

**ROYAL BOROUGH OF WINDSOR & MAIDENHEAD
PLANNING COMMITTEE**

WINDSOR URBAN DEVELOPMENT CONTROL PANEL

30 March 2016

Item: 1

Application No.:	15/03184/FULL
Location:	Hovis Court 69 Alma Road Windsor SL4 3HD
Proposal:	Refurbishment of the existing office and erection of side and roof level extension, amendments to fenestrations and associated landscaping, cycle parking and ancillary works
Applicant:	Britel Fund Trustees Ltd
Agent:	Mr Kevin Goodwin - CgMs Consulting
Parish/Ward:	Castle Without Ward
If you have a question about this report, please contact: Adam Jackson on 01628 796660 or at adam.jackson@rbwm.gov.uk	

1. SUMMARY

- 1.1 It is proposed to refurbish and extend the existing Hovis Court office block at 69 Alma Road, Windsor. There is no objection to the principle of such a development in this area. Furthermore the size of the office in the context of the surrounding, nearby buildings is considered to assimilate well into this part of the town.
- 1.2 The proposal is considered acceptable in respect of the impact on the living conditions of occupiers of neighbouring properties, heritage assets, highway safety and convenience and drainage issues. Furthermore the building would meet the sustainability standards required of major developments as set out in the Borough's 'Sustainable Design and Construction' supplementary planning document.
- 1.3 In order to off-set the impacts arising from the development, a legal agreement is required to secure monies towards appropriate infrastructure, services and amenities as well as to secure the implementation of the travel plan. At the time of writing this report the legal agreement has not been signed, however, it is at an advanced stage.

It is recommended the Panel authorises the Borough Planning Manager:	
1.	To grant planning permission on the satisfactory completion of a legal agreement to secure the infrastructure improvements and travel plan and in accordance with the conditions listed in Section 10 of this report.
2.	To refuse planning permission if the legal agreement has not been satisfactorily completed by 30th April 2016 for the reason that the proposed development would not be accompanied by associated infrastructure improvements and a satisfactory travel plan.

2. REASON FOR PANEL DETERMINATION

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| <ul style="list-style-type: none">• At the request of Councillor Rankin, as the application is of public interest. |
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3. DESCRIPTION OF THE SITE AND ITS SURROUNDINGS

- 3.1 Hovis Court is an 'L' shaped three storey brick built building with basement parking. Hovis Court currently provides 2,086sqm of office accommodation. The area is characterised by a mix of residential and commercial buildings ranging from single storey to 5 storeys. To the south along York Road on the other side of Goslar way there are a number of residential properties with rear gardens facing towards Hovis Court. To the West of the site is the Windsor Youth and Community Centre, to the East is the Holiday Inn Express and to the North is the Windsor Police

Station. The Holiday Inn is 4 stories and the Windsor Police station is 4/5 stories. The site is also located within close proximity to the Inner Windsor Conservation Area.

- 3.2 Access will continue to be from the private un-adopted access road off Alma Road and the site is highly visible when heading toward Windsor via Goslar Way. The site is also located approximately 1km from the Windsor and Eton Central Train Station.
- 3.3 The site is not within the Windsor Town Centre nor is it within an area designated as an employment area.

4. DESCRIPTION OF THE PROPOSAL AND ANY RELEVANT PLANNING HISTORY

- 4.1 The description of the proposed development is 'Refurbishment of the existing office and erection of side and roof level extension, amendments to fenestration and associated landscaping, cycle parking and ancillary works'.
- 4.2 The application proposes to more than double the floorspace of the existing office. The side extension will square off the existing 'L' shape building to create a more rectangular development with a central atrium. The existing building will have a height of approximately 16.8 metres; however, at its lowest will be 12.5 metres. The proposed building will have a consistent height of approximately 15.3 metres; however, this would also include roof plant which ranges from approximately 2.8 to 3.4 metres in height. The third floor will be set in approximately 1.5 to 1.8 metres from the edge of the building and the roof plant above is set in an additional 3.8 to 4.8 metres.
- 4.3 All existing access is to be retained with parking areas to the south of the building and within the basement. 91 parking spaces will be provided.

5. MAIN RELEVANT STRATEGIES AND POLICIES RELEVANT TO THE DECISION

- 5.1 National Planning Policy Framework: Core Planning Principles, Paragraphs 18 – 22 (Building a strong, competitive economy), 29 - 41 (Promoting sustainable transport) & 56 – 68 (Requiring good design).

Royal Borough Local Plan

- 5.2 The main strategic planning considerations applying to the site and the associated policies are:

	Within settlement area	Important Trees	Highways/ Parking issues
Local Plan	DG1, E1, E10	N6	T5, P4

- 5.3 Supplementary planning documents adopted by the Council relevant to the proposal are:
- Planning Obligations and Developer Contributions
 - Sustainable Design and Construction

More information on these documents can be found at:
http://www.rbwm.gov.uk/web/pp_supplementary_planning.htm

Other Local Strategies or Publications

- 5.4 Other Strategies or publications relevant to the proposal are:
- RBWM Townscape Assessment - view at:
http://www.rbwm.gov.uk/web_pp_supplementary_planning.htm
 - RBWM Parking Strategy - view at:
http://www.rbwm.gov.uk/web_pp_supplementary_planning.htm

- RBWM Strategic Flood Risk Assessment - view at: http://www.rbwm.gov.uk/web_pp_supplementary_planning.htm
- RBWM Public Rights of Way Improvement Plan - view at: http://www.rbwm.gov.uk/web/prow_improvement_plan.htm

6. EXPLANATION OF RECOMMENDATION

6.1 The key issues for consideration are:

- i Principle of the development
- ii Impact on the character and appearance of the area
- iii Impact on heritage assets
- iv Impact on residential amenity
- v Parking and highway safety
- vi Groundwater and drainage
- vii Impact on trees important to the area
- viii Sustainability requirements

Principle of the development

6.2 Paragraph 19 of the National Planning Policy Framework (NPPF) also sets out the government's commitment to supporting sustainable economic growth and states that significant weight should be placed on the need to support economic growth through the planning system. Paragraph 24 requires that a sequential test is applied for main town centre uses that are not in an existing centre and paragraph 26 requires an impact assessment to be submitted for office development outside of town centres which exceed 2,500sqm.

6.3 In this case the net increase in useable office space is 2,099sqm and as such only the sequential test is considered necessary. The submitted planning statement demonstrates that there are no more central sites available which are suitable to provide the level of accommodation proposed. It has also been demonstrated that the site is highly accessible from by a number of different transport modes. It is considered therefore that the proposal passes the sequential test. The NPPF is more up-to-date than Policy E1 of the Local Plan, so national planning policy should be given significant weight in the determination of the application. Given the nature of the proposed development and the planning policy context, the principle of the office is acceptable and the proposal would help to secure economic growth.

Impact on the character and appearance of the area

6.4 Paragraph 56 of the NPPF places great importance on the design of the built environment and sets out that good design is a key aspect of sustainable development. Paragraph 64 of the NPPF also notes that permission should be refused for development of poor design that fails to take opportunities available for improving the character and quality of an area and how it functions.

6.5 Policy DG1 of the Local Plan complies with the NPPF and provides specific requirements on matters covering: design of new buildings; materials; landscaping schemes; parking; and, the character of the area. Policy E10 of the RBWM Local Plan also sets out design and development guidelines for the consideration of business and industrial development and cover matter such as layout, scale, materials and the provision of local services.

6.6 The most prominent public view of the extensions would be from along Goslar Way to the south of the site. The side extension runs along the east elevation of the existing building adding a width of approximately 12 metres to the building when viewed from Goslar Way, however, it is

considered that the extension is set far enough from the site boundaries to prevent the building from appearing cramped. The design of the extension itself also introduces enough visual interest with high levels of glazing breaking up what would otherwise be a solid mass and it is considered this prevents the building from appearing overly dominant within the street scene. The introduction of additional landscaping along this south boundary would also help to further reduce the visual impact on the extension; this could be dealt with by way of a suitable condition (See conditions 7 and 8).

- 6.7 To the east and to the north there are fewer views available from public vantage points with the Police Station and Holiday Inn being in the foreground. The proposed extension/building would also respect the height and building lines of these adjacent properties with the roof height being roughly similar to that of the Police Station and Holiday Inn. Additional height is proposed in the form of roof top plant rooms which ranges from a height of 2.8 to 3.4 metres. These plant rooms are set back significantly from the edge of the roof and as such the visual bulk they add would be limited. The proposal also includes plant rooms on the roof which have a height of up to 3.4 metres, however, these rooms are either side of a glazed skylight and above the third floor which is also predominately glazed and this helps to soften the built form of the development. The application proposes a flat roof; whilst this is not the prevailing roof form of the area it is considered acceptable in the context of the large surrounding buildings.
- 6.8 The brickwork as stated on the proposed elevation plans is proposed to match the existing. The majority of the development would be constructed using brick. However, the roof level extension will be mostly glazed. The external materials used would be of a high quality. It is considered necessary that a sample of the brickwork and other external materials be submitted to the Local Planning Authority prior to the commencement of the works on site to ensure this.

Impact on heritage assets

- 6.9 The site is adjacent to the Inner Windsor Conservation area. S72 (1) of the Planning (Listed Building and Conservation Areas) Act 1990 states the duty to pay "special attention... to the desirability of preserving or enhancing the character or appearance" of conservation areas. Policy CA2 of the Local Plan sets out the guidelines on development affecting conservation areas and sets out the requirement to enhance or preserve the character or appearance of the area. The NPPF tasks decision makers with assessing the impact of development on the significance of the heritage asset including the setting of the heritage asset.
- 6.10 The site sits just outside of the Inner Windsor Conservation Area which is approximately 60 metres to the east. Whilst there will be views of the development from this conservation area, these views would be limited, even after the thinning and reduction of tree cover along the eastern boundary of the site. It is not considered that the proposed extensions would significantly alter the character of the site/area, especially in the context of the surrounding buildings. As such the proposals will preserve the character and appearance of the Conservation Area.

Impact on residential amenity

- 6.11 One of the core principals of the NPPF requires that planning always seeks to secure a good standard of amenity for all existing and future occupants of land and buildings.
- 6.12 To the south of the site on the other side of Goslar Way is York Road. This section of York Road has 6 residential properties with gardens facing towards Hovis Court as well as Kipling Court which contains 30 flats. Concerns have been raised from neighbours over a loss of privacy as a result of the roof level extension proposed.
- 6.13 The existing building has a number of windows in the south elevation. The proposed roof extension will result in 3 metre tall glass panes at a height of approximately 12 metres upwards, these windows will face towards the York Road properties, however, are also set back approximately 1.8 metres from the southern edge of the building. Around the outside of this third floor there is a terraced area, however, with a depth of just 1.8 metres this is unlikely to be used as a main amenity area for staff. Given the separation distances between Hovis Court and the York Road properties (which starts at approximately 38m) and the points made above it is not

considered that the roof extensions will result in development that would significantly compromise the privacy of the neighbours.

Parking and Highways Safety

- 6.14 Paragraph 32 of the NPPF requires that all developments that generate significant amounts of movement should be supported by a Transport Statement or Transport Assessment. Local Plan Policies DG1 and P4 also require that development are provided with adequate parking and T5
- 6.15 The applicants transport consultant has submitted a Technical Note date 23 December 2015, in response to comments (dated 11 November 2015) raised by Highways officers in respect of trip rates and impact, parking provision and enforcement and servicing arrangement. In addition a revised Framework Travel Plan dated 18 January 2016 has also been submitted.
- 6.16 A further interrogation of the TRICS database has been undertaken in respect of trip rates. Based on this further analysis, it is now accepted that the trip rates used within the submitted Transport Statement are acceptable for the purposes of addressing the potential impact and parking demand regarding this particular development proposal.
- 6.17 It is noted that the level of on site parking is to be reduced from 92 to 91 to protect an existing tree. In response to concerns raised about the lack of parking enforcement along the private section of Alma Road causing problems with maintaining a safe means of access, the applicant as owner of the private road, proposes to appoint a Parking Management Company to undertake future enforcement of the current no waiting restrictions. Such enforcement would mean that employees who chose to drive to work and not having been allocated a parking space on-site would not be able to park along the private section of Alma Road. It should also be noted that while parking is permitted on nearby publically adopted streets, these are limited to 2 hours or less. To better manage demand for limited parking on site, the applicant proposes to issue and allocate appropriate staff permits. It is stated necessity would be based on the potential accessibility of the site by public transport from the (work) journey origin and personal needs such as childcare arrangements. These proposed measures together with the revised Framework Travel Plan now adopts a more rigorous target for car journeys to/from work and which is to be enforced as necessary by sanctions, address previous concerns raised with regard to parking provision and enforcement. In order to minimise the impact of car parking off-site the Travel Plan is proposed to act as a tool through which to raise awareness of sustainable transport methods. The site is located in a good location which is highly accessible for all modes of transport, including eight bus links to a range of locations within 500m of the site and several rail options within 1.5 kilometres walking distance. Various residential areas in addition to Windsor Town Centre are also well within the recommended acceptable walking distance of the site and the majority of Windsor is within the desirable cycle distance.
- 6.18 A more rigorous travel plan target than required in the Council's Planning Obligations and Developer Contributions SPD is now proposed, so as to minimise travel by car. The revised proposed target is that the daily car/employee ratio should not exceed 60% at any time during the first year of occupation of the site and shall be reduced by a further 5% each year for the next two years. It is noted that the travel plan acknowledges the potential for sanctions in the event of non-compliance with implementing the travel plan and failure to meet targets.
- 6.19 A total of 59 cycle stands are now proposed as part of the development, which provides enough space for 118 bicycles. Showering and changing facilities are provided within the basement of the building. Whilst the proposal does not include specific enhancements to off-site cycle infrastructure, the applicant is to provide contributions towards off-highways schemes identified as St Leonards Road junction with Victoria Street and the Clarence Road junction with Alma Road.
- 6.20 The revised Framework Travel Plan now meets the Council's requirements in full and the previous concerns/queries in respect of trip rates and associated impact, the parking provision and also servicing arrangements have been addressed and/or clarified.

Groundwater and drainage

- 6.21 The site is located in Flood Zone 1 (0.1% AEP) of the Environment Agency's Flood Map for Planning (Rivers and Sea). The Environment Agency Risk of Flooding from Surface Water map shows a localised risk of surface water flooding immediately east of the existing building which
- 6.22 The proposal is to re-use the existing drainage connections is considered acceptable and it is accepted that Thames Water has provided their approval in principle for this method of discharge of surface water. The Lead Local Flood Authority raises no objection.

Impact on trees important to the area

- 6.23 Policy N6 of the Royal Borough of Windsor and Maidenhead Local Plan requires that where appropriate, applications for new development should submit a detailed tree survey as part of the application wherever existing trees are a feature of the site, carry out any protection measures considered necessary to protect trees during site clearance and include an appropriate tree planting and landscaping scheme where the amenity value of trees outweighs the justification for development.
- 6.24 None of the trees on site are protected. However these perform an important role in softening the impact of the built form of the development. A British standard 5837 tree survey or tree protection plan has not been submitted; however, it appears likely that both on and off-site trees along the east boundary may be lost. But due to the new soft landscaping areas along the southern boundary it will be possible to mitigate for some of the loss of trees/planting along the eastern boundary by providing planting to the south. It is considered necessary that an arboricultural method statement be submitted to enable protection of existing trees both on and off site. It is also recommended that a landscaping condition is attached which encourages new planting along the southern boundary and across other parts of the site. (See conditions 7 and 8).

Sustainability requirements

- 6.25 The council has an adopted 'Sustainable Design and Construction' Supplementary Planning Document which was formally adopted in June 2009. It is a material consideration in the assessment of planning applications and its purpose is to help improve the sustainability performance of buildings and spaces through their construction and subsequent use.
- 6.26 Major developments such as this one are required to meet and provide evidence in support of the BREEAM requirements as well as other issues such as; energy consumption, on-site renewable energy generation, water management, waste management etc.
- 6.27 In this case it has been demonstrated that the proposal would meet the BREEAM standards of 'Very Good' and will provide a minimum of 10% of expected energy demand via on site renewable energies. Evidence for this is contained within the Energy Strategy dated September 2015, the Sustainable Design and Construction document dated August 2015 and the BREEAM Offices 2014 (New Construction) document dated August 2015. It is recommended that the development is conditioned to be constructed and subsequently maintained/used in accordance with these documents. (See condition 9 in section 10 below).

7. ASSOCIATED INFRASTRUCTURE IMPROVEMENTS

- 7.1 This development would place additional pressure on local services and infrastructure. The Council requires local services and infrastructure to be improved alongside development and to be funded by the developer in accordance with its Supplementary Planning Documents setting out the relevant costs (see paragraph 5.3). In this case these improvements can be secured through an undertaking under S106 of the 1990 Planning Act completed before planning permission is granted. Details of the funding and projects are shown below.

Public Transport and Highways	St Leonards Road junction with Victoria Street works (£62,000)	£90,000
	Clarence Road junction with Alma Road works (£28,000)	
Total Contributions		£90,000
Monitoring and Management Fee		£720
Total		£90,720

8. CONSULTATIONS CARRIED OUT

Comments from interested parties

45 occupiers were notified directly of the application.

The application was advertised in the Maidenhead & Windsor Advertiser 29.10.2015

The planning officer posted a statutory notice advertising the application at the site on 23.10.2015

6 letters were received objecting to the application, summarised as:

Comment		Where in the report this is considered/Officer response
1.	The addition of a fourth storey to the building will invade our privacy. (3)	Sections 6.11 – 6.13
2.	Surely the proposal to more than double the size of the existing office will make the building out of all proportion with the surrounding area.	Sections 6.4 – 6.6
3.	If allowed this could give a signal to the owners of the other commercial buildings in the area to increase the size of theirs.	Each application is considered on its own individual merits.
4.	Backing onto Goslar Way we are already blighted by noise and we do not have to be acoustic engineers to foresee the increase in traffic noise levels that would result from a tunnelling effect caused by the extension and extra height of the proposed building.	It is not considered that there will be a significant increase in traffic as a result of the development and any increase would not significantly increase noise levels against the existing background noise from traffic on Goslar Way.
5.	There are no extra parking spaces proposed. Presumably the increased size of the building is for accommodating extra office workers, the majority of which will want to travel by car. This will inevitably lead to parking problems and consequent congestion along, Alma, York and other residential roads.(4)	Sections 6.14 – 6.20
6.	The proposal is for a major reconstruction in all aspects i.e. scale, bulk and mass which makes the current building twice as large which we believe is inappropriate for the site.	Sections 6.4 – 6.6

7.	The access for the site is in Alma Road, which forms a road link through the Inner Windsor Conservation Area. Therefore doubling the size of the workforce and in turn introducing potentially more traffic into the conservation area which is not considered desirable or appropriate.	Sections 6.9 - 6.10 and 6.14 - 6.20
8.	There is already planning approval for Imperial House in Alma Road which when constructed has the potential of accommodating over 2000 employees but with only 498 car parking spaces. Imperial House alone will bring significantly more traffic into Alma Road. Therefore the expansion of Hovis Court will only add to this unacceptable influx of traffic into what is primarily, a residential road.	Sections 6.14 – 6.20
9.	Having viewed the amended plans we fail to see what a reduction of 90cm in the height of the plant room is supposed to achieve, the development will still result in a huge building out of all proportions with its surroundings.	Sections 6.4 – 6.6
10.	On the subject of drainage, the eastbound stretch of Goslar Way adjoining Hovis Court has been prone to flooding for as long as I can remember. The concreting over yet more land in the vicinity will surely make this situation worse.	Section 6.22

Other consultees and organisations

Consultee	Comment	Where in the report this is considered/Officer response
Windsor Neighbourhood Plan Forum	<ul style="list-style-type: none"> □ We have no objection to a modified development on this site; however, we consider this proposed building to be an over-development in terms of its bulk and height. It is our understanding that the future of the Police Station is now under discussion and it is probable that it will result in demolition, in this event; Hovis Court will become the dominant building, surrounded by mainly residential properties. Our draft policies A6 (A-C) require proposed development to be compatible with the character and appearance of the area and A6 (E-F) require that the heights of buildings should be scaled in relation to the open space on site and the streets so that frontages closer to the street are lower and less dominant. □ Parking issues also need more consideration. A much larger building will create more office space and require more parking spaces than can be provided on site. This will lead to further on street parking in the surrounding residential areas where there is already a parking shortage. In addition since access to the site will be via Alma Road, careful consideration should be given to the fact that more spaces and traffic will compromise subsequent residential development in the adjacent area, a key area already defined in the Borough Local Plan Preferred Options document. 	<p>The Windsor Neighbourhood Plan is not in an advanced enough stage to be a material consideration that can be afforded significant weight in the determination of this application.</p> <p>Design and character issues are addressed in sections 6.4 – 6.6 and parking issues are considered in sections 6.14 – 6.20</p>

<p>Highways Authority</p>	<p>The revised Framework Travel Plan now meets the Council's requirements in full and the previous concerns/queries in respect of trip rates & impact, parking provision & enforcement and also servicing arrangements have all been addressed and/or clarified.</p> <p>Subject to the Travel Plan, Parking Enforcement Management Arrangements and developers' contributions being secured by way of a separate legal agreement, it is recommended that any planning permission granted, includes the following conditions and informatives:</p> <ol style="list-style-type: none"> 1. HA06A (Construction Management Plan) 2. HA09A (Parking/turning as per approved drawing) 3. HA17A (Refuse bin collection and recycling provision as per approved drawing) <p>Also Informatives as follows:</p> <ol style="list-style-type: none"> 1. H106 (No damage to footways/verges) 2. H107 (No damage to highways) 	<p>Noted – All conditions are accepted and forms part of the recommendation for approval. (See condition 3, 4 and 6 in section 10 below) A condition has also been added to secure the cycle provision in accordance with the approved drawings (See condition 5 in section 10 below) A full overview of Highways considerations can be seen in sections 6.14 – 6.20 of this report.</p>
<p>Lead Local Flood Authority</p>	<p>The Lead Local Flood Authority supports the applicant's proposal to re-use the existing drainage connections and is satisfied that Thames Water has provided their approval in principle for this method of discharge.</p> <p>Following our review of the information submitted with the original application and the revised details and correspondence detailed, we recommend this application is approved subject to the following conditions:</p> <p>No development shall take place until full details of the Drainage System(s) have been submitted to and approved in writing by the Local Planning Authority. These details shall include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Full details of all components of the proposed drainage system including dimensions, locations, gradients, invert & cover levels, and drawing's as appropriate <input type="checkbox"/> Full details of the proposed overland flow routes that will be provided through the Proposed Development to ensure the existing overland flow routes are maintained and surface water flood risk is not increased <input type="checkbox"/> Full details to show that the drainage scheme has been designed to account for the areas of localised surface water flood risk shown to the east of the existing building; and <input type="checkbox"/> Full details of the maintenance and/or adoption proposals/agreements for the development covering every aspect of the proposed drainage system. 	<p>Noted – The suggested condition is accepted and forms part of the recommendation for approval. (see condition 10 in section 10 below) A full overview of groundwater and drainage issues can be seen in sections 6.21 – 6.22 of this report.</p>

Tree Officer	<p>A British standard 5837 tree survey has not been submitted. There are trees both on and off-site that are likely to be impacted upon by the proposal. A survey should be submitted to enable a detailed assessment to be made. In the absence of a survey, my comments are general. The three trees along the western boundary of the site remain unaffected. The Himalayan birch to the north east of the main entrance into the building is not shown for retention. Likewise trees/shrubs to the south east of the building are not being retained, nor those along the eastern boundary. Whilst some gain is to be had along the southern boundary with some of the car parking bays being pulled further into the site, this does not adequately mitigate for the loss of tree/shrub cover overall. In order to address this, parking bay no. 30 will need to be deleted, along with bays, nos. 28, 29 and 31. There may be scope to move the bays in-between nos. 15 and 16, although some modification or relocation of the stairs would be required. The parking bays along the eastern boundary may need to be pulled in from this boundary to avoid significant incursions into the root protection areas of off-site trees and a good quality tree within the site. The Himalayan birch to the north east is important when viewed along the main access. It helps to offset the built form and provides a reciprocal feature to the Himalayan birch on the other side of the main entrance. The scheme should be amended to retain this tree. Unless the above is adequately addressed, I recommend refusal of the application under N6 and DG1.</p> <p>They need to provide details of the removal of existing hardstanding where they are converting to soft and ensure no underground constraints in these areas (e.g. soakaways) that might otherwise preclude planting. We also need details of the new hardstanding where within root protection area of retained and off-site trees, such as levels and construction type (no-dig, free draining).</p>	<p>Noted – It is accepted that the trees on site do positively contribute to the character of the area; however, none of the trees are protected. It has been considered therefore that trees/landscaping can be controlled via a suitable planning condition. (See conditions 7 and 8). See Sections 6.23 – 6.24.</p>
Environmental Protection	<p>No comments at the time of writing this report.</p>	<p>Awaiting comments. These will be added to an update report when received.</p>

9. APPENDICES TO THIS REPORT

- Appendix A - Site location plan
- Appendix B – Existing and proposed plans

This recommendation is made following careful consideration of all the issues raised through the application process and thorough discussion with the applicants. The Case Officer has sought solutions to these issues where possible to secure a development that improves the economic, social and environmental conditions of the area, in accordance with NPFf.

In this case the issues have been successfully resolved.

10. CONDITIONS RECOMMENDED FOR INCLUSION IF PERMISSION IS GRANTED

1. The development hereby permitted shall be commenced within three years from the date of this permission.
Reason: To accord with the provisions of Section 91 of the Town and Country Planning Act 1990 (as amended).
2. No development shall take place until samples of the materials to be used on the external surfaces of the development have been submitted to and approved in writing by the Local Planning Authority. Details of materials to be used for any new or replacement hard surfacing shall also be submitted to the Local Planning Authority for approval in writing. The development shall be carried out and maintained in accordance with the approved details.
Reason: In the interests of the visual amenities of the area. Relevant Policy DG1
3. Prior to the commencement of any works of demolition or construction a management plan showing how demolition and construction traffic, (including cranes), materials storage, facilities for operatives and vehicle parking and manoeuvring will be accommodated during the works period shall be submitted to and approved in writing by the Local Planning Authority. The plan shall be implemented as approved and maintained for the duration of the works or as may be agreed in writing by the Local Planning Authority.
Reason: In the interests of highway safety and the free flow of traffic. Relevant Policies - Local Plan T5.
4. No part of the development shall be occupied until vehicle parking and turning space has been provided, surfaced and marked out in accordance with the approved drawing. The space approved shall be kept available for parking and turning in association with the development.
Reason: To ensure that the development is provided with adequate parking facilities in order to reduce the likelihood of roadside parking which could be detrimental to the free flow of traffic and to highway safety, and to facilitate vehicles entering and leaving the highway in forward gear. Relevant Policies - Local Plan P4, DG1.
5. No part of the development shall be occupied until covered and secure cycle parking facilities have been provided in accordance with the approved drawing. These facilities shall thereafter be kept available for the parking of cycles in association with the development at all times.
Reason: To ensure that the development is provided with adequate cycle parking facilities in order to encourage the use of alternative modes of transport. Relevant Policies - Local Plan T7, DG1.
6. No part of the development shall be occupied until the refuse bin storage area and recycling facilities have been provided in accordance with the approved drawing. These facilities shall be kept available for use in association with the development at all times.
Reason: To ensure that the development is provided with adequate facilities that allow it to be serviced in a manner which would not adversely affect the free flow of traffic and highway safety and to ensure the sustainability of the development. Relevant Policies - Local Plan T5, DG1.
7. No development shall take place until full details of both hard (including porous materials for the new parking areas) and soft (including planting along the southern boundary) landscape works, have been submitted to and approved in writing by the Local Planning Authority. Works shall subsequently be undertaken in accordance with the approved details and soft landscape works shall be carried out as approved within the first planting season following the substantial completion of the development and retained in accordance with the approved details. If within a period of five years from the date of planting of any tree or shrub shown on the approved landscaping plan, that tree or shrub, or any tree or shrub planted in replacement for it, is removed, uprooted or destroyed or dies, or becomes seriously damaged or defective, another tree or shrub of the same species and size as that originally planted shall be planted in the immediate vicinity, unless the Local Planning Authority gives its prior written consent to any variation.
Reason: To ensure a form of development that maintains, and contributes positively to, the character and appearance of the area and in the interest of on and off site trees. Relevant Policies - Local Plan DG1 and N6

8. In this condition a 'retained tree' means an existing tree that is to be retained in accordance with the approved plans and particulars; no retained tree as shown on a British Standard 5837 Compliant Tree Survey Plan that has been previously submitted prior to commencement of development and subsequently approved in writing by the Local Planning Authority shall be felled, uprooted, wilfully damaged or destroyed, cut back in any way or removed without previous written consent of the local planning authority. Any retained tree that is removed without consent, or dying or being severely damaged or becoming seriously diseased within 5 years from the completion of the development hereby permitted shall be replaced with tree(s) of an appropriate size, species and planted in the same place as has previously been agreed in writing with the Local Planning Authority. In addition:
- a) No development or other operation (including site clearance) shall commence on the site until a scheme (herein called the Approved Arboricultural Method Statement) that provides for the retention and protection of trees, shrubs and hedges growing on or adjacent to the site, including details of arboricultural supervision during construction works, has been submitted to, and approved in writing by, the local planning authority. No development or other operations shall take place except in complete accordance with the approved protection scheme.
 - b) No operations shall commence on site in connection with development hereby approved (including any tree felling, tree pruning, demolition works, soil moving or any other operation involving the use of motorised vehicles or construction machinery) until the tree protection works required by the Approved Arboricultural Method Statement are in place on site.
 - c) The fencing or other works which are part of the approved scheme shall not be moved or removed, temporarily or otherwise, until all works including external works have been completed and all equipment, machinery and surplus materials removed from the site, unless the prior approval of the local planning authority has first been sought and obtained. Reason: To protect trees which contribute to the visual amenities of the site and surrounding area. Relevant Policies - Local Plan DG1, N6.
9. The development shall be constructed and maintained in accordance with the sustainability measures set out in the 'Energy Strategy' (September 2015), the 'Sustainable Design and Construction' document (August 2015) and the 'BREEAM Offices 2014 (New Construction)' document (August 2015) accompanying the application, unless otherwise agreed in writing by the Local Planning Authority prior to the commencement of the development.
Reason: To ensure that the development is sustainable and efficient in the use of energy, water and materials and to comply with the requirements of the Royal Borough of Windsor and Maidenhead's adopted Sustainable Design and Construction Supplementary Planning Document.
10. No development shall take place until full details of the Drainage System(s) have been submitted to and approved in writing by the Local Planning Authority. These shall include:
- Full details of all components of the proposed drainage system including dimensions, locations, gradients, invert & cover levels, and drawings as appropriate;
 - Full details of the proposed overland flow routes that will be provided through the Proposed Development to ensure the existing overland flow routes are maintained and surface water flood risk is not increased;
 - Full details to show that the drainage scheme has been designed to account for the areas of localised surface water flood risk shown to the east of the existing building; and
 - Full details of the maintenance and / or adoption proposals / agreements for the development covering every aspect of the proposed drainage system.
- The works shall subsequently be carried out in accordance with the approved details and maintenance carried out in perpetuity.
Reason: To ensure the site has adequate provision for drainage.
11. The development hereby permitted shall be carried out in accordance with the approved plans listed below.
Reason: To ensure that the development is carried out in accordance with the approved particulars and plans.

Informatives

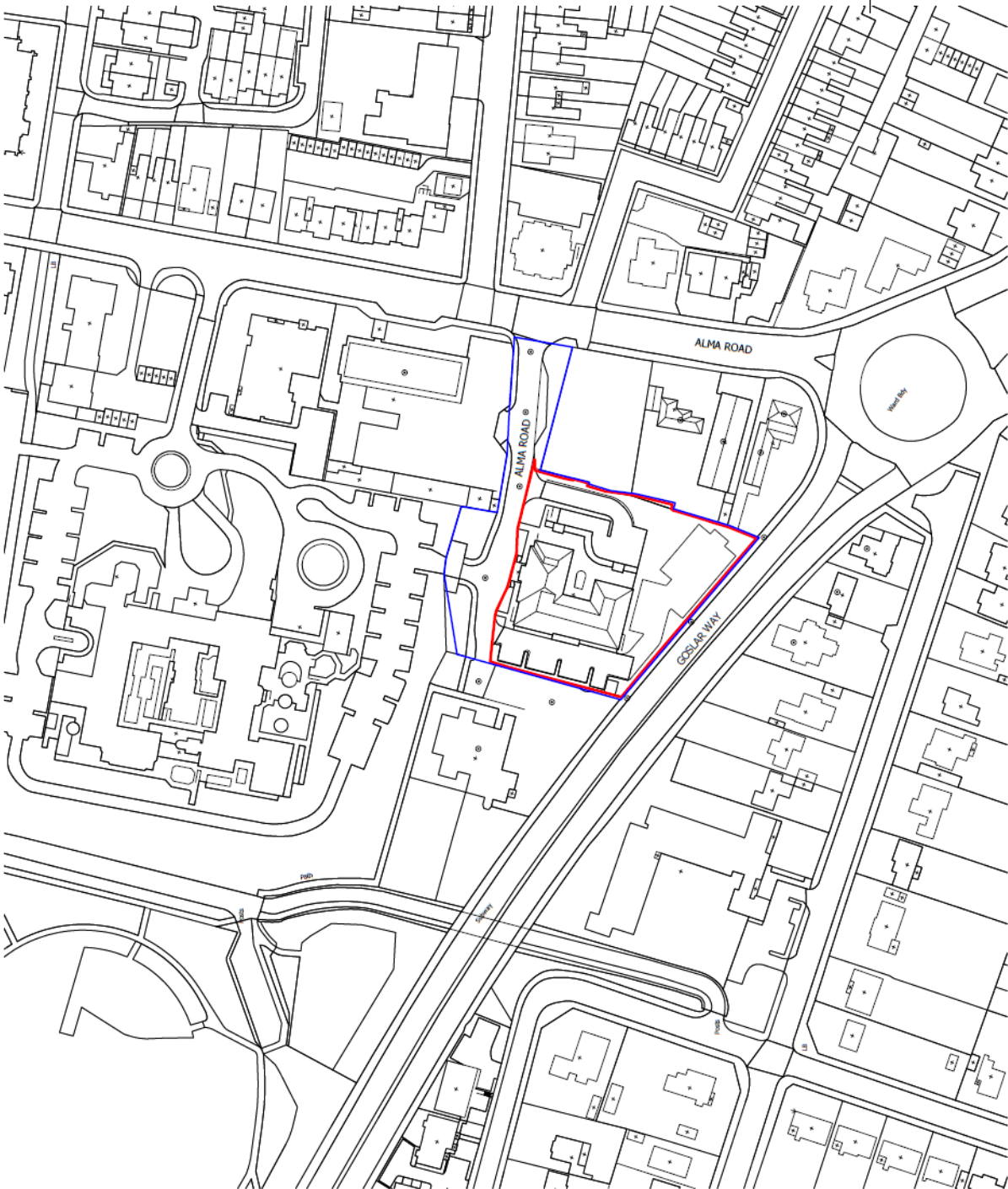
1. The attention of the applicant is drawn to the Berkshire Act 1986, Part II, Clause 9, which enables the Highway Authority to recover the costs of repairing damage to the footway or grass verge arising during building operations.
2. The attention of the applicant is drawn to Section 59 of the Highways Act 1980 which enables the Highway Authority to recover expenses due to extraordinary traffic.

Appendix A- Site Location Plan

The scaling of this drawing cannot be assured

Revision	Date	Dim	Ckd
A	10/09/15	TM	RP

A Applicant Ownership Boundary added



Red Line Boundary
Applicant Ownership

Project
69 Alma Road,
Windsor

Drawing Title
Site Location Plan

Date	Scale	Drawn by	Check by
02/27/15	1 : 1250 @ A3	TM	TM
Project No	Drawing No	Revision	
23853	PL_01	A	

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Site Location Plan

1 : 1250

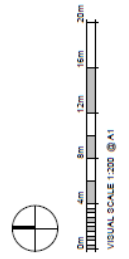
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J:\23000 - 23990\23800 - 23850\23853 - 69 Alma Road Windsor - READING DUPLICATION - DWG & Registers\Arch & Design\Drawings - Planning\Plan\23853 - J:\GIS\Central_2015.2.rvt

Proposed Site Plan

The validity of this drawing cannot be assured without the following information:
 A - Design Development - Issue Date: 20/05/23
 B - Issue Date: 20/05/23
 C - Issue Date: 20/05/23
 D - Issue Date: 20/05/23
 E - Issue Date: 20/05/23
 F - Issue Date: 20/05/23
 G - Issue Date: 20/05/23
 H - Issue Date: 20/05/23
 I - Issue Date: 20/05/23
 J - Issue Date: 20/05/23
 K - Issue Date: 20/05/23
 L - Issue Date: 20/05/23
 M - Issue Date: 20/05/23
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 U - Issue Date: 20/05/23
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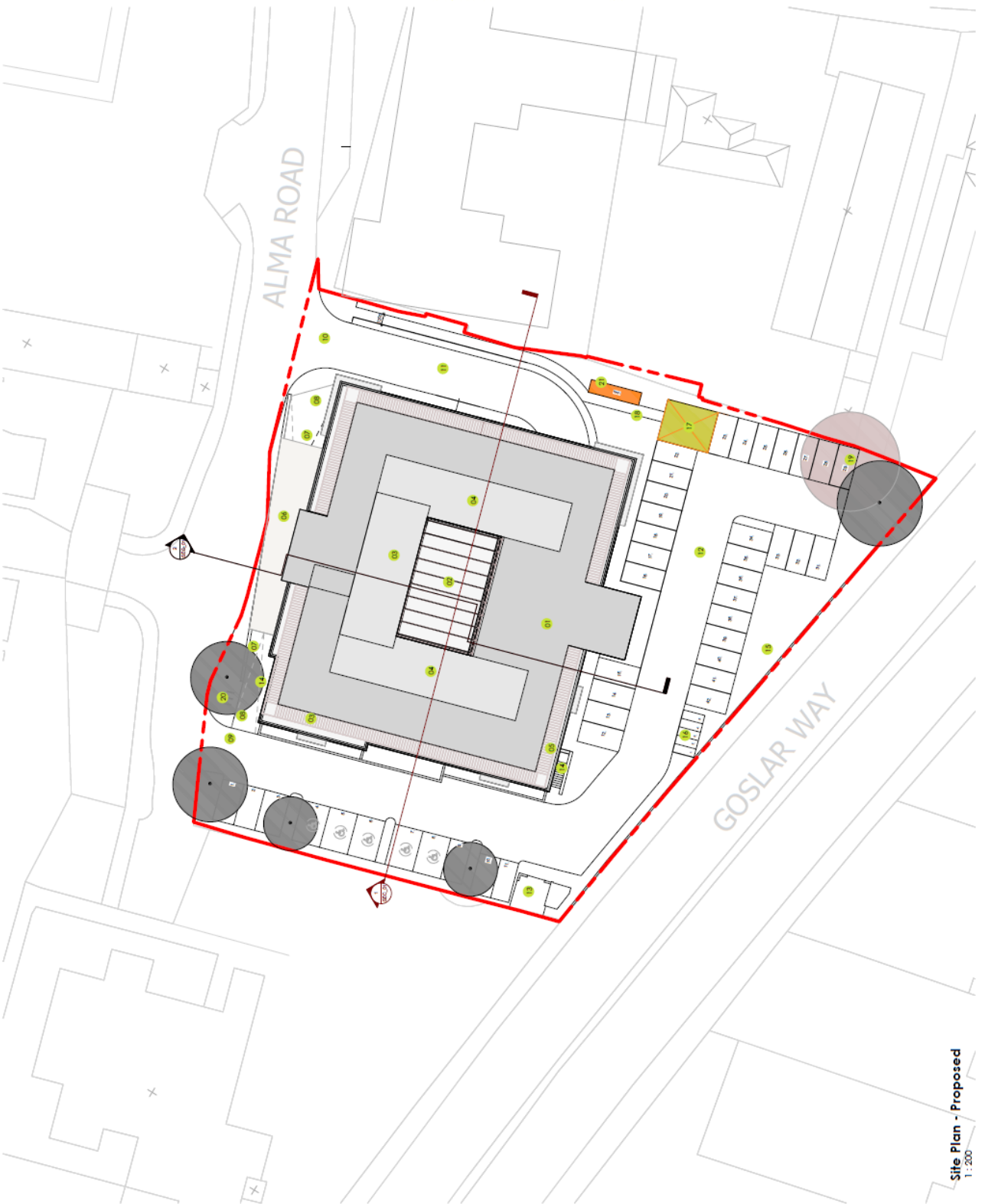
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- 1 - First Floor
 - 2 - Ground Floor
 - 3 - External Plant Area (Screened)
 - 4 - External Plant Area (Screened)
 - 5 - External Plant Area (Screened)
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 - 7 - External Plant Area (Screened)
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 - 19 - External Plant Area (Screened)
 - 20 - External Plant Area (Screened)
 - 21 - External Plant Area (Screened)



Project: [Name]
 Location: [Name]
 Drawing Title: [Name]
 Proposed Site Plan

Scale: [Value]
 Author: [Name]
 Date: [Date]

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Site Plan - Proposed
 1:200

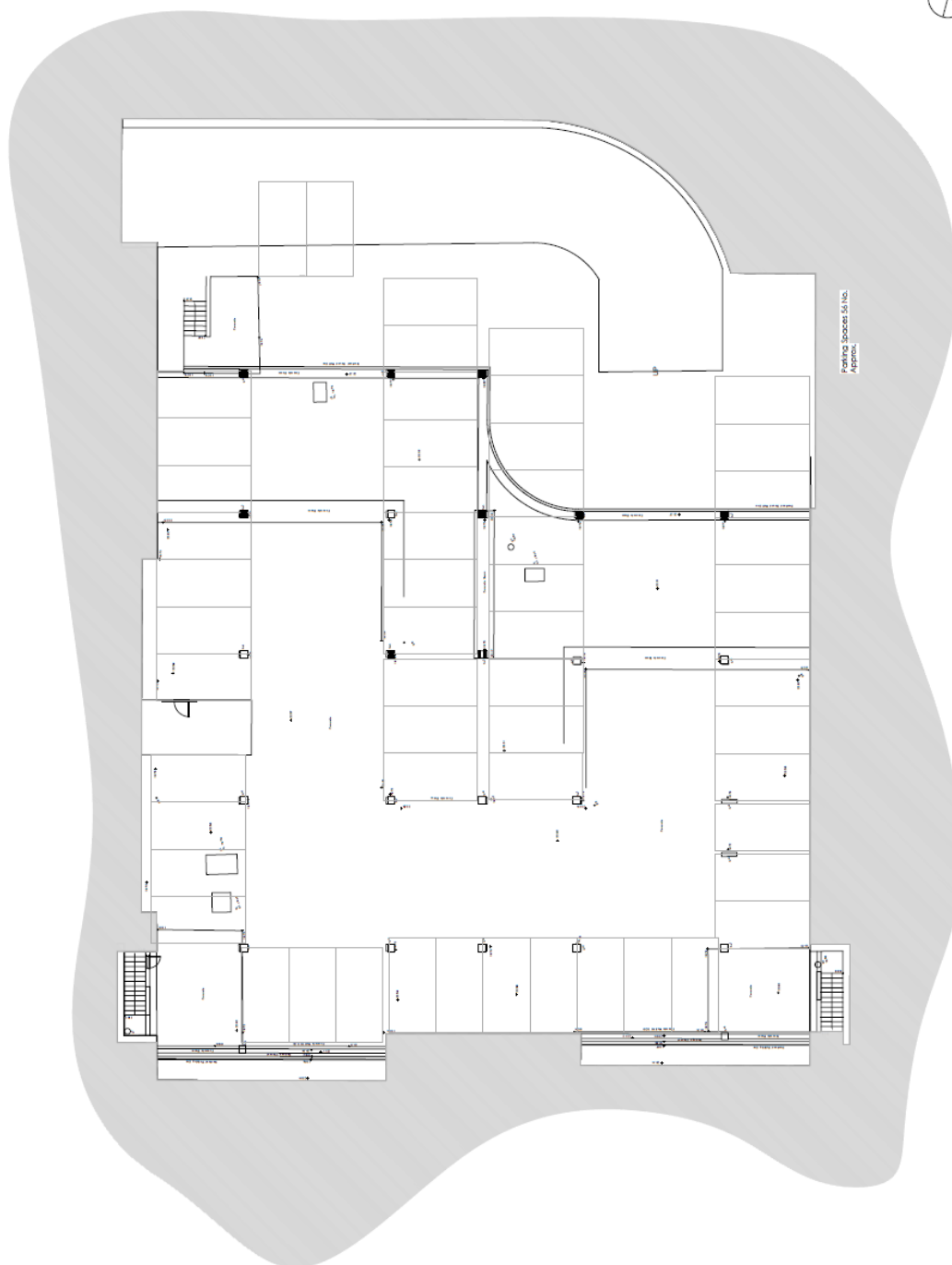
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Existing Basement Plan

The scaling of this drawing cannot be assumed.
 Revision: Date: Old

Client: Check by:
 20/01/23 1:100 @ A1 T.M.G. J.P.
 Project No: Drawing No: Revision:
 20223 01_01 01_01

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Forcing Spaces 55 No.
 Approval:

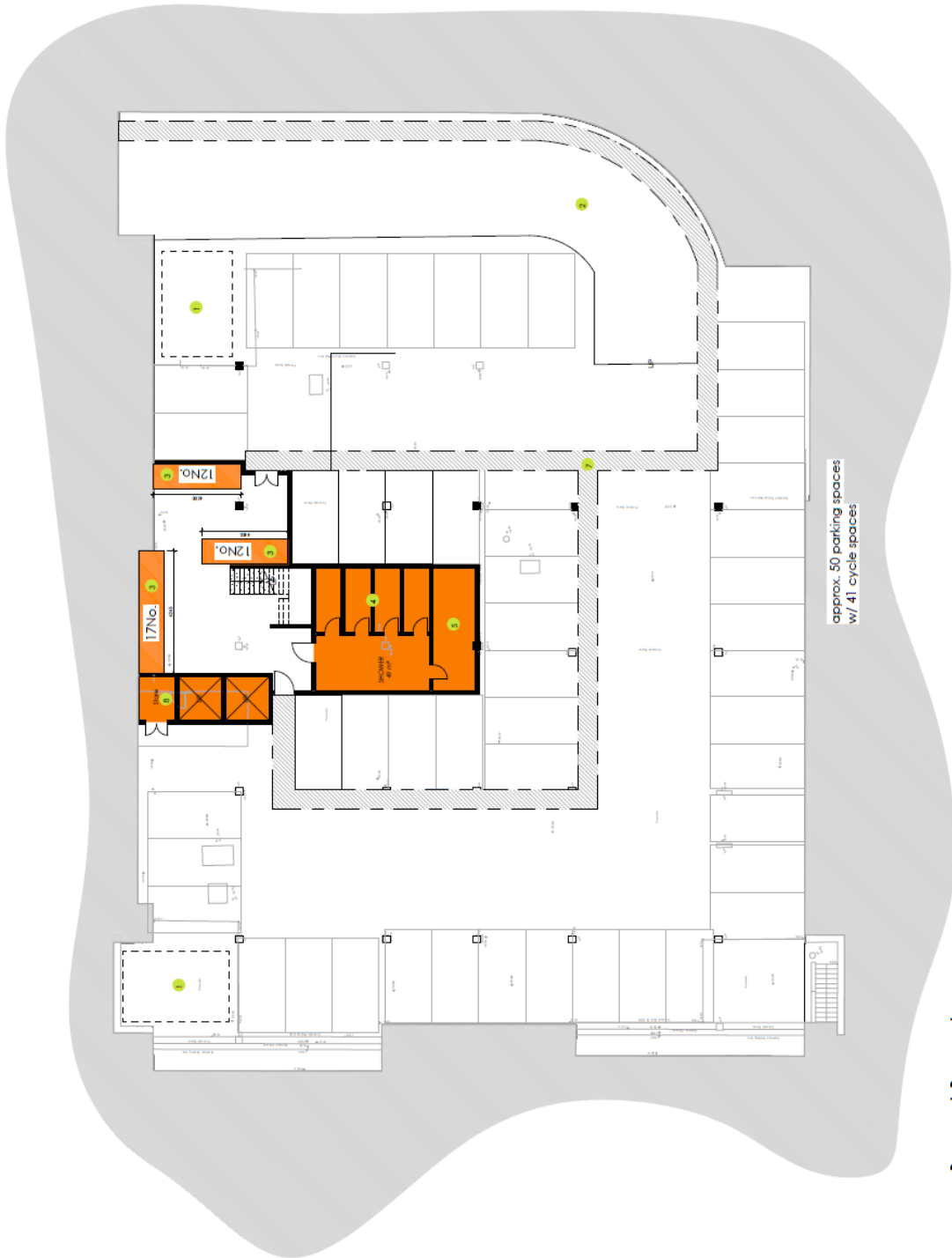
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Basement - Existing
 1:100

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Proposed Basement Plan

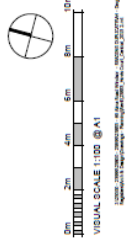
The Making of this Drawing cannot be assumed
 Revision: 1 - Incorporated - Revision: 2 - See case 25/08/15 - TN
 4 - Checked & Year's work issued



- Legend**
- 1 - Proposed Plant and Equipment
 - 2 - Ramp to undercroft
 - 3 - Cycle spaces
 - 4 - Cycle spaces
 - 5 - Drying Space
 - 6 - Drying Space
 - 7 - Ramp up to reception
 - 8 - Ramp up to cycle route
 - 8 - Store cupboard

Project: [illegible]
 Client: [illegible]
 Designer: [illegible]
 Date: [illegible]
 Scale: 1:100 @ A1
 Drawing No: [illegible]
 Project No: [illegible]
 Revision: [illegible]
 Date: [illegible]

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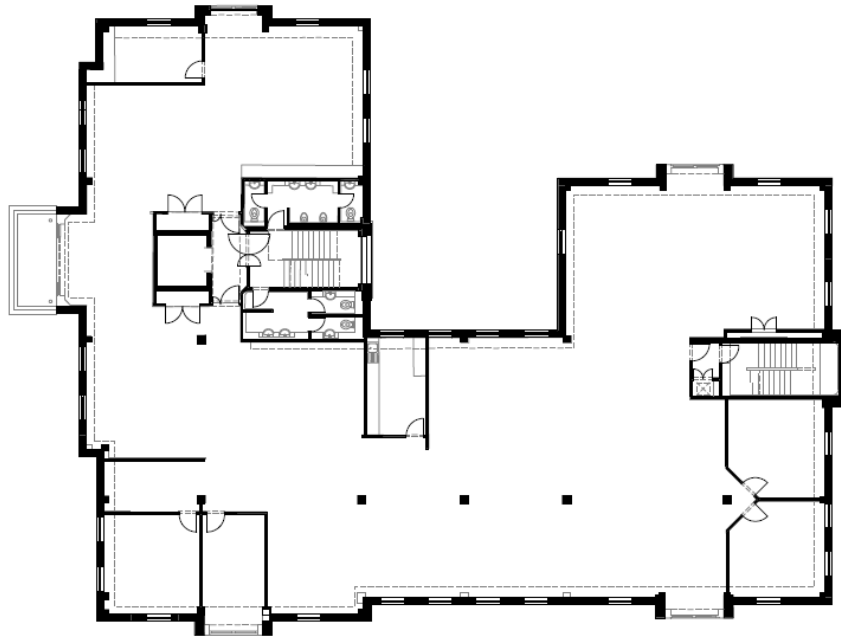


Basement_Proposed
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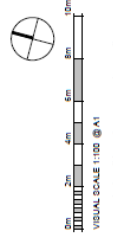
Existing First Floor Plan

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Revision Date Dim Ord



01. First Floor - Existing
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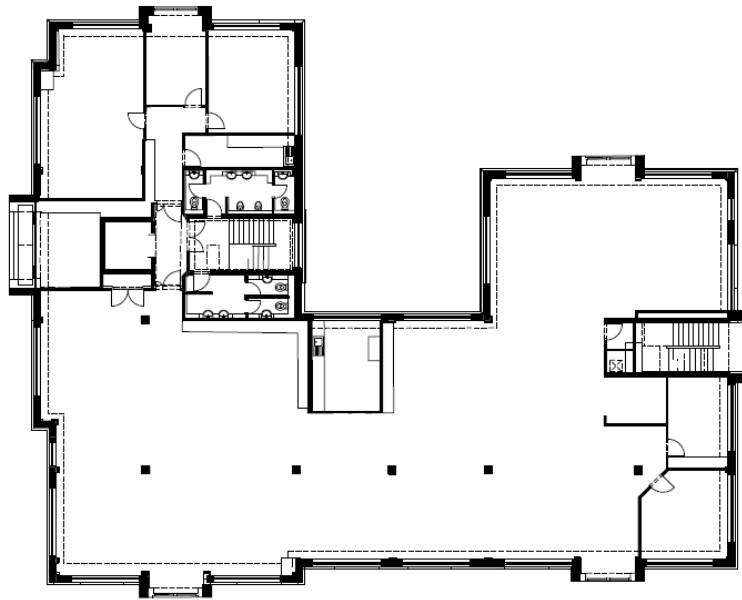
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Check by: [Redacted]
Designer: [Redacted]
Number: EX_11



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Existing Second Floor Plan

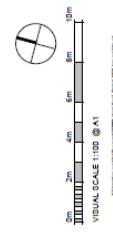
The Making of this drawing cannot be assumed
 Revision Date Des Old



02_Second Floor - Existing
 1:100

Project: 02 - Second Floor
 Drawing: 02 - Second Floor Plan
 Date: 11/11/11
 Drawn by: J. Smith
 Checked by: A. Jones
 Number: 23853 EX.12

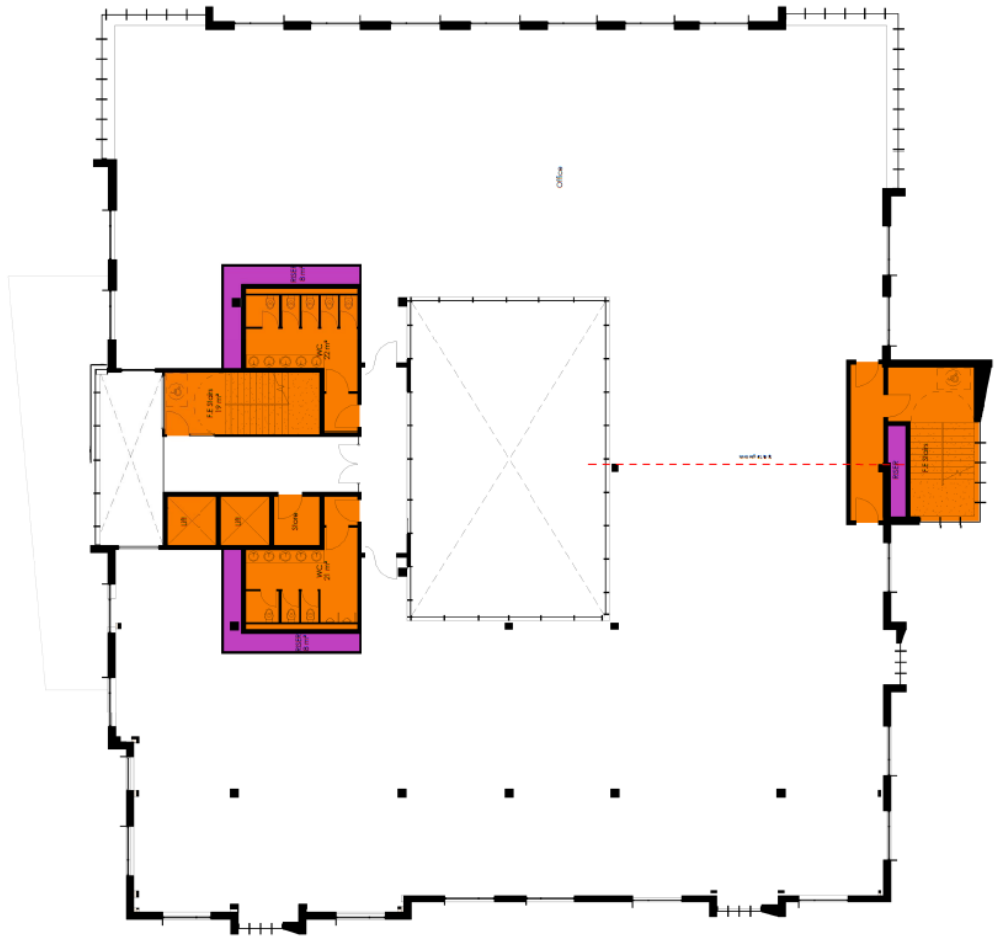
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Proposed Second Floor Plan

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02. Second Floor - Proposed
 1:100

VISUAL SCALE 1:100 @ A1

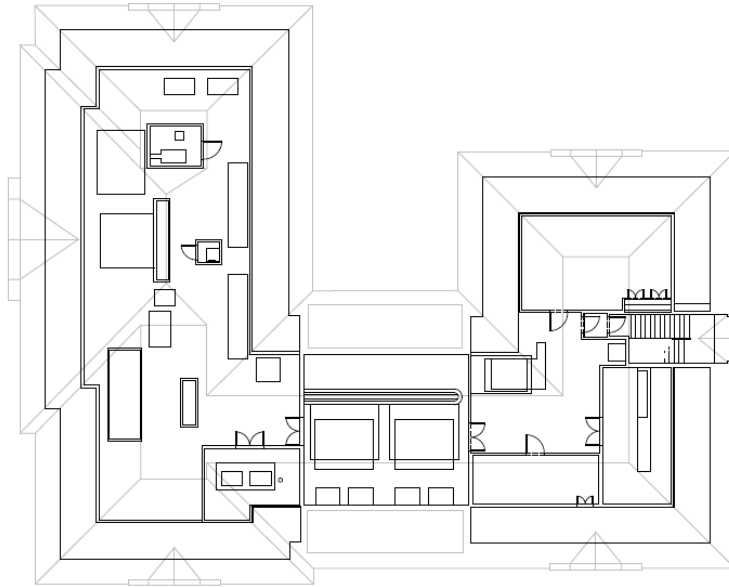
Project: 02. Second Floor - Proposed
 Drawing No: 02_11_000
 Date: 13/06/2025
 Scale: 1:100 @ A1
 Project No: 23853
 Drawing No: 02_11_000
 Checked by: TM
 Drawn by: A

**BARTON
 WILMORE**
 ARCHITECTS
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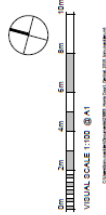
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Existing Third Floor Plan

The accuracy of this drawing cannot be assured.
Revision Date: 04/11/2023



Project: 03/21/23
Drawing Title: Existing Third Floor Plan
Scale: 1:100 @ A1
Drawing No: 03/21/23
Project No: 202303
Client: [Redacted]
Design: [Redacted]
Rev: 01

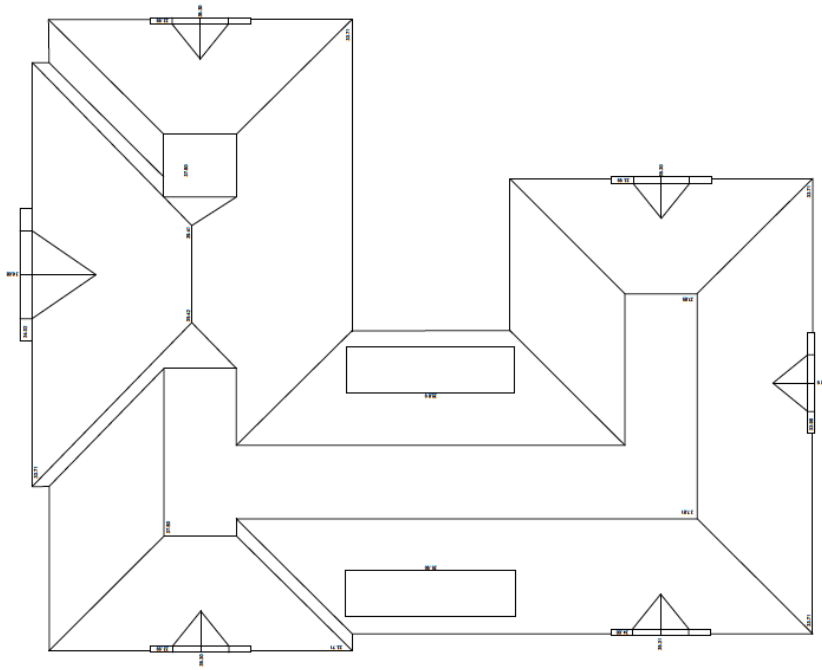


03_Third Floor (Roof Void - Plant) - Existing
1:100

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Existing Roof Plan

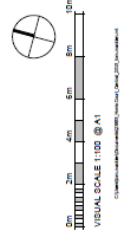
The scaling of this drawing cannot be assumed
 Revision Date Ctd



Roof - Existing
 1:100

Project: 2023-12-15
 Drawing No: 2023-12-15
 Drawing Title: Existing Roof Plan
 Scale: 1:100 @ A1
 Project No: 2023-12-15
 Drawing No: 2023-12-15

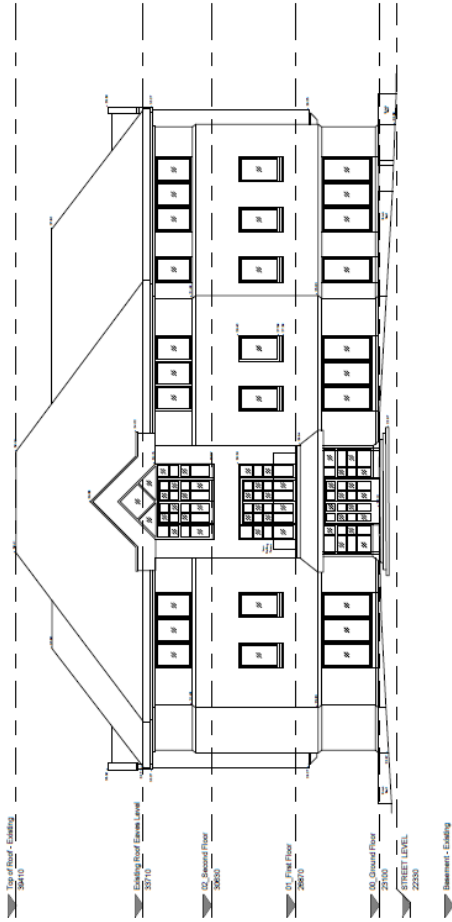
BARTON WILMORE
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 www.bartonwilmore.com



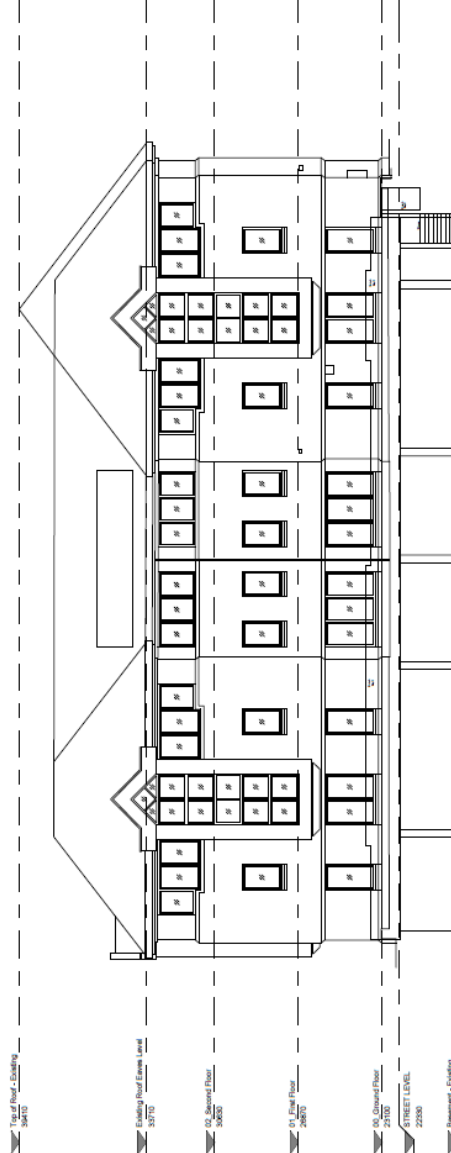
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Existing North East and South East Elevations

The scaling of this drawing cannot be assured.
 Revision Date: 04/10



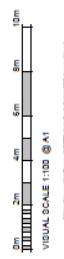
North East Elevation - Existing
1 : 100



South East Elevation - Existing
1 : 100

Project: 67, Ainslie Road, Wicken
 Drawing Title: Existing Elevations 1 of 2
 Date: 03/13/15
 Project No: 23853
 Scale: 1:100 @ A1
 Drawing No: EC_20
 Drawn by: AAD
 Checked by: AAD
 Revision:

BARTON WILKINSON
 ARCHITECTS
 100, Market Street, 11, South Street, Wicken
 Phone: 01434 812345
 Fax: 01434 812346
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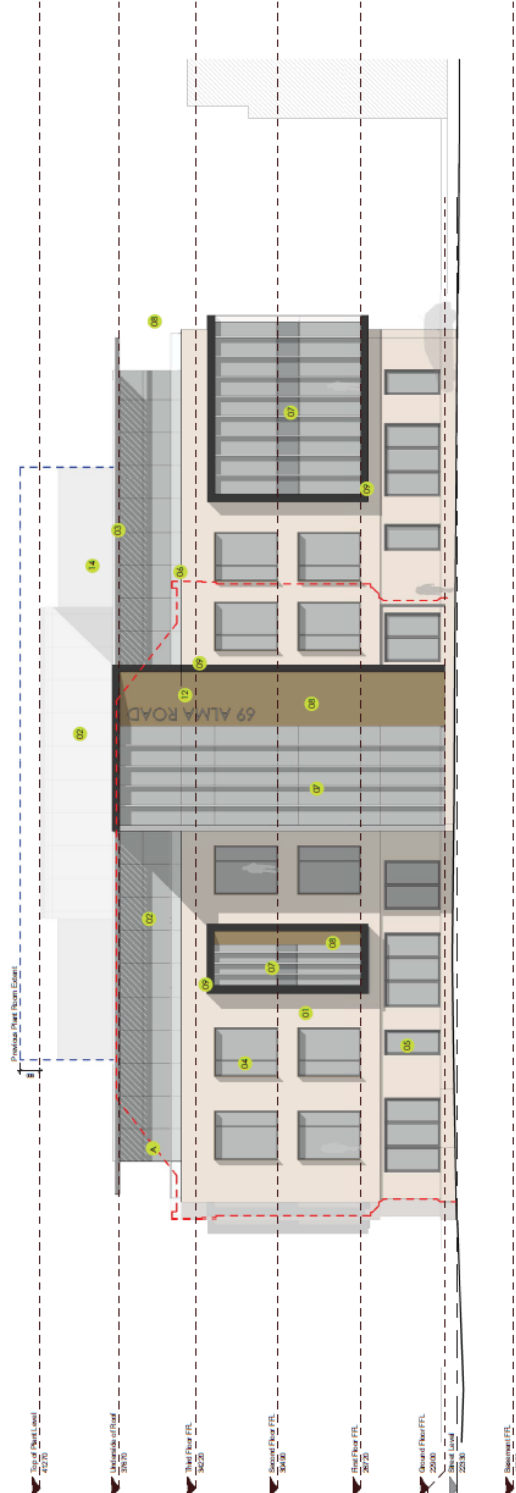
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Proposed South East and South West Elevations

The content of this drawing shall be subject to the following conditions:
 A. Design Development - Issued Date: 20/03/23 12:47 RP
 B. Height of Work Above Ground: 137/12/23 AK RP



South East Elevation - Proposed
 1:100



South West Elevation - Proposed
 1:100

MATERIALS

1. Brickwork to match existing
2. Curtain Walling - Aluminium Toggle Push Glass System (Colour: Grey) with Bronze Sash - Anodised Aluminium (Colour: Grey)
3. Anodised Aluminium Windows (Colour: Grey)
4. Anodised Aluminium Windows (Colour: Grey) with Anodised Aluminium (Colour: Mid Bronze)
5. Anodised Aluminium Windows (Colour: Grey) with Anodised Aluminium (Colour: Mid Bronze) and Anodised Aluminium (Colour: Mid Bronze)
6. Anodised Aluminium Windows (Colour: Grey) with Anodised Aluminium (Colour: Mid Bronze) and Anodised Aluminium (Colour: Mid Bronze) with Anodised Aluminium (Colour: Mid Bronze) steel handles
7. Curtain Walling - Anodised Aluminium (Colour: Grey) with Special Panels (Colour: Grey) with Anodised Aluminium (Colour: Mid Bronze)
8. Anodised Aluminium (Colour: Grey) with Anodised Aluminium (Colour: Mid Bronze)
9. Anodised Aluminium (Colour: Grey) with Anodised Aluminium (Colour: Mid Bronze)
10. Revolving Door and Entrance Lobby Doors - Anodised Aluminium (Colour: Grey) with Anodised Aluminium (Colour: Mid Bronze)
11. Anodised Aluminium (Colour: Grey) with Anodised Aluminium (Colour: Mid Bronze)
12. Anodised Aluminium (Colour: Grey) with Anodised Aluminium (Colour: Mid Bronze)
13. Anodised Aluminium (Colour: Grey) with Anodised Aluminium (Colour: Mid Bronze)
14. Plant Enclosure formed from Aluminium Louvre Panel System in Grey

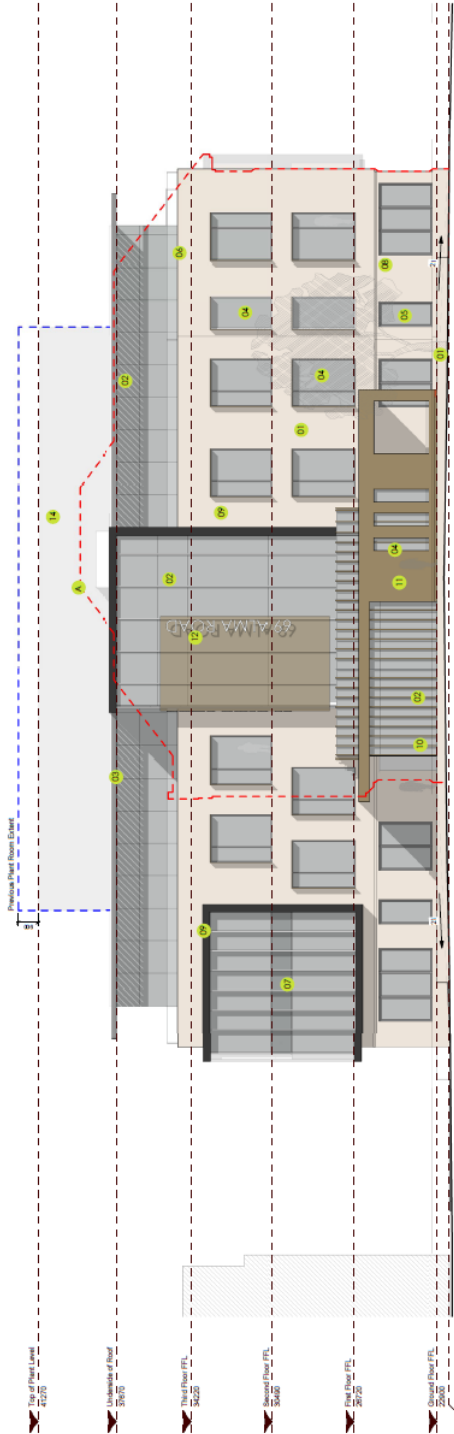
A: Existing Building Outline (Dashed Red)

Project:
 69 Alma Road,
 Windsor
 Drawing Title:
 Proposed Elevations
 Date:
 01/03/23
 Scale:
 1:100 @ A1
 Project No:
 23853
 Drawing No:
 ELEV_02
 Design By:
 TM
 Check By:
 RP
 Review:
 B

BARTON WILKINS
 ARCHITECTS
 100-102, 104-106, 108-110, 112-114, 116-118, 120-122, 124-126, 128-130, 132-134, 136-138, 140-142, 144-146, 148-150, 152-154, 156-158, 160-162, 164-166, 168-170, 172-174, 176-178, 180-182, 184-186, 188-190, 192-194, 196-198, 200-202, 204-206, 208-210, 212-214, 216-218, 220-222, 224-226, 228-230, 232-234, 236-238, 240-242, 244-246, 248-250, 252-254, 256-258, 260-262, 264-266, 268-270, 272-274, 276-278, 280-282, 284-286, 288-290, 292-294, 296-298, 300-302, 304-306, 308-310, 312-314, 316-318, 320-322, 324-326, 328-330, 332-334, 336-338, 340-342, 344-346, 348-350, 352-354, 356-358, 360-362, 364-366, 368-370, 372-374, 376-378, 380-382, 384-386, 388-390, 392-394, 396-398, 400-402, 404-406, 408-410, 412-414, 416-418, 420-422, 424-426, 428-430, 432-434, 436-438, 440-442, 444-446, 448-450, 452-454, 456-458, 460-462, 464-466, 468-470, 472-474, 476-478, 480-482, 484-486, 488-490, 492-494, 496-498, 500-502, 504-506, 508-510, 512-514, 516-518, 520-522, 524-526, 528-530, 532-534, 536-538, 540-542, 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4264-4266, 4268-4

Proposed North East and North West elevations

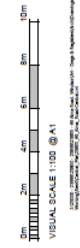
The building of this drawing cannot be assumed
 Revision: 01 Date: 01/01/23
 A: Check & Issue Date: 20/01/23 TH SP
 B: Major of Plot Area Issue: 17/01/23 AL SP



North East Elevation - Proposed
 1:100

- MATERIALS**
1. Brickwork to match existing "Tiger" Brick Glass System (Colour: Grey) with Spandrel Panels (Enamelled Glass: Grey) to 3rd Floor
 2. First Store - Anodised Aluminium (Colour: Grey)
 3. Second Store - Anodised Aluminium (Colour: Grey)
 4. Third Store - Anodised Aluminium (Colour: Grey)
 5. Fourth Store - Anodised Aluminium (Colour: Grey)
 6. Aluminium Cladding to Panels (Colour: Grey)
 7. with laminated glass balustrade and stainless steel handrail (Enamelled Glass: Grey) with projecting mullions (Colour: White)
 8. Balustrade cladding - Anodised Aluminium (Colour: Mid Bronze)
 9. Cladding - Anodised Aluminium (Colour: Mid Bronze)
 10. Reception Door and Entrance Lobby Doors - Anodised Aluminium - Entrance Category Anodised Aluminium Balustrade Cladding
 11. Entrance Category Anodised Aluminium Balustrade Cladding
 12. Metal Mesh Shading Device (Colour: Mid Bronze)
 13. Entrance Signage - Lettering
 14. Paint Enclosure formed from Aluminium Lower Panel System in Grey
- A: Existing Building Outline (Dotted Red)

Project: 01 Area Road, Wilton
 Drawing Title: Proposed Elevations
 Date: 01/01/23
 Scale: 1:100 @ A1
 Drawn by: TH SP
 Checked by: AL SP
 Issue No: 230003
 Date: 17/01/23



North West Elevation - Proposed
 1:100

Notwithstanding to the contrary, the drawings shall be subject to the provisions of the Building Regulations 2010, as amended.

Existing Alma Road and Goslar Way Street Scene

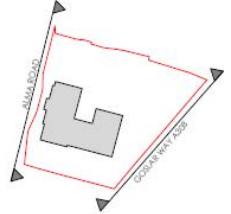
The scaling of this drawing cannot be assumed.
 02/01/2024
 Otd



Project: Alma Road, Goslar Way, Walsby
 Drawing Title: Existing Structures
 Date: 15/07/23
 Project No: 23853
 Drawing No: EC_30

Scale: As Indicated @ A1, S1, S10
 Checked by: TM
 Author: [Name]

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Proposed Alma Road and Goslar Way Street Scene

Revision
 A Design Development - 25/09/25
 B Height of front room reduced - 17/12/25

Date
 25/09/25
 17/12/25

Drawn by
 1714
 23853

Checked by
 1714
 23853

Project Name
 23853

Client
 23853

Site
 23853

Scale
 1:200



Proposed Alma Road Streetscene
1:200

Proposed Goslar Way Streetscene
1:200

Hotel
Community Centre
The Site
Veterinary Hospital

Community Centre
The Site
Veterinary Hospital

ALMA ROAD
GOSLAR WAY

0m 5m 10m 15m 20m
VISUAL SCALE 1:200 @ A1

Drawn by
1714
23853

Checked by
1714
23853

Project Name
23853

Client
23853

Site
23853

Scale
1:200

BARTON WILMORE
 Planning & Design
 Environmental & Sustainability
 01203 254600
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Illustrative perspective from Goslar Way



Project: 69 Alma Road,
Wichita
Drawing Title: Illustrative Perspective
Date: 07/11/2023
Author: G.A.
Project No: 23053
Drawing No: PER_02
Checked By: T.M.
Revision:

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Illustrative Perspective from Alma Road



Project: 59 ALMA ROAD, WILMINGTON
Drawing Title: Illustrative Perspective
View From: ALMA ROAD
Date: 05/11/2015
Project No: 218553
Drawing No: PER_01

Drawn By: TTV
Checked By: [Blank]

BARTON WILLMORE
Architectural & Interior Design & Construction
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WINDSOR URBAN DEVELOPMENT CONTROL PANEL

30 March 2016

Item: 2

Application No.:	16/00339/FULL
Location:	75 Frances Road Windsor SL4 3AQ
Proposal:	Change of use from 2 x C3 (Dwellinghouse and flat) to Sui Generis (HMO) with 8 bedrooms, 1 x C3 Studio flat and 1 x B1 filming studio
Applicant:	Mr Bristow
Agent:	Mrs Emily Temple - Pegasus Group
Parish/Ward:	Castle Without Ward

If you have a question about this report, please contact: Claire Pugh on 01628 685739 or at claire.pugh@rbwm.gov.uk

1. SUMMARY

- 1.1 The proposal is for the conversion from 2 dwellings to a House in Multiple Occupation (HMO), an independent studio flat and filming studio. The proposal is considered to comply with the requirements of Policy H12 of the Local Plan, aside for the requirement for sufficient on-site parking to be provided. However, in this area which is reasonably close to the town centre and which is subject to residential parking restrictions together with pay and display, on-site parking would not be necessary to make the development acceptable. Furthermore it is recommended that a legal agreement be secured in order to restrict further parking permits being issued to future occupiers.
- 1.2 The character of the area does comprise single dwellings, however, there are also flats next to the application site, and as such the conversion of the premises to a HMO and flat is not considered to be out of keeping with the character of the area. In addition, the filming studio is a small element to the scheme, and it is not considered that it would be out of keeping in this area.

It is recommended the Panel authorises the Borough Planning Manager:	
1.	To grant planning permission on the satisfactory completion of an undertaking to restrict further parking permits being obtained by future residents and with the conditions listed in Section 10 of this report.
2.	To refuse planning permission if an undertaking to secure the restriction of parking permits has not been satisfactorily completed by the 20th April 2016 for the reason that the proposed development would have an unacceptable impact on parking.

2. REASON FOR PANEL DETERMINATION

- At the request of Councillor Rankin if recommended for approval for the reason that residents are raising concerns around the parking implications of this application, as such he believes it is the public interest that the application is debated and determined in public.

3. DESCRIPTION OF THE SITE AND ITS SURROUNDINGS

- 3.1 The application relates to a substantial detached property located on Frances Road. The property has four floors of accommodation and is currently utilised as two residential units. The property is served by 2 off-road parking spaces at the front. To the rear of the building is a small grassed amenity area.
- 3.2 The site is situated within the Inner Windsor Conservation Area. The local area comprises residential properties, and also includes a School and Church.

4. DESCRIPTION OF THE PROPOSAL AND ANY RELEVANT PLANNING HISTORY

Ref.	Description	Decision and Date
15/00930/FULL	Change of use from residential garden (use class C3a) to school (D1) to provide additional play space and detached classrooms. Proposed increased opening hours of 0800 to 17:00 and increased number of registered students from 39 to 75. Amendments to associated car parking. Demolition of an unlisted outbuilding in a Conservation Area at Kings Church International 77A Frances Road And Land At 75 Frances Road.	Permitted 2 nd July 2015.
12/03027/FULL	Conversion of existing building from 2 to 5 flats with ancillary alterations, parking and formation of a patio at basement level.	Permitted on the 15 th January 2013.
10/02949/CLU	Certificate of Lawfulness to determine whether an existing use as 2 flats is lawful.	Permitted 8 th February 2011.

- 4.1 The application seeks planning permission for the change of use from 2 residential units to a House in Multiple Occupation (HMO) with 8 bedrooms, an independent flat, and 1 filming studio. The flat would be situated on the ground floor level, with the rooms for the HMO located on all floors of the building. The filming studio would be situated at basement level to the rear, and would have a floor space of circa 20 square metres. It is explained that the filming studio would be used to support the existing operations of Kings Church International (who own the property), and will allow staff to make video recordings for media clips shown in their church services, and for the recording of interviews or sermons shown at services.
- 4.2 The external appearance of the building is to remain largely unchanged, although it is proposed to insert glazing at basement level in the rear of the building to form a new bay window.

5. MAIN RELEVANT STRATEGIES AND POLICIES RELEVANT TO THE DECISION

- 5.1 National Planning Policy Framework (NPPF):

Section 17- Securing a good standard of amenity for all
 Paragraph 49 and 50 of the NPPF- Boosting the housing supply
 Section 131- Heritage Assets

Royal Borough Local Plan

- 5.2 The main strategic planning considerations applying to the site and the associated policies are:

	Within settlement area	Conservation Area	Highways/ Parking issues
Local Plan	DG1, H11, H12	CA2	T5, P4

- 5.3 Supplementary planning documents adopted by the Council relevant to the proposal are:

- Sustainable Design and Construction

More information on these documents can be found at:
http://www.rbwm.gov.uk/web/pp_supplementary_planning.htm

Other Local Strategies or Publications

5.4 Other Strategies or publications relevant to the proposal are:

- RBWM Landscape Character Assessment - view at:
http://www.rbwm.gov.uk/web_pp_supplementary_planning.htm
- RBWM Townscape Assessment - view at:
http://www.rbwm.gov.uk/web_pp_supplementary_planning.htm
- RBWM Parking Strategy - view at:
http://www.rbwm.gov.uk/web_pp_supplementary_planning.htm
- Conservation Area appraisal - view at:
http://www.rbwm.gov.uk/web/pp_conservation_consultation_appraisals.htm

6. EXPLANATION OF RECOMMENDATION

6.1 The key issues for consideration are:

- i The principle of conversion;
- ii Whether the development would be in keeping with the character of the area;
- iii Development within the Conservation Area;
- iv Parking and highway safety
- v Impact on residential amenity

The principle the development

Residential

- 6.2 Policy H12 of the Local Plan sets out that the principle of conversion or subdivision of larger residential properties into smaller units will be acceptable subject to amenity, layout, traffic and parking being acceptable. Boosting housing supply is a key aspect of the NPPF, and so the principle of this development is supported by National Planning Policy.
- 6.3 The conversion into a HMO and independent flat is considered to be in keeping with character of the area. Although there are single residential dwellings in the local area, at number 73 Frances Road (which is next to the site), there are 5 self contained flats, and so the use of number 75 to accommodate a HMO and flat is considered to be acceptable and not out of keeping with the level of activity in this area. In respect of traffic generation, it is not considered that this proposal would result in an unacceptable level of traffic generation that would be out of keeping with the character of this area. Should planning permission be granted, a restriction on parking permits being issued would be imposed, and so any increase in traffic generation would not be significant.
- 6.4 The proposed amenity area to the rear would be fairly limited in size, however, this site is situated within an urban location, and a smaller outdoor amenity space is not uncommon in such areas. There would be some outdoor space for drying areas. In addition, the Council does not have any standards on the size of outdoor amenity space for residential units. In respect of bin storage, this has not been indicated on the site layout plan, but it is proposed to site it to the front of the site; this detail could be secured through the imposition of a condition (see condition 4).
- 6.5 In respect of the proposed internal layout, an amended basement plan has been received which omits bedroom 3, and instead a larger kitchen area is proposed. This alteration was made, following concerns raised by officers over the outlook that future occupiers would have from the bedroom which is a habitable room and would be used more intensively in a HMO compared to a flat or dwelling. Although the policy H12 requires fire precaution measures to be implemented, this part of the policy is not consistent with the requirements of the National Planning Policy

Framework, and so is not applicable to the planning consideration. Such measures would be covered by other legislation.

B1 Filming Studio

- 6.6 The local area is primarily residential in nature, however, there are other non-residential uses. Notwithstanding this, the filming studio with would be a small element to the scheme and it is considered to be acceptable within the character of this area.

Development within the Conservation Area

- 6.7 Section 72 of the Planning (Listed Buildings and Conservation Areas) Act 1990 sets out that special attention should be paid to the desirability of preserving or enhancing the character or appearance of the Conservation Area.
- 6.8 Policy CA2 of the Local Plan explains that development must preserve or enhance the character or appearance of the Conservation Area and requires the retention of any building and the protection of views that contribute to the distinctive character of the Conservation Area.
- 6.9 In this case, there would be extremely limited change to the external appearance of the building, and as such it is considered that the development would preserve the character and appearance of the Conservation Area.

Parking and highway safety

- 6.10 On street parking on the majority of Frances Road is subject to residential parking restrictions together with pay and display, which has a maximum stay of 2 hours for users from Mondays to Fridays and between the hours of 8am and 6pm. Similar residential and pay and display restrictions apply along Alexandra Road and Beaumont Road together with double yellow lines.
- 6.11 The site is within 15 minutes walking distance from Windsor town centre and the nearest railway station, however, as the site is more than 800 metres away from the railway stations in the town centre, it is therefore considered an area of 'poor accessibility' for the purpose of applying the parking standards from the Council's parking strategy.
- 6.12 There is no specific parking standard for HMO in the Borough's Parking Strategy. Normally, such applications are assessed on the premise that they are 1 bedroom units. On this basis, the development generates a demand for 9 spaces, but provides 2, resulting in a parking shortfall of 7 spaces. However, on Frances Road and the surrounding areas, on street parking is restricted to permit holders and further enforced by double yellow lines.
- 6.13 As the site is reasonably close to the town centre (circa 0.9km to the town centre), and parking in the area is restricted to permit holders in the area, owing to the widespread parking shortfall that exists in this urban area, the amount of parking proposed is considered to be acceptable. Further the issuing of further parking permits to the property will be restricted through a legal agreement. The restriction of parking permits through use of a legal agreement is not uncommon for residential developments in Windsor, and it is considered that it could be used in this case. In respect of the filming studio, this is a small element to the scheme and it is not considered that it would attract a significant amount of cars in its own right, and given the nature of the area, people using the studio will be aware of the parking constraints in the area.
- 6.14 The applicant states in their Planning Statement,
- "... all residents will have use of the KCI staff car park at number 77/77a during evenings and weekends when the car park is not in use. At present there are 18 spaces in this car park with a policy need for 14 for the use of number 77/77a. This provides ample alternative parking for the proposed development, especially when the car park is not being used by KCI or the Kings House School".*
- 6.15 This is not considered to be a practical parking solution, as having moved their cars from KCI's car park, occupiers would have to park their cars elsewhere, and so it is considered necessary to restrict further parking permits being issued through a legal agreement. The provision of cycle

parking may help the car parking situation, but an adequate cycle store will need to be provided (see condition 3).

Impact on residential amenity

- 6.16 A core principle of the NPPF is to always seek to secure a good standard of amenity for all existing and future occupants of land and buildings. In this case, an amended plan has been received showing the deletion of a bedroom at basement level over concerns that the room would have a poor outlook for future occupiers. The layout of the building is now considered to be acceptable for future occupiers to have an acceptable standard of amenity. There are no local plan policies on bedroom sizes, and as the proposed bedrooms have a larger floorspace than that required by Environmental Protection for licensing a HMO (based on single occupancy). There would be no objection on planning grounds on the room sizes being too small. As explained previously in the report, in an urban area such as this, the outdoor amenity space is considered to be suffice for future occupiers.
- 6.17 In respect of the film studio, concern has been raised over the noise from this part of the building and about the use becoming more commercial in nature. As the floor space of the studio is small, this will restrict the level of activity in the film studio, and as such is not likely to result in an unacceptable level of disturbance in this residential area. The filming studio will require acoustic insulation so that this part of the building is adequately sound proofed. The wording of this condition will be provided in the update report to Panel when Environmental Protection has commented on the application. A condition is recommended to control the hours that the filming studio is used in order to protect residential amenity (See condition 2).

Other considerations

- 6.18 Concern is raised over parking enforcement controls. Such controls exist and also restricting permits should be self enforcing.
- 6.19 Objection is raised over the loss of a family dwelling, however, the proposal will not result in the loss of a residential accommodation and so there is no policy objection over the loss of a family dwelling.
- 6.20 The site notice was placed on a lamp post close to the site. There was no lamp post or other post to put the site notice on directly outside of the site. However, the site notice clearly depicts the site address to which the application relates, and so there is no issue over confusion as to what the site notice relates to. Notwithstanding this, neighbour notification has taken place.
- 6.21 The legislation requires Local Planning Authorities either to display a site notice, or to serve notice on adjoining owner or occupier. It does not require both when advertising a planning application. The Council has complied with the legislation in respect of publicising the application. For clarity, initially 10 properties were written to about the application, with another of the flats at number 73 Frances Road notified during the course of the application.
- 6.22 Reference is made to the previous permission for the 5 flats that were granted planning permission at the property, and how this was only permitted on the basis that on-site parking was being provided. In the previous application, the parking provision on site was considered a benefit, but it was not deemed necessary in order to make the development acceptable.
- 6.23 Concern is raised over the noise and rubbish associated with HMO's. A HMO is a form of residential accommodation, and not a use that should be refused on grounds of noise and rubbish generation.
- 6.24 The strength of an internal staircase is not a planning consideration.
- 6.25 It is stated that the filming studio should not be used for non KCI core use or commercial activities. Specifying which users can use the filming studio would meet the tests for imposing planning conditions set out in the National Planning Practice Guidance, and so a condition is not recommended.

- 6.26 Concern is raised over the increased comings and goings from the proposed development, and the disturbance this would cause to the flats of number 73. However, the existing building is large and if occupied at full capacity would generate comings and goings from occupants. It is not considered that the use of the building as a HMO with 8 bedrooms, and a one bedroom flat would generate significant additional movements above the existing use that would result in disturbance to the neighbouring flats to warrant refusal.
- 6.27 Concern has been raised over a ward councillor having an interest in the property. There is no evidence to substantiate this within the planning application; the applicant has not served on any other parties and the Local Planning Authority has to take this in good faith, as certified in the application forms.

7. ASSOCIATED INFRASTRUCTURE IMPROVEMENTS

- 7.1 Paragraph 204 of the Framework and Regulation 122 of the Community Infrastructure Levy (CIL) Regulations require that planning obligations should only be sought, and weight attached to their provisions, where they are: necessary to make the development acceptable in planning terms; directly related to the development; and fairly and reasonably related in scale and kind to the development.
- 7.2 In light of the changes to the CIL Regulations in April 2015 restricting the pooling of planning obligations to no more than five to pay for a single infrastructure project or type of infrastructure, the Council has reviewed the developer contributions referred to in the Officer's Report. Given the CIL Regulations on pooling, a contribution cannot be sought.

8. CONSULTATIONS CARRIED OUT

Comments from interested parties

11 occupiers were notified directly of the application.

The application was advertised in the Maidenhead & Windsor Advertiser on the 11th February 2016.

The planning officer posted a statutory notice advertising the application at the site on the 12th February 2016.

10 letters were received objecting to the application, summarised as:

Comment	Where in the report this is considered
1. There is insufficient parking for residents as it is. A HMO will only add to the problem; to say the tenants will be of a lower income is naïve, even such people can afford cheap second hand cars and will have friends visiting them who will need a parking space.	6.10- 6.15
2. Parking is not well policed in the area; there is no monitoring after 4pm as Council employees finish work about that time. No wardens are seen at night, and cars park overnight without a permit.	6.18
3. Residents have problems parking in the area already, and have to park far away from where they live.	Noted.
4. Concerns over the noise from the recording studio; in no time every rock band in the vicinity will want to be using the facility and Kings Church will be happy to claim revenue from it.	6.17
5. One of the ward councillors has an interest in the property, thus heightening the fear of cosy rubber stamping of the application.	6.27
6. The number of cars that has been estimated for the HMO has been totally underestimated.	6.10-6.15

7.	Commercial use of film studio will add to the parking pressures to the area.	6.13
8.	Object to the loss of a family dwelling.	6.19
9.	Film Studio is totally inappropriate in a residential area.	6.6
10.	The site notice was fixed to a lamppost outside of number 73 Frances Road, and so the impression was given the development was for number 73 Frances Road.	6.20
11.	Inadequate notification to neighbours. The Council only notified numbers 77 and 77a (who have a vested interest), and only four of the flats at number 73. Surely for such a large scheme, wider notification should have been undertaken. They recommend the application is postponed, until the site notice can be moved outside of number 75, and wider consultation is done.	6.21
12.	The Council should require the scheme to provide parking spaces to the rear of the building or within the other properties it owns.	6.10-6.15
13.	Under no circumstances should further parking permits be issued.	6.15
14.	The previous permission for the 5 flats was granted on the basis that car parking was provided at the rear of the site.	6.22
15.	The planning permission which resulted in the garden area of number 75 to be included in the school boundary means there is no longer adequate space to provide parking.	Noted.
16.	Concerns over the disruptive influences of HMO's- they are densely populated buildings and have problems with noise, rubbish and neighbourhood disputes. The HMO is totally against the social and community balance of the existing neighbourhood.	6.23
17.	As no parking is provided on site, RBWM will be unable to resist issuing further parking permits.	6.15
18.	Substantial conversion on a small site (since the plot has been reduced in size under application 15/00930)	6.4
19.	Single stairwell in number 75 is not likely to be robust enough for multiple occupancy.	6.24
20.	The filming studio should not be used for non KCI core use or commercial activities.	6.25
21.	There has been a delay in raising neighbourhood awareness and considerable difficulty in using York House planning facility.	6.21
22.	The increase in comings and goings from number 75 will have an adverse impact on the amenity of occupiers of number 73 Frances Road, as they currently have peace and enjoyment during the weekends and evenings.	6.26
23.	The extension of the recently expanded playground is already at nuisance levels during the day. The filming studio would represent an intolerable increase in disturbance from number 75.	6.26

Other consultees and organisations

Consultee	Comment	Where in the report this is considered
Highways	The B470 Frances Road is the primary route for drivers heading north from the A308 to Windsor town centre. The road is subject to a 30mph speed limit, which is reinforced by	6.10-6.15

speed cushions.

On street parking on the majority of Frances Road is subject to residential parking restrictions together with pay and display, which has a maximum stay of 2 hours for users from Mondays to Fridays and between the hours of 8am and 6pm.

Similar residential and pay and display restrictions apply along Alexandra Road and Beaumont Road together with double yellow lines.

The site is reasonably sustainable and within 15 minutes walking distance from Windsor town centre and the nearest railway station.

Parking Requirements

The existing units within the building attract a demand for 4 parking spaces, but provide 2 off street spaces at the front. Therefore, the site currently has a parking shortfall of 2 spaces. The site also benefits from 2 residential parking permits.

There is no specific parking standard for HMO in the Borough's Parking Strategy. Normally, such applications are assessed on the premise that they are 1 bedroom units. On this basis the development generates a demand for 10 spaces, but provides 2, resulting in a parking shortfall of 8 spaces.

In similar cases the Highway Authority would recommend that permission be refused on the basis that the development would increase the demand for on street parking in the area. However, in this instance Frances Road and the surrounding areas, on street parking is restricted to permit holders and further enforced by double yellow lines.

For all new and expanded developments close to and within the town centre, the Highway Authority invariably recommends the inclusion of a planning condition prohibiting the prospective occupants from obtaining a residential parking permit. If the Planning Authority is minded to approve the application, the Highway Authority recommends this be the subject of a S106 condition.

The applicant mentions in their Planning Statement,

"... all residents will have use of the KCI staff car park at number 77/77a during evenings and weekends when the car park is not in use. At present there are 18 spaces in this car park with a policy need for 14 for the use of number 77/77a. This provides ample alternative parking for the proposed development, especially when the car park is not being used by KCI or the Kings House School".

This is an ill thought out, impractical and unworkable suggestion - having vacated their cars from KCI's car park, where would the residents of 75 Frances Road park?

The suggestion has no merit whatsoever.

Cycle Requirements

The applicant is required to provide a secure and safe parking facility for the proposal and at a standard set at 1 space per bedroom. This can also be covered by a suitably worded planning condition.

Refuse Provision

Although mentioned in the Planning Statement, the applicant is required to submit details of the refuse and recycling provision for the proposal.

Rights of Way: N/A

Environmental /Travel Plan: The size of the development does not warrant the submission of a Transport Statement or Travel Plan.

Additional Comments

The Highway Authority acknowledges the existing parking concerns raised by local residents. As explained earlier on street parking is either prohibited in certain areas or controlled by residential and pay and display restrictions. It is the Parking Authority responsible to ensure that these restrictions along Frances Road and the surrounding areas are adhered to.

Residents wanting to park permanently in the area would need to apply for a Zone E. The prospective occupants will not be entitled to a residential permit.

For the reasons given above the Highway Authority recommends approval subject to the following conditions:

1. No part of the development shall be occupied until covered and secure cycle parking facilities have been provided in accordance with details that have first been submitted to and approved in writing by the Local Planning Authority. These facilities shall thereafter be kept available for the parking of cycles in association with the development at all times.
Reason: To ensure that the development is provided with adequate parking facilities in order to encourage the use of alternative modes of transport. Relevant Policies - Local Plan T7, DG1
2. No part of the development shall be occupied until a refuse bin storage area and recycling facilities have been provided in accordance with details that have first been submitted to and approved in writing by the Local Planning Authority. These facilities shall be kept available for use in association with the development at all times.
Reason: To ensure that the development is provided with adequate facilities that allow it to be serviced in a manner which would not adversely affect the free flow of traffic and highway safety and to ensure the sustainability of the development. Relevant Policies - Local Plan T5, DG1.
3. Section 106 Condition prohibiting the occupants and

	their successors from obtaining a residential permit.	
Windsor and Eton Society	<p>Concerns over the number of potential occupiers if the rooms in the HMO are double occupancy.</p> <p>The garden area to number 75 has already been consumed by number 77 for a play area for school children.</p> <p>Proposed parking provision is insufficient. The streets are already overloaded with parking, and this proposal would place unacceptable pressure on parking.</p> <p>Concerns over growth of numbers 75, 77 and 77a to form a development which is out of character of the area (which is Conservation Area) and the site turning into a large commercial facility.</p>	See main report.

9. APPENDICES TO THIS REPORT

- Appendix A - Site location plan
- Appendix B – Proposed site layout
- Appendix C – Floor plans

This recommendation is made following careful consideration of all the issues raised through the application process and thorough discussion with the applicants. The Case Officer has sought solutions to these issues where possible to secure a development that improves the economic, social and environmental conditions of the area, in accordance with NPPF.

In this case the issues have been successfully resolved.

10. CONDITIONS RECOMMENDED FOR INCLUSION IF PERMISSION IS GRANTED

1. The development hereby permitted shall be commenced within three years from the date of this permission.
Reason: To accord with the provisions of Section 91 of the Town and Country Planning Act 1990 (as amended).
2. The B1 film studio hereby permitted shall be used only between the hours of 0900 hours to 2100 hours Monday to Sunday.
Reason: To protect the amenities of nearby residents in accordance with a core principle of the National Planning Policy Framework.
3. No part of the development shall be occupied until covered and secure cycle parking facilities for both the residents and B1 film studio use have been provided in accordance with details that have first been submitted to and approved in writing by the Local Planning Authority. These facilities shall thereafter be kept available for the parking of cycles in association with the development at all times.
Reason: To ensure that the development is provided with adequate parking facilities in order to encourage the use of alternative modes of transport. Relevant Policies - Local Plan T7, DG1
4. No part of the development shall be occupied until a refuse bin storage area and recycling facilities for both the residents and B1 film studio have been provided in accordance with details that have first been submitted to and approved in writing by the Local Planning Authority. These facilities shall be kept available for use in association with the development at all times.
Reason: To ensure that the development is provided with adequate facilities that allow it to be serviced in a manner which would not adversely affect the free flow of traffic and highway safety and to ensure the sustainability of the development. Relevant Policies - Local Plan T5, DG1.
5. The materials to be used on the external surfaces of the development shall be in accordance

with those specified in the application. Development shall be carried out in accordance with the approved details.

Reason: In the interests of the visual amenities of the area. Relevant Policies - Local Plan DG1.

6. The outdoor amenity area to serve the residents of the development shall be maintained as a joint amenity area for all residents of the development and shall not be subdivided or split into separate garden areas.

Reason: To ensure the satisfactory resultant appearance and standard of amenity of the site and the surrounding area. Relevant Policy - Local Plan DG1.

7. No part of the development shall be occupied until the vehicle parking space has been provided in accordance with the approved drawing. The space approved shall be retained for parking in association with the development.

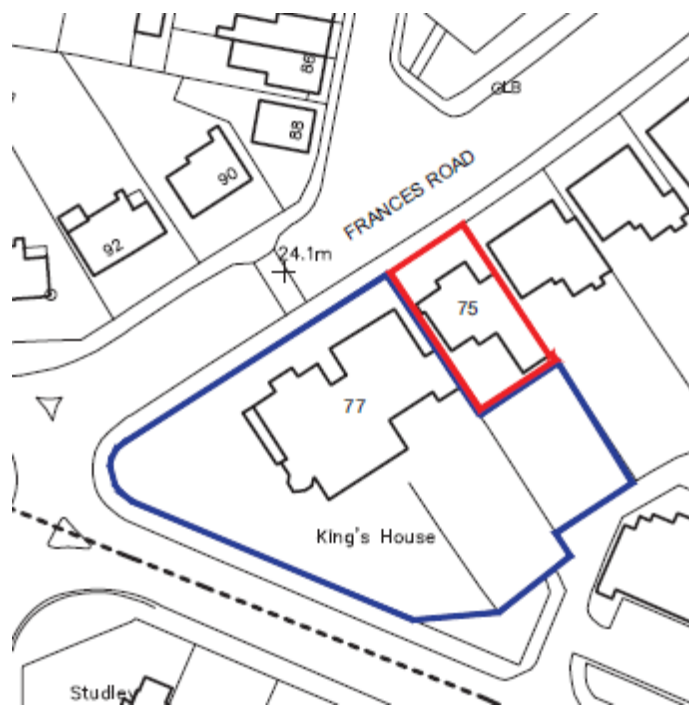
Reason: To reduce the pressure for on street parking in the area - Local Plan P4.

8. No development shall take place until details of sustainability measures have been submitted to and approved in writing by the Local Planning Authority. These details shall demonstrate how the development would be efficient in the use of energy, water and materials in accordance with the Royal Borough of Windsor & Maidenhead Sustainable Design & Construction Supplementary Planning Document. The development shall be carried out and subsequently retained and maintained in accordance with the approved details.

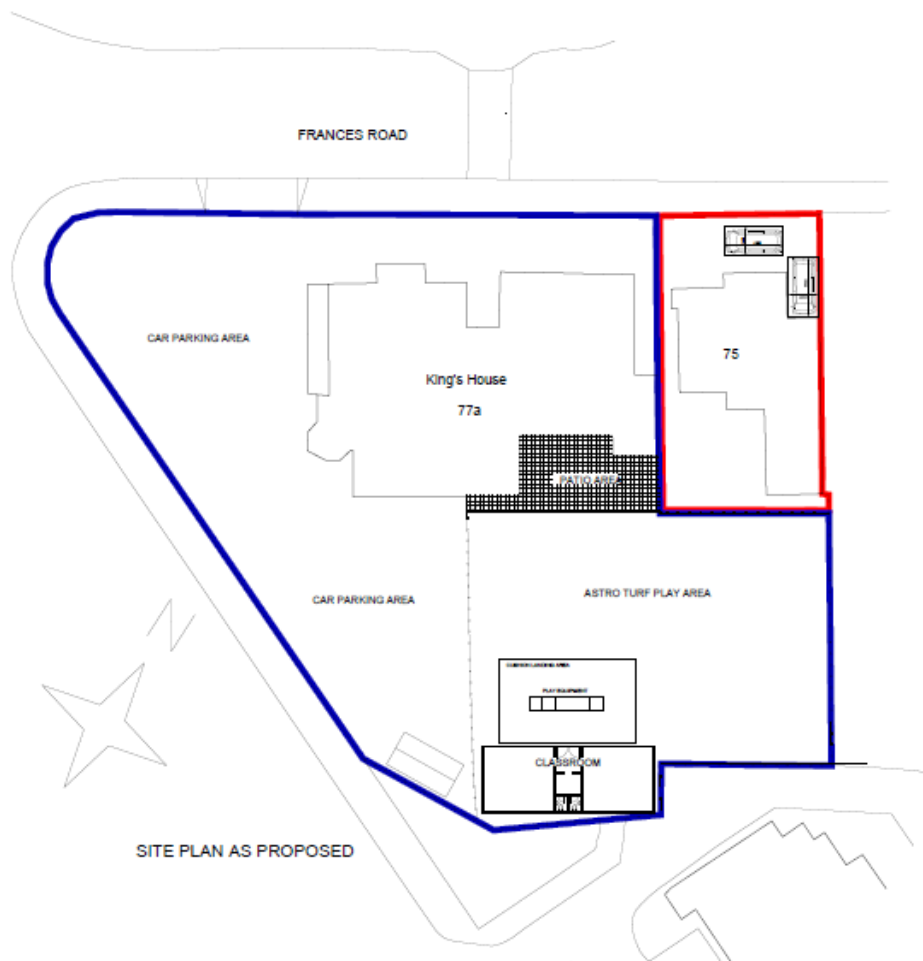
Reason: To ensure that measures to make the development sustainable and efficient in the use of energy, water and materials are included in the development and to comply with the Royal Borough of Windsor & Maidenhead Sustainable Design & Construction Supplementary Planning Document. This information is required prior to commencement of development, as some of the measures will need to be decided before commencing development.

9. Condition approved plan numbers.

Appendix A- Site location

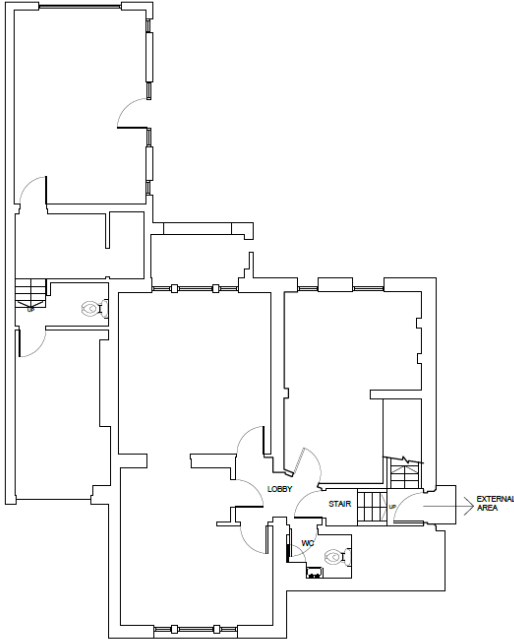


Appendix B- Proposed layout

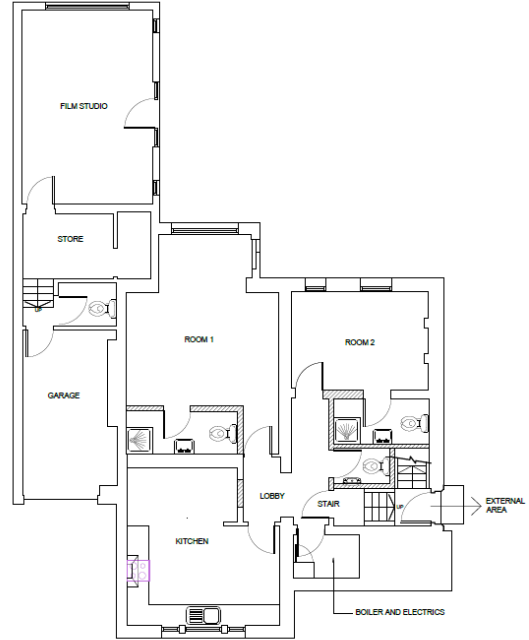


Appendix C- Existing and proposed floor plans

Basement level

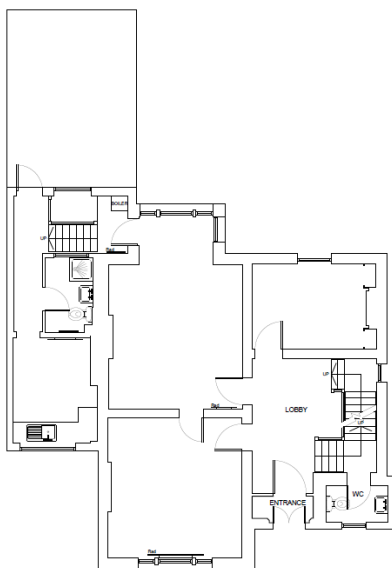


BASEMENT AND GARDEN AREA AS EXISTING

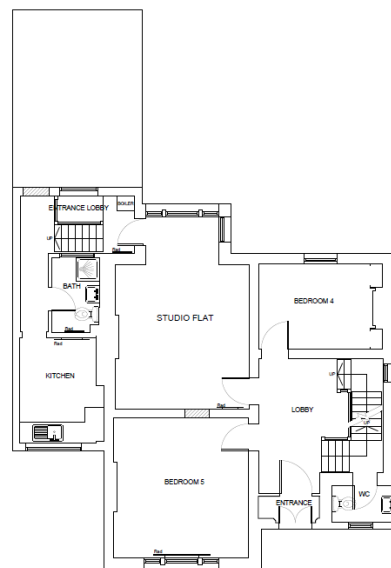


BASEMENT AND GARDEN AREA AS PROPOSED

Ground floor level

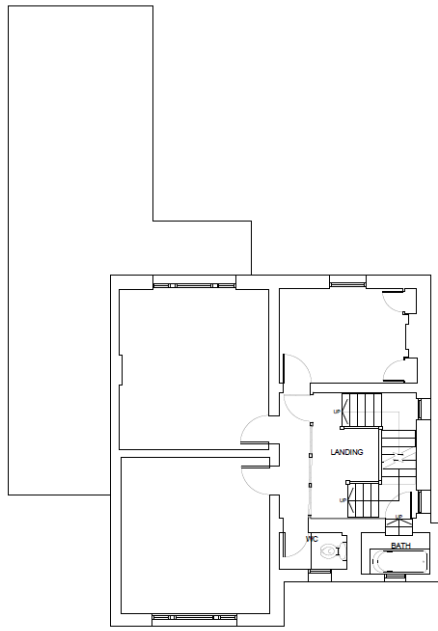


GROUND FLOOR AREA AS EXISTING

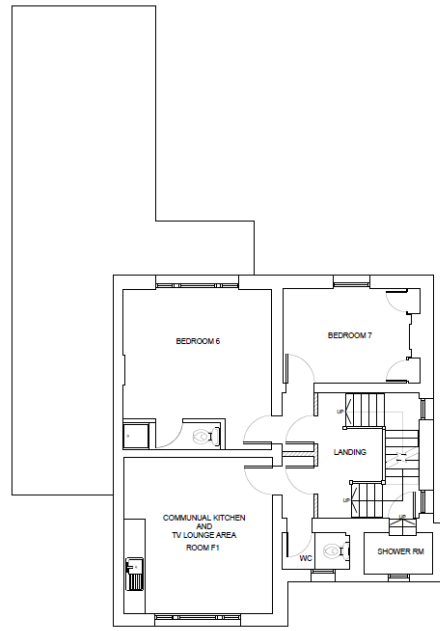


GROUND FLOOR AREA AS PROPOSED

First floor level

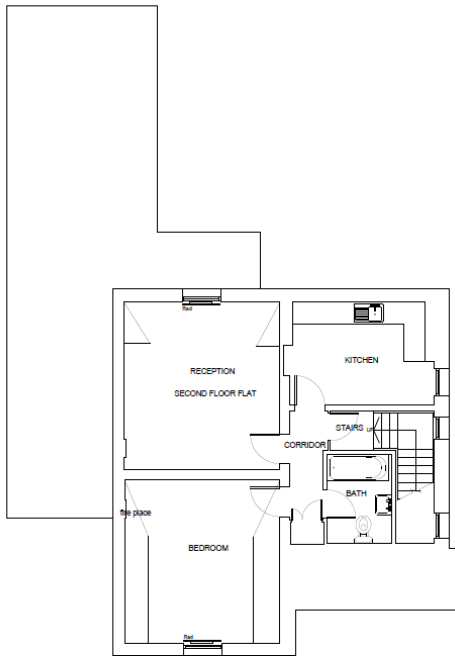


FIRST FLOOR AREA AS EXISTING

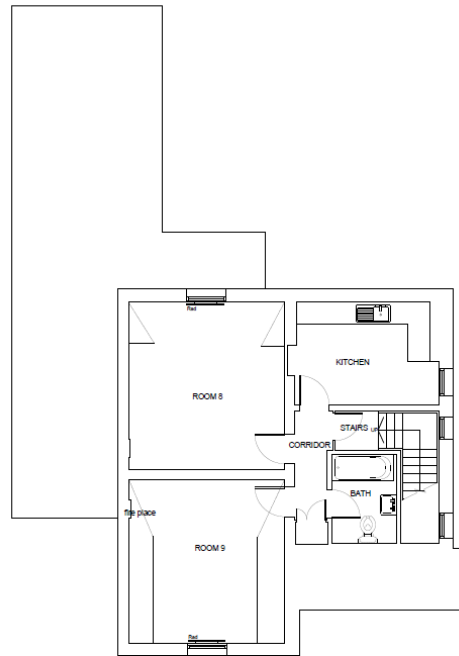


FIRST FLOOR AREA AS PROPOSED

Second floor



SECOND FLOOR AREA AS EXISTING



SECOND FLOOR AREA AS PROPOSED