

Planning Committee

21 August 2019



Application No.	19/01031/FUL
Site Address	West Wing, Council Offices, Knowle Green, Staines-upon-Thames, TW18 1XB
Applicant	Spelthorne Borough Council
Proposal	Alterations to the roof including extensions to the existing dormer windows.
Ward	Staines
Called-in	This proposal is being referred to the Planning Committee because the applicant is Spelthorne Borough Council.
Officer	Matthew Clapham

Application Dates	Valid: 24/07/2019	Expiry: 18/09/2018	Target: Under 8 weeks
Executive Summary	<p>The site is located in Staines-upon-Thames and comprises a part three storey and part four storey purpose built office block used as Spelthorne Council Offices. The West Wing was constructed in the 1980s and is an extension to the original building.</p> <p>The site is located approximately 350m from Staines train station and has good road, bus and rail links and easy access to Staines Town Centre.</p> <p>Approval has been granted under Class O of the General Permitted Development Order (GPDO) 2015 to convert the West Wing to 25 residential flats without the need obtain planning permission (Ref. 18/01267/PDO) and work has now commenced.</p> <p>The proposed alterations include an increase in the size of all but two of the existing dormer windows by extending down at their base in the West Wing and the addition of two roof vents on the western elevation. There are also alterations to two windows on the northern elevation, replacing windows with Automatic Opening Vents for fire purposes. The existing roof tiles are also to be replaced with new clay pantiles to match the existing, which may be carried out under permitted development.</p>		
Recommended Decision	This application is recommended for approval, subject to conditions.		

MAIN REPORT

1. Development Plan

- 1.1 The following policy in the Council's Core Strategy and Policies DPD 2009 is considered relevant to this proposal:

- EN1 (Design of New Development)

Also relevant is the Supplementary Planning Document on the Design of Residential Extension and New Residential Development 2011.

2. Relevant Planning History

18/01267/PDO Prior Approval for the Change of Use from Office (Class B1a) to Residential comprising 25 flats. 17.10.2018 Granted

PLAN/W/DE4 Erection of a four storey office extension 20.10.1982 Granted
82/589

3. Description of Current Proposal

- 3.1 The application site is the West Wing of the existing Spelthorne Borough Council Office Building. It is located in Knowle Green, close to the Magistrates and Crown Courts, the Spelthorne Leisure Centre, Staines Preparatory School and a doctors' surgery. The land is owned by the Council and is designated as Protected Open Urban Space.
- 3.2 The application is seeking to increase the size of all but two of the dormer windows in the West Wing and the addition of two roof vents on the western elevation. The dormer windows would each be extended approximately 60cm at their base, with a small safety balustrade rail on the outside. There are also alterations to two windows on the northern elevation, replacing windows with Automatic Opening Vents for fire purposes. use.
- 3.3 The existing approval provides 25 residential flats, comprising 8 no. 1 bed flats, 13 no. 2 bed flats and 4 no. 3 bed flats. A total of 25 parking spaces are proposed, utilising part of the existing parking area at Knowle Green. Bin and cycle storage areas are provided.
- 3.4 A copy of the proposed elevations are attached as an Appendix.

4. Consultations

The following table shows the consultees and their responses.

Consultee	Comment
Environmental Health (contamination)	No objections.

5. Public Consultation

- 5.1 To date no representations has been received.

6. Planning Issues

- Design and appearance
- Impact on neighbouring properties

7. Planning Considerations

Design and Appearance

- 7.1 The design and appearance of the proposed amended dormer windows is considered acceptable. The dormers would retain the pitched roof design which complies with the guidance contained in the Supplementary Planning Document on the Design of Residential Extension and New Residential Development 2011. It would also match the design of the remaining two wings of the building, used as Offices, subject to the increased size of the dormer windows.
- 7.2 The amended dormer windows would not extend any higher within the roof slope, however they do increase in size by 60cm at the bottom, moving the dormer windows closer to the eaves. However, there would remain a small distance between the bottom of the dormer window and the eaves. A small black metal balustrade is provided to the front of the extended dormer window. Therefore, due to the small scale of the alterations to the dormer windows, it is considered that the proposed dormer windows are acceptable and would respect the appearance of the existing building and would not be detrimental to the character and appearance of the area.
- 7.3 The addition of the two smoke extract vents, the two vents replacing existing windows and the re-tiling are all considered acceptable and are permissible under Permitted Development.

Impact on neighbouring properties

- 7.4 Due to the distances and relationship to adjoining properties and the small scale of the alterations to the dormer windows, no adverse impacts are considered to result on any surrounding properties or uses.

Local Finance Considerations

- 7.5 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. The proposed conversion will generate Council Tax payments which are not material considerations in the determination of this proposal.

Conclusions

- 7.6 The design and style of the proposed dormers and the other roof alterations are considered acceptable and would not be detrimental to the character and appearance of the area or the existing office building. No adverse impacts would affect the amenity of neighbouring premises.

8. Recommendation

- 8.1 GRANT 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 drawing no's 1320/PL/006; 1320/PL/007; 1320/PL/008; 1320/PL/009; 1320/PL/010 received 24.7.2018

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

3. The extensions and hereby permitted must be carried out in facing materials to match those of the existing building in colour and texture.

Reason: To ensure a satisfactory external appearance.

INFORMATIVES

1. Working in a positive/proactive manner

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

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