly, the proposal is considered to comply with Policy EN8 of the CS & P DPD.

Climate Change

- 7.30 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.*
- 7.31 There are also three implementation policies; Policy CC1: Renewable Energy Conservation and sustainable Construction, Policy CC2: Sustainable Travel and Policy CC3: Parking provision.

- 7.32 Policy CC1 states that the Council will require residential development of one or more dwellings and other development involving new building or extensions exceeding 100 sq. m to include measures to provide at least 10% of the development's energy demand from on-site renewable energy sources unless it can be shown that it would seriously threaten the viability of the development. A condition will be imposed in order to ensure the policy requirement is met.
- 7.33 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*.
- 7.34 The scheme is considered to perform well against the Council's climate change policies and the SPD. The development is an efficient use of an existing brownfield site in an employment use and is located in a sustainable location. Accordingly, the proposal is considered acceptable on sustainability grounds.
- 7.35 Accordingly, the proposal complies with the requirements of Policy CC1 of the CS & P DPD.

Other Matters

- 7.36 The Council's Pollution Control Officer (Environmental Health) has raised no objection on contaminated land grounds, requesting an informative due to the site being located on former railway land.
- 7.37 It has been established that an electricity sub-station is present within the existing building, however this is a matter for the utility company and is not a material consideration in assessing this application for an extension

Financial Considerations

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

Equalities Act

- 7.40 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.

- 7.41 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.
- 7.42 The applicant states that the proposal will achieve the required standards of accessible and inclusive design. 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

- 7.43 This planning application has been considered against the provisions of the Human Rights Act 1998.
- 7.44 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.
- 7.45 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.
- 7.46 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

7.47 The proposed development is on existing employment land and will provide 187sqm of new commercial floorspace in a sustainable town centre location, close to public transport links and local facilities. The proposal is considered to pay due regard to the character and appearance of the area and not result in any adverse impacts upon the amenity of adjoining properties. The proposal would provide sufficient parking and have an acceptable impact upon highway safety. 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:

E00; E01; E02; E03; E04; P00; P01 and P02 received 12 June 2025

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. Following construction of any groundwork and foundations, no construction of development above damp-proof course level shall take place until a report has been submitted to and agreed by the Local Planning Authority which includes details and drawings demonstrating how 10% of the energy requirements generated by the development 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 proposed buildings 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 built in accordance with the submitted renewable energy details and is sustainable and complies with Policy SP7 and CC1 of the Spelthorne Development Plan Core Strategy and Policies DPD.

5. No development shall commence until a Construction Transport Management Plan, to include details of:
 - (a) parking for vehicles of site personnel, operatives and visitors
 - (b) loading and unloading of plant and materials
 - (c) storage of plant and materials
 - (d) programme of works (including measures for traffic management)
 - (e) provision of boundary hoarding behind any visibility zones
 - (f) HGV deliveries and hours of operation
 - (g) measures to prevent the deposit of materials on the highway
 - (h) on-site turning for construction vehicles
 - (i) details of any crane positioning, scaffolding arrangements, safe working practices, and ensuring ongoing liaison with Network Rail whilst construction takes place

has been submitted to and approved in writing by the Local Planning Authority. Only the approved details shall be implemented during the construction of the development.

Reason: - This condition is required in order that the development should not prejudice highway safety, nor cause inconvenience to other highway users, and in order to protect local air quality and the amenity

of neighbouring occupants and to ensure the safe operation of the railway.

6. The development hereby approved shall not be first occupied unless and until facilities for the secure, lit and covered parking of 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 and 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.

7. No demolition, site clearance or building operations shall commence until an Arboricultural Method Statement has been submitted to and approved in writing by the Local Planning Authority providing protection measures for the trees on the adjoining site. The development shall be implemented in accordance with the recommendations of the agreed Arboricultural Method Statement. The destruction by burning of materials shall not take place within 6 m (19 ft. 8 ins) of the canopy of any tree or tree group to be retained on the site or on land adjoining.

Reason:- To prevent damage to the trees in the interest of the visual amenities of the area, in accordance with policies SP6 and EN1 of the Spelthorne Borough Core Strategy and Policies Development Plan Document

8. 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.

9. 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 in flood storage capacity in accordance with policies SP1, SP7 and LO1 of the Spelthorne Borough Core Strategy and Policies Development Plan Document 2009.

10. 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 all boundary treatment to be erected. The boundary treatment shall be completed before the extension to the building is first 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 safe operation of the railway in accordance with policies SP6 and EN1 of the Spelthorne Borough Core Strategy and Policies Development Plan Document 2009.

11. Prior to the occupation of the development, a Maintenance Strategy document will be submitted to demonstrate how future maintenance requirements will be managed for the lifetime of the development. This will also include details of the maintenance of the link bridge over the railway connecting Buildings A and B.

Reason:- To ensure that the proposed development does not prejudice the safe operation of the railway 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 hereby permitted the windows on the railway facing elevation of the building shall be non-opening. The window shall thereafter be permanently retained as installed.

Reason:- To ensure that the proposed development does not prejudice the safe operation of the railway in accordance with policies SP6 and EN1 of the Spelthorne Borough Core Strategy and Policies Development Plan Document 2009.

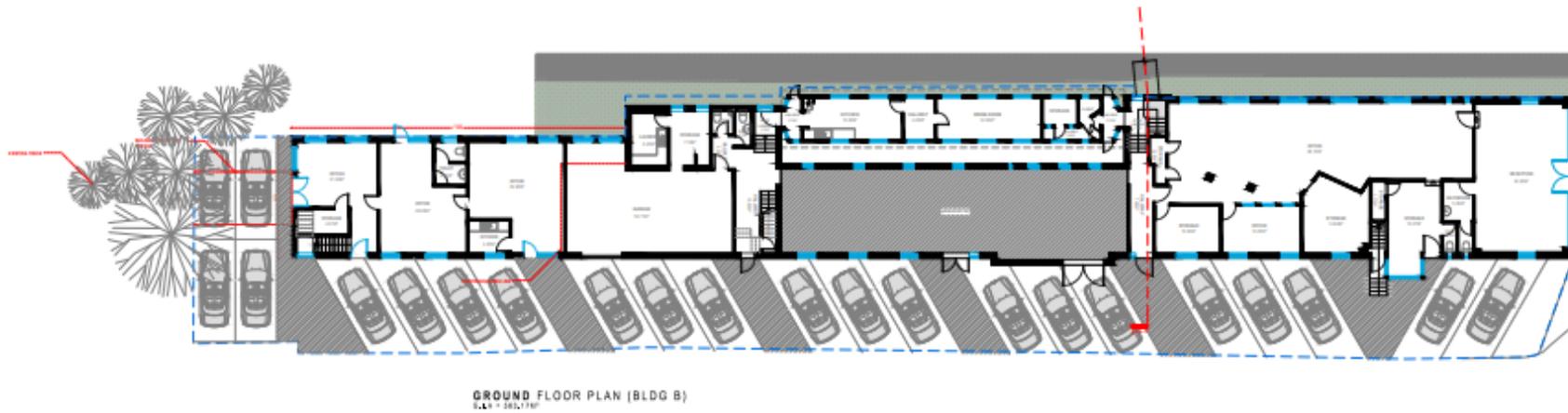
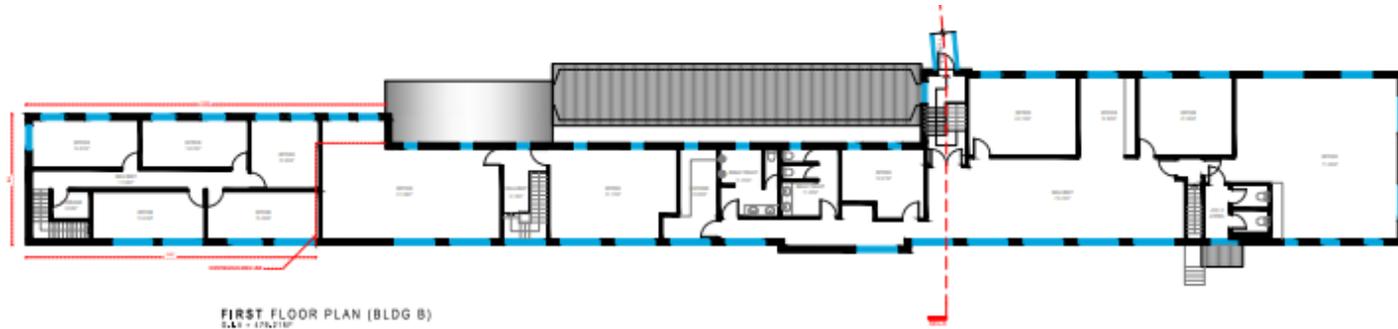
Informatives

- 1) 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).
- 2) 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.
- 3) The applicant is advised that the site to which this planning permission relates is located on or near land that may contain harmful substances. Under Part C of the Building Regulations you will be required to consider this when designing the foundations of the development.

The applicant is advised to contact Spelthorne's Pollution Control team on 01784 446251 for further advice and information before any work commences.

- 4) The Developer is advised to follow Network Rail's Asset protection guidance and liaise with the Asset protection Team

SITE LAYOUT AND FLOOR PLANS



ELEVATIONS



FRONT ELEVATION
(BLDG. B)



REAR ELEVATION
(BLDG. B)



25/00866/FUL: 29A High Street, Shepperton.

TW17 9AB

Scale: 1:500

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Planning Committee

15 October 2025



Application No.	25/00866/FUL
Site Address	29-35 High Street, Shepperton, TW17 9AB
Applicant	Oz Capital and Property Limited
Proposal	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.
Case Officer	Matthew Churchill
Ward	Shepperton Town
Called-in	The application has been called in by Councillor Attewell as a result of overdevelopment, scale and design, separation distances, privacy, daylight and sunlight, parking provision, access, waste management, and the impact upon the surrounding local character.

Application Dates	Valid:11.07.2025	Expiry:10.10.2025	Target: Extension of time Agreed.
Executive Summary	<p>The application site is occupied by a three-storey building that contains commercial space on the ground floor and 6 residential units on the floors above. The site is situated on a prominent corner plot location at the junction of Shepperton High Street and Manor Farm Avenue.</p> <p>The property contains a car park at the rear, which serves the existing flats and commercial units that is accessed from Manor Farm Avenue to the north.</p> <p>The application proposes the erection of an additional storey and a rear extension on top of the existing ground floor that would create 14 total residential units and would include the re-configuration of the six existing units (resulting in an eight-unit increase). In the context of the scale and height of surrounding buildings in Shepperton High Street, which range from one to four storeys, the proposal is considered to have an acceptable impact upon the character of the area.</p> <p>There would be a shortfall in the separation distance between the extended building and No.13 Manor Farm Avenue. This would be 17.7 metres and would fall some 3.3 metres short of the Council's 21 metre 'back-to-side' guidance stipulated in the Council's SPD on Design of Residential Extensions and New Residential Development (April 2011). Whilst this shortfall is acknowledged, it is not considered that this would</p>		

	<p>amount to harm that would justify refusal and the benefits of eight additional units to the Council's 5-year housing land supply are considered to outweigh the harm.</p> <p>The application also proposes internal alterations to Unit C on the ground floor. There would be a total of 14 car parking spaces provided, 11 for the residential units and 1 parking space allocated to each of the commercial uses on the ground floor situated at the rear of the site. This is considered to be acceptable in a town centre location that is some 230 metres from Shepperton Railway Station.</p> <p>The proposal is considered to provide a good standard of amenity for future occupants and will have an acceptable impact on the amenity of neighbouring residential properties.</p> <p>It is therefore considered that the proposals would accord with national and local planning policies and the application is recommended for approval.</p>
<p>Recommended Decision</p>	<p>Grant planning permission subject to conditions, as set out at Paragraph 8 of the Report.</p>

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 HO1 (Providing for New Housing Development)
 - Policy HO4 (Housing Size and Type)
 - Policy HO5 (Density of Housing Development)
 - Policy EN1 (Design of New Development)
 - Policy EM1 (Employment Development)
 - 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

- H1 Homes for All
 - 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).

1.1 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.

1.2 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:

SUN/FUL/6181D	Erection of 4 shops, 6 maisonettes and 6 lock-up garages.	Granted 10.05.1963
SUN/FUL/6181/G1	Installation of shopfront.	Granted 10.07.1964

3 Description of Current Proposal

3.1 The application site is occupied by a three-storey building that contains commercial units on the ground floor and six flatted units above. The flats are each set over two storeys and are accessed via an external staircase situated at the rear of the building. A terraced area is also located on the first floor and a car parking area is situated to the rear of the site, which contains 10 off-street parking spaces that are accessed from Manor Farm Avenue.

- 3.2 The site is located on a prominent corner plot that is situated at the junction of Manor Farm Avenue and Shepperton High Street. The street scene of the High Street contains a mixture of building types that range between one to four storeys in height, which typically contain commercial uses on the ground floor. Manor Farm Avenue predominantly contains more traditional family scale dwellings, which at the east of the road are typically detached.
- 3.3 The application site is located within the Shepperton Designated Employment Area and the Shepperton Shopping Area.
- 3.4 The application proposes the erection of an additional storey and rear extension on top of the existing ground floor, to create 14 total units, which would include the reconfiguration of the six existing residential units, as well as internal alterations to 'Unit C' on the ground floor.
- 3.5 The proposed residential units would comprise 7 x 1-bedroom units and 7 x 2-bedroom units. Some of the units would be served by a balcony, and the fourth storey would be set in from the floor below on the front and side elevations and recessed at the rear to incorporate amenity space.
- 3.6 The application proposes the retention of the retail units on the ground floor, although the floorspace of 'Unit C' would be reduced to accommodate a lift, stairs, a lobby and plant that would serve the residential units above.
- 3.7 The plans also propose the modification of the existing vehicular access onto Manor Farm Avenue. The layout of the rear car park would be revised to provide 15 car parking spaces, 4 serving the ground floor retail uses and 11 serving the 14 x residential units. A bin store with separate areas for the commercial and residential uses would also be located at the north-west of the site.
- 3.8 The applicant's submission documents state that the scheme would incorporate brick and render, although in the event that planning permission was granted details of the materials would be secured by condition.
- 3.9 It is relevant to note that the plans initially showed that there would be an overhanging terrace/balcony at the rear (west) of the building at first and second floor levels. However, the LPA had concerns that this would have had a detrimental and incongruous impact upon the street scene. Such concerns were drawn to the applicant's attention who removed this element of the scheme from the plans.

4 Consultations

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

Statutory Consultees

Consultee	Comment
County Highway Authority	Recommends Conditions and Informatives.

Lead Local Flood Authority (SUDS)	No Comments.
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Non-Statutory Consultees

Consultee	Comment
Environmental Health (Contamination)	Recommends conditions and informatives.
Environmental Health (Noise)	To report in committee updates
Council's Sustainability Officer	Confirms the Council's renewable energy requirements will be met.
Spelthorne Neighbourhood Services	To report in committee updates
Surrey Wildlife Trust	Requests Conditions.

5 Public Consultation

5.1 The Council sent out 39 neighbour notification letters and has received 163 letters of representation, which object to the proposals on the following grounds:

- Concerns over pressure on local resources such as schools & GP Surgeries.
- The building would be intrusive/oppressive.
- Concerns relating to overdevelopment & density.
- The proposal is out of proportion for the High Street and the height would be out of keeping with the village character.
- The proposal is not comparable to a nearby development in Thurlestone Parade
- The scheme is an inappropriate size and is too close to a neighbouring property.
- The proposal would have an overbearing appearance
- The proposal breaches daylight/sunlight standards and would cause overshadowing.
- The existing flats have been designed to have set back windows to avoid overlooking.
- There would be a loss of privacy and shortfalls in separation distances and concerns with the proposed balconies and overlooking.
- The proposal breaches 25° guidance (*Officer Note: This guide is applicable to windows in the front and rear elevations, where there is not a breach*).
- The raised amenity spaces would be intrusive (*Officer Note: The overhanging rear amenity spaces have been removed from the plans*).
- The bins are too close to a neighbouring property (*Officer Note: Bins were observed in a similar position to the proposed bin store during the officer site visit, albeit that there were less bins currently than proposed in the application owing to the increase in units and the commercial bins currently being situated in a different location*).

- Parking provision is insufficient and on-road parking is also insufficient.
- Concerns over highway safety, the existing car parking situation and the siting of the nearby school (*Officer Note: the County Highway Authority has raised no highways concerns*).
- Entrances at the rear of the building will cause a safety concern and concerns for delivery vehicles (*Officer Note: The County Highway Authority has been consulted and raised no concerns in this regard*).
- There would be an inadequate level of cycle storage.
- Manor Farm Avenue is already a busy road.
- There would be an adverse impact upon existing businesses.
- There is no boundary vegetation as stated in the submission documents.
- Noise concerns.
- A Community Impact Assessment and Environmental Impact Assessment should be undertaken (*Officer Note: The proposal does not meet the threshold for an Environmental Impact Assessment*).
- Shepperton has already seen significant development and other sites should be considered (*Officer Note: The LPA must consider the proposals in front of it and not other sites*).
- There will be disruption during the construction period.
- The scheme would increase traffic and congestion.
- There has been a lack of engagement with neighbouring properties.
- The construction of flats does not satisfy the need for family housing.
- Concerns over the proposed materials.
- A condition should be attached to the decision notice requiring the scheme to accord with Part M4(2) of Building Regulations (*Officer Note: This could not be imposed when assessed against the Council's current planning policies and guidelines*).

5.2 The Council has also received two letters of representation in support of the proposals on the following grounds:

- The scheme is a sensible and much needed proposal.
- Concerns that letters of objection are not on valid planning concerns.
- The proposal is not a high-rise scheme.
- Shepperton is a commuter town that needs to accommodate a growing population.
- The UK is in the midst of a housing crisis.
- There is a similar development opposite the site.
- The current building is old.

6 Planning Issues

- Character and appearance
- Density and Making Effective Use of Land
- Future occupiers
- Housing Mix
- Amenity
- Noise
- Parking & Highways
- Ecology
- Flooding & SUDS
- Employment
- Climate Change and Renewable Energy
- Contamination
- Air Quality

7 Planning Considerations

Housing Land Supply

- 7.1 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.
- 7.2 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.
- 7.3 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

- 7.4 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.
- 7.5 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.
- 7.6 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.
- 7.7 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.
- 7.8 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.
- 7.9 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 9.'

Character and Appearance

- 7.10 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. 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).
- 7.11 Policy EN1 of the Core Strategy and Policies Development Plan Document 2009 ([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, building lines, layout and characteristics of adjoining buildings and land.
- 7.12 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.
- 7.13 The application site is situated on a prominent corner plot location at the junction of Shepperton High Street and Manor Farm Avenue. The street scene of the High Street is occupied by a mixture of buildings, that typically contain commercial uses on the ground floor, and which range from one to four storeys in height, with a recessed fourth storey present in Thurlestone Parade, situated on the eastern side of the High Street.
- 7.14 The application proposes the erection of an additional storey and a rear extension to create 14 total residential units, together with internal alterations to 'Unit C' on the ground floor. The fourth storey would be recessed, which would contribute towards a subordinate appearance, and would contain a balcony surrounding the residential units. It is not considered that a recessed fourth storey would be unduly out of character, particularly in the context of the recessed fourth storey on the southern side of the High Street in Thurlestone Parade.
- 7.15 Given that there is a further four-storey building in the surrounding street scene, as well as a range of building heights in the surrounding locality including the three storey building with a pitched roof at No.27 the High Street on the opposite side of Manor Farm Avenue, which the plans show is similar in height to the flat roof proposed over the application building, it is not considered that a recessed fourth storey would be unduly out of character in the context of the High Street.

- 7.16 The application also proposes to retain commercial units on the ground floor, albeit with alterations to 'Unit C', which is considered to be further in keeping with the surrounding locality.
- 7.17 The site is also located within the street scene of Manor Farm Avenue, which at the east of the road is typically occupied by two storey traditional family scale detached dwellings. However, given that the application building fronts the High Street and primarily impacts the street scene of the High Street, and as there are flatted units in the High Street situated to the north of Manor Farm Avenue, it is not considered that the proposals would be unduly out of character.
- 7.18 The applicant states that the proposal would incorporate brick and render, aluminium and timber windows, which are considered to be acceptable in the context of the surroundings. However, it is recommended that details of the materials are secured by condition. The proposed fenestration is also considered to have an acceptable visual impact upon the surrounding locality.
- 7.19 It is relevant to note that the plans initially showed an overhanging amenity space that would have been situated at the rear (western) elevation of the building at first and second floor levels. The Local Planning Authority (LPA) had concerns that this would have had an adverse and incongruous impact upon the street scene. This was drawn to the applicant's attention, who removed this element from the plans.
- 7.20 The proposals are therefore considered to be in accordance with the objectives of Policy EN1 and the NPPF in design terms.

Density & Making Effective Use of Land

- 7.21 Policy HO5 of the CS&P DPD states that within Ashford, Shepperton and Sunbury Cross centres, new development should generally be in the range of 40 to 75 dwellings per hectare. However, the policy also states that higher density development may be acceptable where it is demonstrated that the development complies with Policy EN1 on design, particularly in terms of its compatibility with the character of the area and where the site is in a location that is accessible for non car-based modes of travel.
- 7.22 When measured from the plans the proposal would have a density of approximately 136 dwellings per hectare and would therefore exceed the guidance in Policy HO5. However, in this instance, for the reasons highlighted above, the proposal is considered to be in adherence to the objectives of Policy EN1 in design terms. The site is also located approximately 230 metres from Shepperton Railway Station and there are bus stops on the High Street and Green Lane, which are a short distance from the site. It is therefore considered that the site is accessible by non-car modes of travel, and a higher density is considered to be in accordance with the objectives of Policy HO5 in this instance.

- 7.23 At paragraph 129, the NPPF states in relation to 'Achieving appropriate densities' planning decisions should support development that makes efficient use of land taking into account amongst other things, the identified need for different housing and other forms of development, the availability and capacity of infrastructure and services, the desirability of maintaining an areas prevailing character and setting, or of promoting regeneration and change, and the importance of securing well-designed, attractive and healthy places.
- 7.24 At paragraph 124, the NPPF states that planning decisions should promote the effective use of land in meeting the need for homes and other uses, while safeguarding and improving the environment to ensure safe and healthy living conditions. At paragraph 125 d) the NPPF further states that planning decisions should promote and support development of under-utilised land and buildings, especially if this would help to meet identified needs for housing where land supply is constrained and available sites could be used more effectively. Additionally, at paragraph 125 e) the NPPF states that planning decisions should support opportunities to use the airspace above existing residential and commercial premises for new homes. In particular they should allow upward extensions, where the development would be consistent with the prevailing form of neighbouring properties and the overall street scene, and the development is well designed and can maintain safe access and egress for occupiers.
- 7.25 Whilst the proposed density would exceed guidance within Policy HO5, the policy allows for higher density where a proposal has an acceptable impact upon the character of the area and is situated in a site that is accessible by non-car based modes of travel. In this instance, for the reasons highlighted above the proposal is considered to have an acceptable impact upon the character of the area and is situated in a location that is accessible by public transport nodes. The proposal is also considered to make an effective use of land and would contribute towards the Council's housing land supply in accordance with Section 11 of the NPPF. The proposed density is therefore considered to be acceptable.

Future Occupiers

- 7.26 The nationally described Technical Housing Standards (March 2015) stipulates minimum internal floor area requirements for variously sized units. The following minimum requirements are relevant to the current application:
- 1x bedroom, single storey, 1x person = 39m² (37m² where a shower is incorporated rather than a bath).
 - 1x bedroom, single storey, 2x person = 50m²
 - 2x bedroom, single storey, 3x person = 62m²
 - 1x bedroom, two storey, 2x person = 58m²
 - 2x bedroom, two storey, 3x person = 70m²
 - 2x bedroom, two storey, 4x person = 79m²
- 7.27 The units would each comply with the minimum internal floor areas outlined above.

- 7.28 The Council's SPD on the [Design of Residential Extensions and New Residential Development](#) (April 2011) states that in flatted developments, the first 5 units should be provided with a minimum of 35m² of amenity (garden) space per dwelling. The SPD further states that the next five units should be provided with a minimum of 10m² and each unit thereafter should be provided with 5m² of amenity space per unit. On this basis the LPA would normally expect to see a minimum of 245m² of amenity space for a development of this size. The plans also show that each of the habitable rooms would be served by window openings that would provide a degree of natural light.
- 7.29 The application proposes approximately 158m² of amenity space situated on the proposed balconies and roof space. Whilst this would fall short of the Council's guidance, the site is located within Shepperton High Street, where there are various amenities supporting residential development within a short distance. Moreover, the site is located some 460 metres from amenity space in Manor Park. On balance, the benefits of 8 additional dwellings to the Council's 5-year housing land supply are considered to outweigh this shortfall.

Housing Mix

- 7.30 Policy HO4 of the CS&P DPD states that the Council will ensure that the size and type of housing reflects the needs of the community by requiring developments, including conversions, that propose four or more dwellings to include at least 80% of their total as one or two bedroom units. The application proposes 14 x one or two bedroom dwellings and would therefore be in accordance with the objectives of policy HO4.

Amenity

- 7.31 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.
- 7.32 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.
- 7.33 The property adjoining the site to the west, No.13 Manor Farm Avenue, contains two ground floor windows in the flank elevation. It is evident from the planning history of this property (14/00538/HOU), that one of the windows serves a kitchen and is the only window serving this room, and the further window serves the garage.

- 7.34 The Council's SPD on design contains a 45° vertical guide, which is designed to ensure that the height of extensions or new dwellings to either side of a property do not lead to an unacceptable loss of light to habitable rooms. At paragraph 3.22, the SPD states that in a few cases the main windows to a habitable room may be located on the side of a property. An unacceptable loss of light might therefore arise. As such, the 45° guide is also applicable to side windows. In this instance, the proposed dwellings would not breach the 45° vertical guide when measured from this window. The proposal is therefore considered to have an acceptable impact upon light.
- 7.35 It is noted that the LPA has received letters of representation referring to the Council's 25° guidance in relation to this window. At paragraph 3.21, the Council's SPD clarifies that the purpose of this guide is to ensure that in the area to the front or rear of a property, no new dwelling is so close that a significant view of the sky is lost. As the application building is not situated to the front or rear of No.13 Manor Farm Avenue, this guidance is not considered to be applicable when taken from this property.
- 7.36 The Council's SPD also contains a 'back-to-side' guide, which states that there should be a minimum separation distance of 21 metres between the side and rear elevations of three storey properties (a distance is not specified for four-storey buildings).
- 7.37 In this instance, the rear elevation of the extended building would be located approximately 17.7 metres from the flank elevation of no.13 Manor Farm Avenue, therefore falling 3.3 metres short of the Council's guidance. It should be noted however, that the SPD provides guidance, and in a recent appeal decision ([APP/Z3635/D/25/3366506](#)), the Inspector commented that "*it is important not to apply SPD over-rigidly*".
- 7.38 The flank elevation of No.13 measures approximately 17.8 metres in depth and contains two ground floor windows and a door, with one window appearing to serve a garage which is not a habitable room that contained obscure glazing, the door also appearing to contain obscure glazing, and one window serving the kitchen incorporating clear glazing, which is listed as a habitable room in the Council's SPD on design.
- 7.39 The garden area of No.13 is largely screened by a single storey rear extension at this property, and a fence was observed during the officer site visit that also partially screen the window. Whilst there would be a shortfall when measured against the Council's 'back-side-guidance' it is not considered that overlooking would be significant and to an extent that a recommendation for refusal could be reasonably justified. It should also be noted that the window is also currently visible at first floor level from the external staircase and rear terraced area, currently serving the dwellings within the application building.
- 7.40 It is noted that the applicants Planning Statement suggests that foliage alongside the boundary with no.13 Manor Farm Avenue, would mitigate any adverse impacts from overlooking. Whilst some foliage was observed during the first Officer site visit, this had been removed at the time of a second Officer site visit.

- 7.41 A number of window openings are contained within the southern elevation of no.27 The High Street, situated on the opposite side of the junction with Manor Farm Avenue. As a result of distance and given that the application building currently contains first and second floor windows in the northern flank elevation, it is not considered that the proposal would have an adverse impact upon light, privacy or an overbearing impact upon the occupiers of these dwellings.
- 7.42 The proposal is also considered to have an acceptable impact upon all further properties in the surrounding locality, including the commercial units at no.47 High Street to the south. The proposals are therefore considered to be in accordance with the objectives of policy EN1 and the NPPF in this regard.

Noise

- 7.43 Policy EN11 of the CS&P DPD states that the Council will seek to minimise the impact of noise by requiring appropriate noise attenuation measures where this can overcome unacceptable impacts on residential noise sensitive development proposed in areas with high noise levels.
- 7.44 At paragraph 187, the NPPF states that planning decisions should contribute to and enhance to natural and local environment by preventing new and existing development from contributing to, being put at unacceptable levels of noise pollution.
- 7.45 The Council's Environmental Health Department has been consulted in relation to noise, which will be reported in the committee.

Parking & Highways

- 7.46 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.
- 7.47 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.
- 7.48 The [Councils Parking Standards SPG](#) states that a 1-bedroom unit should be provided with a minimum of 1.25 off street parking spaces per dwelling, and a 2-bedroom unit should be provided with a minimum of 1.5 spaces. On this basis, the LPA would normally expect a minimum of 20 spaces to be provided for the proposed residential units.

- 7.49 The applicant's Transport Statement indicates that 15 parking spaces would be provided in the development, with 11 being allocated to the to the proposed residential use. This would equate to a ratio of approximately 0.78 spaces per dwelling, and would fall 9 spaces short of the Council's SPG guidelines.
- 7.50 However, the Parking Standards SPG further states that a reduction in requirements will normally be allowed within the Borough's 4 Town Centres (including Shepperton), where any reduction will be assessed against the distance from public transport nodes, the frequency and quality of bus and train services, the availability and quality of pedestrian and cycle routes, and the range and quality of facilities supportive of residential development within reasonable walking distance such as retail, leisure, education and employment.
- 7.51 The application site is located approximately 230 metres from Shepperton Railway Station. There are also bus stops within the High Street and there are numerous amenities supportive of residential development. Given the Town Centre location of the site, it is considered that the proposed reduction against the Council's Parking Standards would be acceptable.
- 7.52 The applicant further states that 4 off-street parking spaces would be provided for the retail units on the ground floor. The Council's Parking Standards state that food retail should be provided with a maximum of 1 parking space per 14m² of internal floor space. The Standards further state that non-food retail should normally be provided with a maximum of 1 space per 20m². Unit C and D are both in use as food shops, and contain some 170m² of internal floor space in the proposed plans. Units A & B are non-food retail and contain some 210m² of floorspace in the proposed plans. On this basis the LPA would normally expect a maximum of 22.6 (rounded up to 23) spaces for a development of this size. As 4 spaces would be provided and this is applied as a maximum requirement, the proposal would be in accordance with the Council's Guidelines.
- 7.53 The Council has also consulted the County Highway Authority (CHA) which has noted that letters of representation have raised concerns around parking capacity and safety. However, the CHA is satisfied that the site is in a location with good accessibility to public transport modes to key everyday destinations and as such the proposed residents are less likely to be reliant on travel by private vehicles. As such the CHA has raised no objections on parking capacity or safety grounds. The CHA has recommended that conditions and informatives are attached to the decision notice.
- 7.54 The proposal is therefore considered to be in accordance with the objectives of policy CC2, CC3 and the NPPF in highway terms.

Biodiversity

- 7.55 The application is exempt from Biodiversity Net Gain (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 hedgerows.
- 7.56 The applicant has also submitted a preliminary ecological assessment, which has been reviewed by the Surrey Wildlife Trust (SWT). The SWT recommended whilst the development would be exempt from BNG requirements, an Ecological Enhancement Plan should be secured by condition.

Flooding & SUDS

- 7.57 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.
- 7.58 The application site is located within the Flood Zone 1 (where there is less than a 1 in 1000 year chance of flooding) and it is considered that a dry means of escape would be possible away from the site.
- 7.59 The LPA has also consulted the County SUDS department, which has indicated that it has no comments to make on the application.

Employment

- 7.61 Policy EM1 of the [Core Strategy and Polices 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:
- 7.62 *“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”.*
- 7.63 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.

7.64 There would be an approximate 35m² loss in floorspace at the rear of Unit C and as such the proposal would not meet the requirements of EM1. The proposal would nevertheless retain four retail units, and some 64m² of floorspace would be retained within Unit C. It is also relevant to note that the Use Classes Order was amended in 2020 with retail and other uses now absorbed into Class E meaning it is possible to convert the unit into certain other uses within Class E. It is also possible to convert retail space under permitted development through the prior approval process. Therefore, whilst it is acknowledged the proposal would not comply with policy EM1, it is not considered that a recommendation for refusal could be reasonably justified on this basis.

Climate Change SPD & Renewable Energy

7.65 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.*

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

7.67 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*.

7.68 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: The use of windows to provide natural light to avoid the need for lighting, the use of solar panels and air source heat pumps, the encouragement of sustainable transport options.

7.69 Overall, the scheme performs well against the Council's SPD and climate change policies.

7.70 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.

- 7.71 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.

Contamination

- 7.72 Policy EN15 of the CS&P DPD states that the Council will ensure that development is proposed on land that may be affected by contamination, action will be taken to ensure the site is safe or will be made safe for its intended use.
- 7.73 At paragraph 196, the NPPF states that planning decisions should ensure that a site is suitable for its proposed use taking into account of ground conditions and any risks arising from land instability and contamination.
- 7.74 The applicant has submitted a contamination report, which has been reviewed by the Council's Environmental Health Officer, who has raised no objections subject to conditions and informatives.

Air Quality

- 7.75 Policy EN3 of the CS&P DPD states that the Council will seek to improve the air quality of the borough and minimise poor air quality.
- 7.76 The application has been reviewed by the Council's Environmental Health Officer, which has recommended conditions and informatives.

Affordable Housing

- 7.77 The application proposes 14 dwellings, which would include the re-configuration of six existing units at the site. This would not exceed the 15-unit threshold as set out in Policy HO3, and as such the application is not required to provide affordable housing when assessed against the Council's policies.

Trees

- 7.78 It was noted during the officer site visit that trees are located at the front of the site and a further tree is also situated in Manor Farm Avenue. This was drawn to the attention of the Council's Tree Officer who commented that they have no objection to this proposal, the trees to the front will not be impacted and the tree to the side is of no long-term value.

Equalities Act 2010

- 7.79 This planning application 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:

7.80 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 protected equality groups.

Human Rights Act

7.81 This planning application has been considered against the provisions of the Human Rights Act 1998.

7.82 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.

7.83 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.

7.84 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

7.85 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. In consideration of S155 of the Housing and Planning Act 2016, the proposal would generate New Home Bonus which is an economic benefit. It is a CIL chargeable development and will generate a CIL Payment of approximately £ 149,703. This is a mitigation against the development. The proposal will also generate Council Tax payments which is not a material consideration in the determination of this proposal.

Planning Balance

7.86 Policy HO1 of the CS&P DPD states that the Council will ensure provision is made for housing by encouraging housing development including redevelopment, infill, conversion of existing buildings to housing, on all sites suitable for that purpose taking into account other policy objectives.

7.87 The Council cannot demonstrate a 5-year housing land supply and can only demonstrate a supply of 2.35 to 2.4 years and as the 'tilted balance' applies. At paragraph 11, the NPPF states that where there are no relevant development plan policies, or the policies which are most important for determining the application are out of date, including where a Local Planning Authority cannot demonstrate a 5-year housing land supply, 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 the Framework taken as a whole, having particular regard for key policies directing development to sustainable locations, making effective use of land, securing well-designed places and providing adorable homes, individually or in combination.

7.88 In this instance, the application would make a contribution of eight additional dwellings to the Council's 5-year housing land supply. The proposals would fall some 3.3 metres short of the Council's 21 metre 'back-to-side' guidance as set out within the Council's SPD on design, when measured from the clear ground floor window serving a kitchen at no.13 Manor Farm Avenue, however this is not considered to result in significant harm in regard to overlooking or overbearing impact and would not justify a reason for refusal. Moreover, the shortfalls in amenity space are considered to be mitigated by facilities supportive of residential amenity in the surrounding locality including Manor Park, which is some 460 metres from the site.

7.89 The proposals would also fall short of the Council's Parking Standards, although as the site is located within a town centre location and is situated some 230 metres from Shepperton Railway Station, a reduction is allowed within the Parking Standards SPG and this aspect of the scheme is considered to comply with the Council's Planning Policies. The loss of employment space is also not considered to be to an extent that would reasonably justify a recommendation for refusal.

7.90 On planning balance and applying the tilted balance, the benefits of 8 additional units to the Council's Housing Land Supply, in a sustainable town centre location a short distance from public transport nodes, amenities and local facilities, which makes an effective use of the land is considered to outweigh the 3.3 metre shortfall against the Council's 'back-to-side' guide, which is guidance and not a mandatory minimum as well as shortfalls in amenity space.

8 Recommendation

8.1 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.

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

8.3 GRANT PLANNING PERMISSION 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: 23141. 65 C, 23141.55 D, 23141. 61 D, 23141.60 D, 23141.50 E, 23141.56 D, 23141.58 C, 23141.59 D, 23141.57 D, 23141.52 E, 23141.51 D, 23141.53 E, 23141.54 D (Received 25.09.2025), 23141. 31 C, 23141.32 B 23141.33B (Received 07.07.2023)

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. The development hereby approved shall not be first occupied unless and until the proposed modified vehicle access has been constructed in general accordance with the approved plans.

Reason:-. 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

5. 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 and for vehicles to turn so that they may enter and leave the site in forward gear. Thereafter the parking and turning areas shall be retained and maintained for their designated purposes.

Reason:-. 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.

6. The development hereby approved shall not be occupied unless and until eight of 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 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 first occupied unless and until each of the proposed dwellings have been provided with cycle parking for a minimum of one cycle per dwelling in a high quality, secure, lit and covered storage in accordance with a scheme to be submitted to and approved in writing by the Local Planning Authority and thereafter retained and maintained to the satisfaction of the Local Planning Authority.

Reason:-. 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. During the development of the site, no HGV movements to or from the site shall take place between the hours of 8:00 and 9:20 am and 2:30 and 3:45 pm nor shall the contractor permit any HGVs associated with the development at the site to be laid up, waiting, in the High Street and Manor Farm Avenue during these times.

Reason:-. 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: 29-35 High Street, Shepperton, TW17 9AB*" 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.

10. A watching brief is to be implemented during all ground works. Should any Made Ground or signs of contamination (such as ashy material, odour, staining of soil, sheen on groundwater or surface water) be discovered at any time during the development, sampling will be required. This 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.

A written method statement for the remediation of land 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 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.

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

11. Prior to the occupation of the building(s), a scheme to provide bird boxes and bat boxes/tubes on the site shall be submitted to and approved in writing by the Local Planning Authority. The agreed scheme shall be implemented before the building(s) is occupied and thereafter maintained.

Reason:- In the interests of biodiversity at the site.

INFORMATIVES

1. 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>

2. Condition No 6 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.
3. 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.
4. 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.
5. 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.

6. 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).
7. You are advised that the Council will expect the following measures to be taken during any building operations to control noise, pollution and parking.
 - (a) Work which is audible beyond the site boundary shall only be carried out between 8 am to 6 pm Monday to Friday, 8 am to 1 pm Saturday and not at all on Sundays and Bank Holidays.
 - (b) The quietest available items of plant and machinery shall be used on site. Where permanently sited equipment such as generators are necessary, they should be enclosed to reduce noise levels.
 - (c) Deliveries shall only be received within the hours detailed above.
 - (d) Adequate steps shall be taken to prevent dust causing nuisance beyond the site boundary. These could include the use of hoses to damp down stockpiles of materials which are likely to generate airborne dust, to damp down during stone/slab cutting, and the use of bowsers and wheel washes.
 - (e) There shall be no burning on site.
 - (f) Only minimal security lighting shall be used outside the hours stated above.
 - (g) Building materials and machinery shall not be stored on the highway and contractors' vehicles shall be parked with care so as not to cause an obstruction or block visibility on the highway.
8. 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.

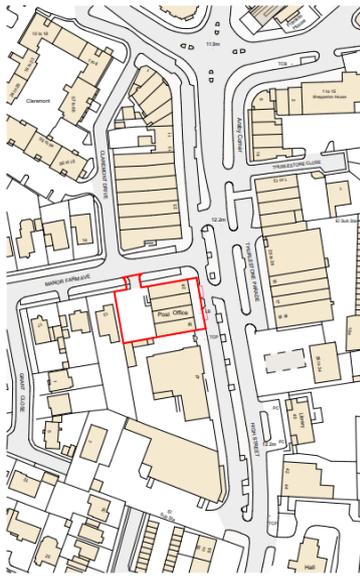
Non-compliance with the CIL Regulations will trigger enforcement action under the Part 9. Further information on CIL and the stages which need to be followed is available on the Council's website. www.spelthorne.gov.uk/CIL. Further guidance can be found on the Government website on the following link - <https://www.gov.uk/guidance/community-infrastructure-levy>.

9. Soil used in the amenity areas must be certified as suitable for use. Prior to the occupation of the dwellings, and on completion of any agreed contamination remediation works, a report that demonstrates the suitability for use of all soils on site should be submitted to and agreed in writing by the Local Planning Authority.

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Site Location Plan

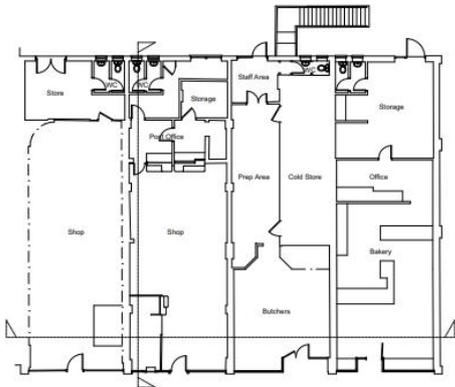
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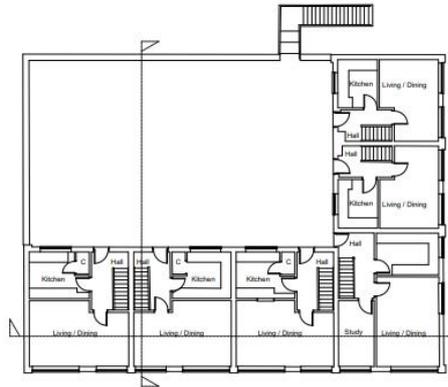
Location Plan
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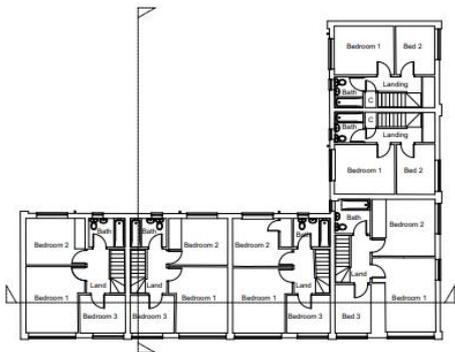
Existing Floor Plans



Existing Ground Floor

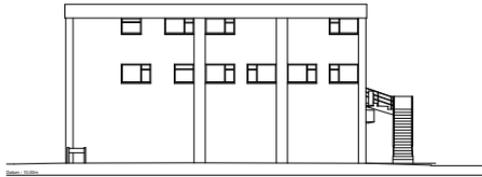


Existing First Floor



Existing Second Floor

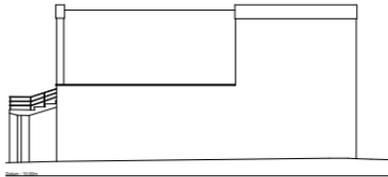
Existing Elevations



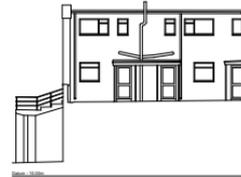
Existing North Elevation



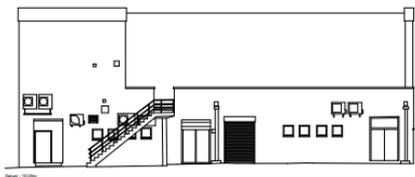
Existing East Elevation



Existing South Elevation A



Existing South Elevation B



Existing West Elevation A



Existing West Elevation B

Proposed Site Layout



Proposed East (Front) Elevation



East Elevation

Proposed West (Rear) Elevation



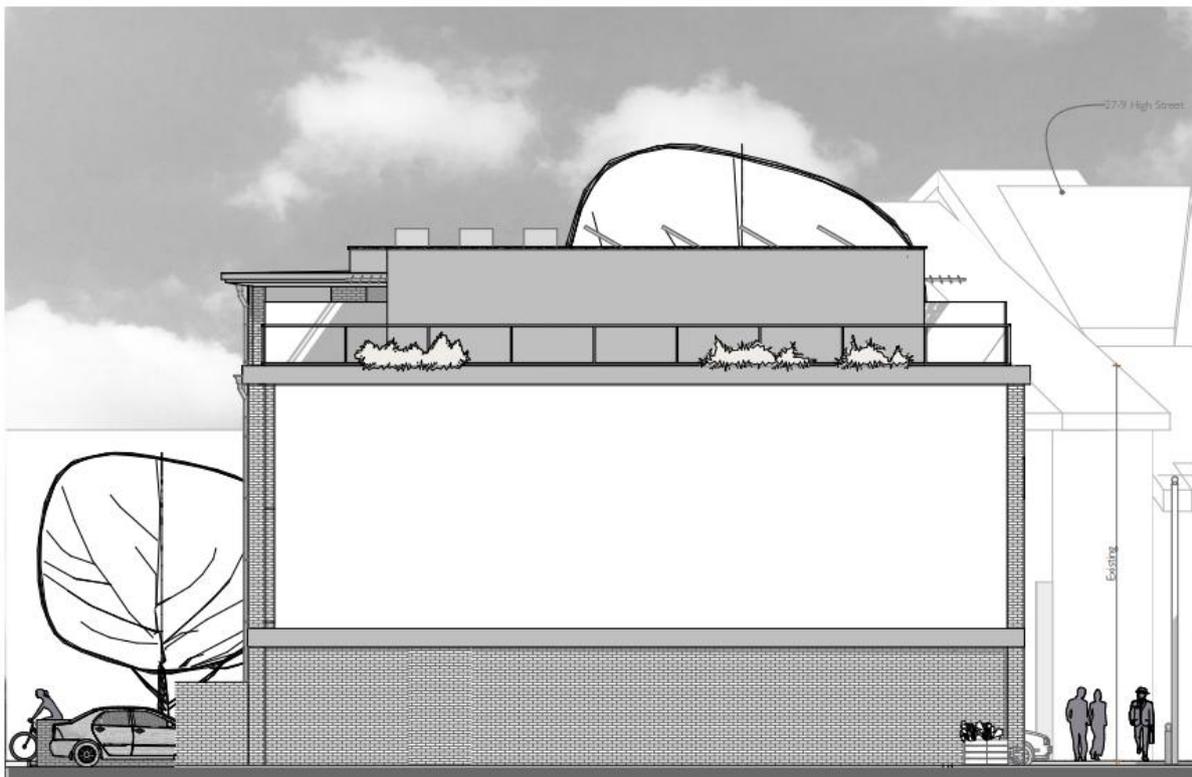
West Elevation

Proposed North (Side) Elevation



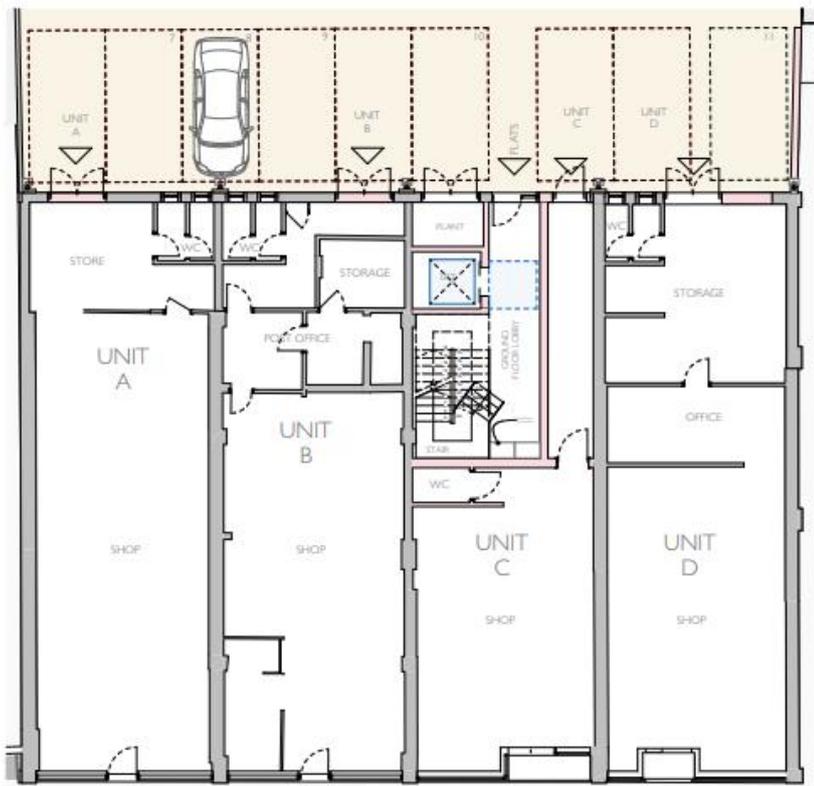
North Elevation

Proposed South (Side) Elevation



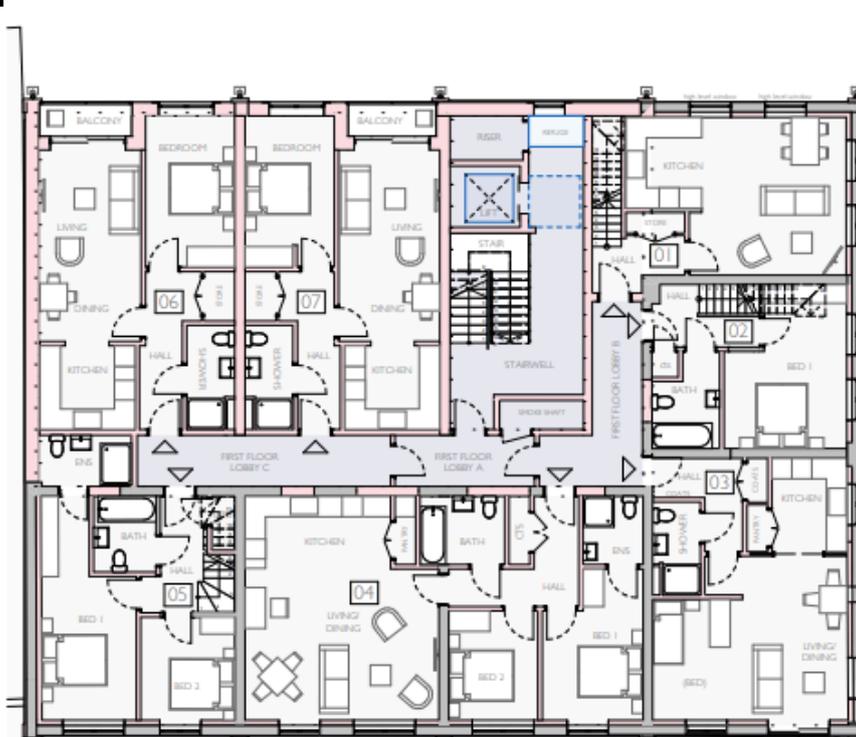
South Elevation

Proposed Ground Floor Plan



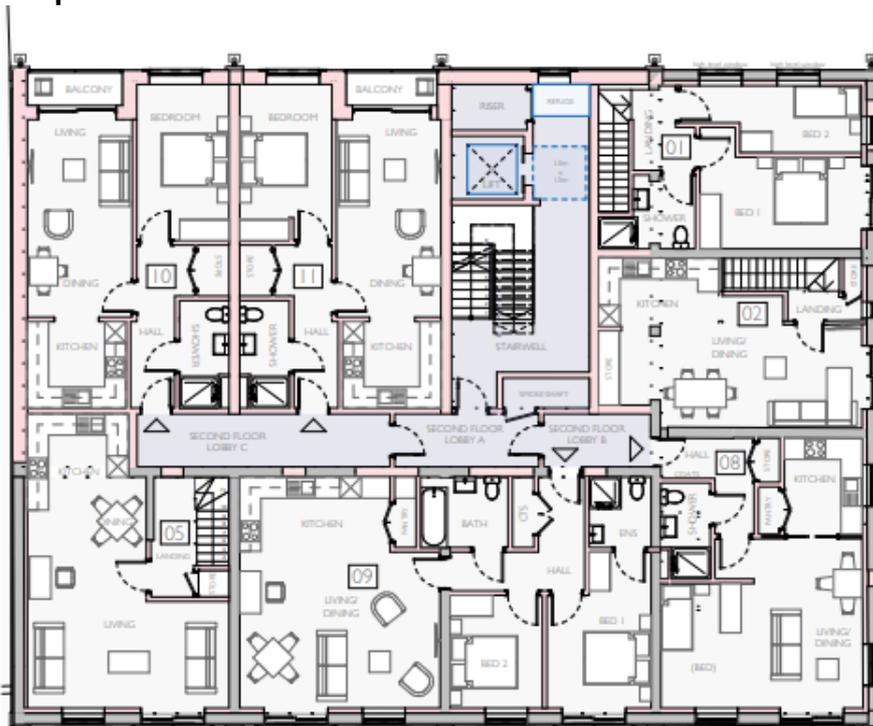
GROUND

Proposed First Floor Plan



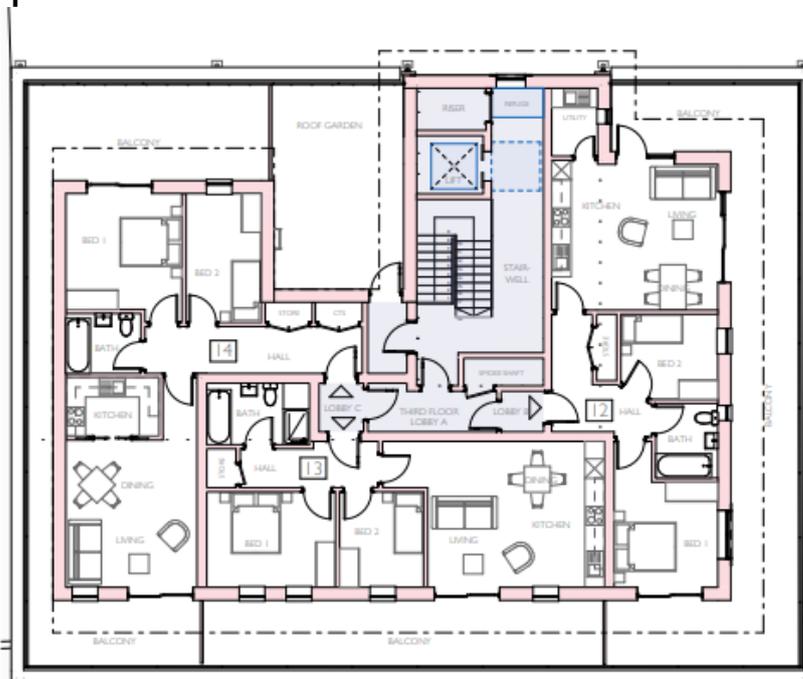
FIRST

Proposed Second Floor Plan



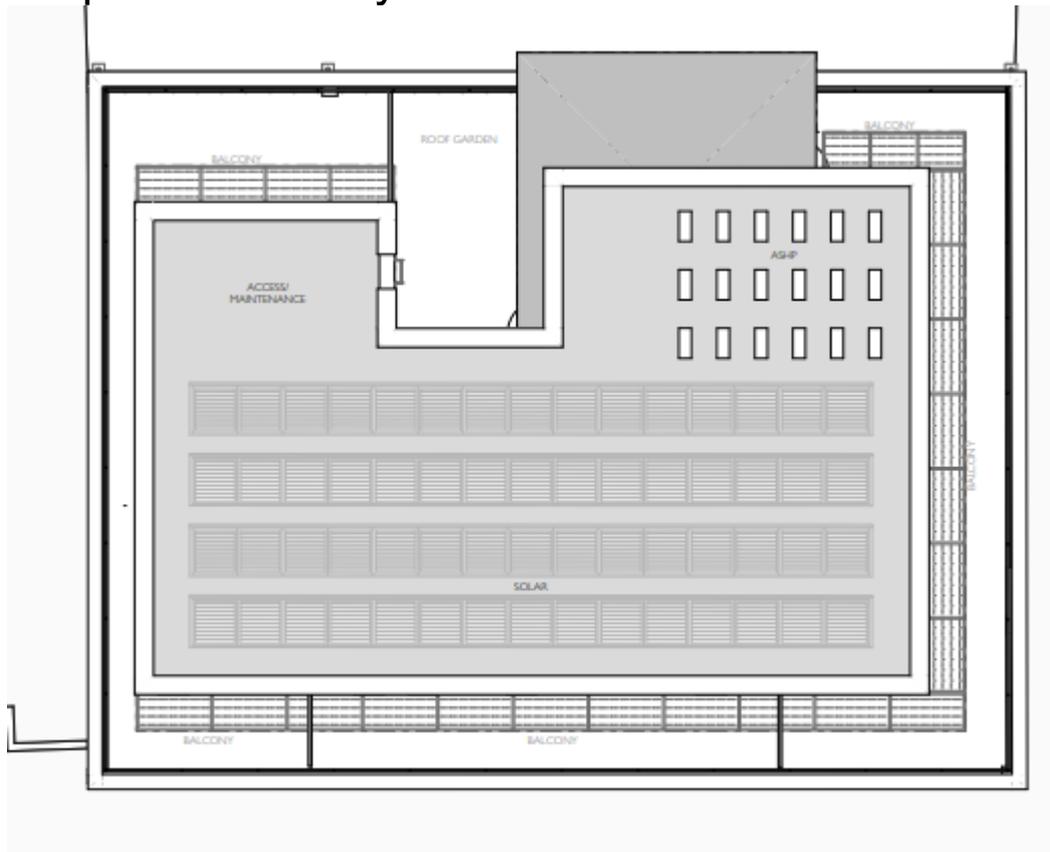
SECOND

Proposed Third Floor Plan



THIRD

Proposed Amenity/Roof Plan



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Planning Appeals Report – V1.0 ISSUED

Appeals Started between 03 September 2025 – 30 September 2025

Case Ref & Address	Date Started	Procedure	Appeal Ref & Nature
24/01158/FUL 4 - 5 Broadway Kingston Road Staines-upon-Thames	22.09.2025	Written Representation	APP/Z3635/W/25/3372926 Erection of first and second storey rear extensions and alterations and extensions to roof including front rooflights to enlarge existing flats. Alterations to ground floor to provide enclosed refuse storage area. As shown on drawing no's: Site Location Plan; 20/726/01 rev C; 20/726/01 rev C; 20/726/02 rev B; 20/726/03 rev B; 20/726/04 rev B; 20/726/05 rev B; 20/726/06 rev B; 20/726/07 rev D; 20/726/08; 20/726/09; 20/726/10; 20/726/11; 20/726/12 rev B received 27.09.2024.

Case Ref & Address	Date Started	Procedure	Appeal Ref & Nature
25/00714/FUL 60 Avondale Road Ashford TW15 3HT	25.09.2025	Written Representation	APP/Z3635/W/25/3373359 First floor rear extension and conversion of existing garage to habitable accommodation to facilitate a Change of use from a 6-person HMO (use class C4) to a 7-person HMO (use class sui generis) (As shown on plans: 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)
25/00856/HOU 14 Furzewood Sunbury-on-Thames TW16 6SJ			Proposed single storey side extensions and part single storey & part two storey rear / side double storey extension, front open porch & alterations to fenestration. As shown on drawing no's: SP/677/01; SP/677/02; SP/677/03; SP/677/04; SP/677/05; SP/677/LP1; SP/677/SP1 received 01.07.2025.
25/00529/FUL Parking Adjacent To 11 Denman Drive Ashford TW15 2AN			Installation of 2 no. electric vehicle charging units serving 4 no. spaces, with associated plant equipment. Including limited resurfacing works.

Appeal Decisions Made between 03 September 2025 – 30 September 2025

Case Ref & Address	Date Started	Procedure	Appeal Ref & Nature	Decision	Decision Date	Comments
25/00395/HOU 59 Kingsmead Avenue Sunbury-on- Thames TW16 5HL	03.07.2025	Fast Track Appeal	APP/Z3635/D/25/3367822 Erection of a single storey front extension, a front dormer and conversion of the existing garage into a habitable room	Appeal Dismissed	18.09.2025	The Inspector considered that the front dormer although modest in scale and set in from the roof edges, would occupy a narrowed section of roof, making it appear visually dominant and poorly integrated with the overall roof form. Its design contrasts with the pitched roofs of neighbouring dwellings and would be readily visible in views along Kingsmead Avenue. Rather than appearing as a natural extension of the existing form, the dormer would read as an awkward and incongruous addition, disrupting the visual rhythm of the group and detracting from the architectural integrity of the host building. In this instance, the replacement of the garage roof with a pitched roof may offer a limited aesthetic benefit, but the Inspector considered that this does not outweigh the concerns identified in relation to the overall

Case Ref & Address	Date Started	Procedure	Appeal Ref & Nature	Decision	Decision Date	Comments
						scale, massing, and design of the proposed extension. Additionally, there is no compelling evidence that these alterations to the pitched roof could not be achieved through a more modest intervention, one which better respects the established character of the area and avoids undue prominence. Therefore, the Inspector dismissed the appeal.
25/00677/HOU 4 The Vale Sunbury-on- Thames TW16 7SD	15.08.2025	Fast Track Appeal	APP/Z3635/D/25/3370326 Erection of two storey side and rear extensions and single storey rear extension (amendment to p/a 25/00116/HOU comprising addition of deeper single storey rear extension). (as shown on plan no's 4TV-003/1, -003/2, -003/3, -003/4, -003/5, -003/6, -003/7, -003/8, -003/9 all received 19.05.2025).	Appeal Dismissed	30.09.2025	The Inspector agreed that due to its considerable length and proximity to the boundary, the flank wall of the extension would visually dominate outlook. No. 3 is limited in width, and the projection of the extension would significantly increase the sense of enclosure for the occupants. Sited to the southwest, there would also be some loss of sunlight to the rear of No.3 later in the day, especially during winter months.

Current/Future Hearings/Inquiries

Case Ref & Address	Date Started	Procedure	Appeal Ref & Nature	Decision	Decision Date	Comments
25/00208/TPO Rowland Hill Almshouses Feltham Hill Road Ashford	14.08.2025	Hearing	APP/TPO/Z3635/10587 TPO264/2020- T1 (indicated within the submitted location plan as Pine Tree)- Monterey Pine- to fell (no work proposed to the Yew Tree-T2).			Waiting for the Inspector to publish dates.
24/00203/FUL Land South East Of The Ranges (addressed As 1A Priors Stables) Chertsey Road	05.11.2024	Hearing	APP/Z3635/W/24/3348103 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. As shown on plan no.'s 2023-1338v3-Mobile received 19.02.2024; amended site location plan			Hearing held on 12 th February 2025, but the appeal was then adjourned. The Hearing was re-arranged for the 3 rd July 2025. The hearing was adjourned until the 13 th and 14 th November 2025.

Case Ref & Address	Date Started	Procedure	Appeal Ref & Nature	Decision	Decision Date	Comments
			2023-1338v3-Location received 02.04.2024; amended plan 2023-1338v3-Block received 02.04.2024.			
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 until the 13 th and 14 th November 2025.

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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
24/01452/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
25/00866/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

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

Simon Rowbery
Interim Planning Development Manager
04/10/2025

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

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