



# REGULATORY SERVICES COMMITTEE

# REPORT

24 October 2013

**Subject Heading:**

P1077.13 – The Print Room, Town Hall,  
Main Road, Romford – single-storey  
extension (received 2 September 2013)

**Report Author and contact details:**

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**Policy context:**

Local Development Framework  
The London Plan  
National Planning Policy Framework

**Financial summary:**

None

**The subject matter of this report deals with the following Council Objectives**

Clean, safe and green borough	<input type="checkbox"/>
Excellence in education and learning	<input type="checkbox"/>
Opportunities for all through economic, social and cultural activity	<input type="checkbox"/>
Value and enhance the life of every individual	<input type="checkbox"/>
High customer satisfaction and a stable council tax	<input checked="" type="checkbox"/>

## SUMMARY

This report concerns an application for an extension to the existing print room at the Town Hall. The application site is Council owned. Staff consider that the proposal would accord with policies relating to Listed Buildings and environmental issues contained in the Local Development Framework Core Strategy and Development Control Policies Development Plan Document and it is therefore recommended that planning permission be granted.

## RECOMMENDATIONS

It is recommended planning permission is granted subject to the following conditions:

1. Time limit: The development to which this permission relates must be commenced not later than three years from the date of this permission.

**Reason:** To comply with the requirements of section 91 of the Town and Country Act 1990.

2. External materials: The extension shall be built in the materials listed in the planning application form.

**Reason:** To ensure that the appearance of the proposed development will harmonise with the character of the surrounding area.

3. Accordance with plans: The development hereby permitted shall not be carried out otherwise than in complete accordance with the approved plans, particulars and specifications.

**Reason:** The Local Planning Authority consider it essential that the whole of the development is carried out and that no departure whatsoever is made from the details approved, since the development would not necessarily be acceptable if partly carried out or carried out differently in any degree from the details submitted.

4. Non-use of flat roof area: The roof area of the extension hereby permitted shall not be used as a balcony, roof garden or similar amenity area without the grant of further specific permission from the Local Planning Authority.

**Reason:** In the interests of the amenity of the occupiers of neighbouring dwelling, and in order that the development accords with the Development Control Policies Development Plan Document Policy DC61.

## INFORMATIVES

1. Statement Required by Article 31 (cc) of the Town and Country Planning (Development Management) Order 2010: No significant problems were identified during the consideration of the application, and therefore it has been determined in accordance with paragraphs 186-187 of the National Planning Policy Framework 2012.

## **Mayoral CIL**

The proposed development is for under 100 sq.m of floorspace and therefore no CIL is payable.

### **REPORT DETAIL**

#### **1. Site Description**

- 1.1 The application site forms part of the Town Hall complex which is located to the north of the Main Road and St Edwards Way highway junction and consists of Havering Town Hall and its associated outbuildings and car parks. The Town Hall building is two/three stories in height and a Grade II Listed Building. The part of the site which this application relates currently houses the Print Unit in a single-storey pre-fab located to the north-east of the main building. The Print Room unit is located to the rear of the Town Hall with access from Park End Road.
- 1.2 The application site is located within Romford Town Centre. The part of the site to which this application relates is adjoined to the east by the rear garden areas of residential properties.

#### **2. Description of Proposal**

- 2.1 The proposal is for the erection of a single-storey flat roof extension to the existing print room. The extension would be 3.15m wide by 4.4m long with a roof height of 2.8m above ground level.
- 2.2 The applicant advises that there is a corporate desire to share services with Newham (reducing costs), and the print section is at the forefront of this desire. As a result of this, Havering printing services are carrying out more and more work across the 2 Authorities and need to install additional print machines and create additional storage to cater for this additional demand. Therefore the existing print unit is to be re-modelled internally, with the office space lost and turned over to storage. 4 of the existing ICT Officers can share with GMB and Unison but it is necessary to create the small extension to accommodate the 2 Print Room Managers. It is intended to construct the small extension from materials to match those used in the existing Print Unit and to site it in the least prominent position.

#### **3. History**

- 3.1 None relevant.

#### **4. Consultation/Representations**

- 4.1 18 neighbouring occupiers were notified of the proposal, a site notice was posted and a press notice was placed in a local paper. At the time of drafting

the report the consultation period had not yet ended and there have been no responses at this stage. Any objections received will be reported orally at the Committee Meeting.

- 4.2 The London Fire Brigade (water office) have written that they are satisfied with the proposal.

5. **Staff Comments:**

- 5.1 The issues in this case are the principle of development, its impact on the setting of the Listed Building, its impact in the streetscene, on residential amenity and parking/highways. As such, Policies DC12, DC26, DC33, DC61 and DC67 of the Local Development Framework Core Strategy and Development Control Policies Development Plan are relevant. Also relevant are London Plan Policies 3.16, 4.2, 6.13, 7.4, 7.6 and 7.8 and the NPPF.

5.2 *Principle of development*

- 5.2.1 The proposal is for an extension to the existing Council print room to provide a staff office which will enable greater sharing of facilities resulting in cost savings to the Council and Council Tax payers. Policy DC12 of the LDF indicates that offices will be acceptable in the Town Centre.

- 5.2.2 It is considered that the proposed extension would improve the existing facility which supports the Council's ability to undertake its role as Local Authority. Staff consider that the proposal would be acceptable in principle, subject to impact being within acceptable limits.

5.3 *Design/Impact on Streetscene/rear garden environment*

- 5.3.1 The proposed extension would be single-storey and relatively small and, as it would be located behind the existing garages, some 115m from the nearest highway, Park End Road, Staff consider that there would be no impact on visual amenity in the streetscene.

- 5.3.2 The Print Room unit is located close to the rear gardens of properties in Dickens Way and Brunel Close. The proposed extension would be located more than 12m away from the side elevations of these adjoining residential properties. Given these distances and the single-storey height of the extension is 2.8m above ground level, Staff consider that there would not be any physical adverse impact in the rear garden environment from the proposed extension.

5.4 *Impact on the setting of the Listed Building*

- 5.4.1 The proposed extension is less than 14 sq.m and would be located some 52m away from the main Town Hall building, the Listed Building, behind another existing outbuilding. Of themselves these single-storey outbuildings are not of a particularly high level of design or materials, the proposed

single-storey extension would sit between two of these buildings and be of similar materials.

5.4.2 Whilst it is preferable that new development should look to enhance the setting of the Listed Building, given the current economic squeeze on Local Authorities and that it would at least preserve the setting of the Listed Building, it is considered that it would be acceptable in respect of impact on the Listed Building.

#### 5.5 *Impact on Residential Amenity*

5.5.1 The nearest residential properties are those to the east and north closest to the Print Room to the rear of the Town Hall. Specifically, the nearest would be located approximately 12m away.

5.5.2 The proposed office would not accommodate any print room equipment such that it is not considered that any additional noise would result from the proposed office use that would have an adverse impact on existing residential amenity.

5.5.3 The Print Room operating hours are not intended to alter. The proposal is for a staff office and Staff do not consider that the proposal would result in any significant adverse impact on residential amenity.

5.5.4 The proposed extension would be single-storey with a flat roof. Staff consider that a suitable condition could be attached to prevent the use of the roof as an amenity area, and as such there would not be any overlooking or privacy issues raised.

#### 5.6 *Highway/Parking*

5.6.1 There is no specific parking requirement for this particular use. The Council's main staff car-park is located with the Town Hall grounds and it is not considered that any additional parking space would be required in connection with the extension. There are no highways objections to this scheme.

### 6. **Conclusions**

6.1 Staff consider that the proposal would be acceptable in principle and, would not have an adverse impact on the setting of the Listed Building or on residential amenity, that it would be acceptable on other grounds and would be in accordance with policies contained in the LDF.

## IMPLICATIONS AND RISKS

### 7. **Financial Implications and risks:**

7.1 None

### 8. **Legal Implications and risks:**

8.1 This application is considered on its merits independently of the Council's interest as owner of the site.

### 9. **Human Resource Implications:**

9.1 None

### 10. **Equalities and Social Inclusion Implications:**

10.1 The Council's planning policies are implemented with regard to Equalities and Diversity.

## BACKGROUND PAPERS

1. The planning application as submitted or subsequently revised including all forms and plans.
2. The case sheet and examination sheet.
3. Ordnance survey extract showing site and surroundings.
4. Standard Planning Conditions and Standard Green Belt reason for refusal.
5. Relevant details of Listed Buildings, Conservation Areas, Article 4 Directions.
6. Copy of all consultations/representations received and correspondence, including other Council Directorates and Statutory Consultees.
7. The relevant planning history.