

Minutes of the Meeting of the PLANNING COMMITTEE held on 1 April 2021

PRESENT -

Councillor Clive Woodbridge (Chair); Councillor Monica Coleman (Vice-Chair); Councillors Alex Coley, Neil Dallen, David Gulland, Previn Jagutpal, Colin Keane, Jan Mason, Steven McCormick, Lucie McIntyre, Debbie Monksfield, Phil Neale and Clive Smitheram

Absent: Councillor Peter O'Donovan

Officers present: Amardip Healy (Chief Legal Officer), Viv Evans (Interim Head of Planning), Mehdi Rezaie (Interim Planning Development Manager), Lance Penman (Conservation and Design Officer), John Robinson (Senior Planner), Sarah Keeble (Democratic Services Officer) and Tim Richardson (Committee Administrator)

38 DECLARATIONS OF INTEREST

The following declarations were made in relation to items of business to be discussed at the meeting:

Councillor Steven McCormick: In the interests of openness and transparency, Councillor Steven McCormick declared that he is a member of Epsom Civic Society and Woodcote Epsom Residents' Society. He stated that he came to the meeting with a clear and open mind.

24 South Street Epsom Surrey KT18 7PF

Councillor Neil Dallen, Other Interest: In the interests of openness and transparency, Councillor Neil Dallen declared that he was involved as a Councillor in recommending the purchase of South Street a number of years ago. Councillor Neil Dallen also declared that he is a member of Epsom Civic Society, and stated that he came to the meeting with a clear and unbiased mind.

39 MINUTES OF THE PREVIOUS MEETING

The Minutes of the previous Meeting of the Committee held on 18 February were agreed as a true record and the Committee authorised the Chair to sign them.

40 CHALK LANE HOUSE, CHALK LANE, EPSOM SURREY KT18 7FE

Description

Conversion of hotel and various alterations and extensions to the listed buildings to accommodate 21 dwelling units, car and cycle parking and private and communal gardens. (Listed Building Consent).

Decision

The Committee received a presentation from the Planning Officer.

The following matters were raised by the Committee:

- a) **Listed building status:** Following a question from a Member, the Officer confirmed that only part of the building is registered as Listed. It was noted that, should the Application be approved, works would start as soon as possible to prevent any further deterioration in fabric.
- b) **Confidential comments from residents:** Following a question from a Member, the Officer confirmed the process in following GDPR rules when compiling a Committee report. It was noted that public comments are redacted to omit sensitive information from concerns regarding an application. The Officers work hard in dealing with concerns from local residents when creating their reports.
- c) **Monitoring:** Members noted the possibility that, should the Application be approved, a condition being included for the Developer/owner to make a contribution for the future monitoring of this site. The Officer noted that a condition would not be suitable, but this may be arranged by way of a S106 Agreement. This may also state that should the fabric of the building begin to deteriorate, the Council may step in and intervene at their own cost.

The Head of Planning proposed the following additional:

Informative:

- (2) 'Under section 9 of the Planning (Listed Buildings and Conservation Areas) Act 1990 it is a criminal offence, without consent, to demolish a Listed Building, or to alter or extend such a building in a way that would affect its character. The penalties for this can be heavy, both for the person who carries out the work and for whoever commissions it. The applicant is strongly advised to ensure that the contractor carrying out the work is made aware of the above conditions. Should the works carried out exceed that which is permitted then it may be open to the Local Planning Authority to take prosecution action against the owner of the property and/or the contractor. If the applicant is unclear about any aspect of the specification for works, they are strongly advised to contact the Council's Historic Buildings and Conservation Area Officer prior to the commencement of the works.

Following consideration, the Committee resolved with 10 Members voting for, 2 abstentions and the Chair not voting that:

Listed Building Consent be **GRANTED** subject to the following:

Condition(s):

- (1) The works hereby granted shall be commenced before the expiration of three years from the date of this consent

Reason: To comply with Section 18 (1) (a) of the Planning (Listed Buildings and Conservation Areas) Act 1990 as amended by Section 52 (4) of the Planning and Compulsory Purchase Act 2005.

- (2) The development hereby permitted shall be carried out in accordance with the following approved plans:

Proposed Elevation

- 19311-CL-LAW-W-Z-DR-A-500301-P01 – Proposed Elevations – Sheet 1
- 19311-CL-LAW-W-Z-DR-A-500302-P00 – Proposed Elevations – Sheet 2
- 19311-CL-LAW-W-Z-DR-A-500303-P00 – Proposed Elevations – Sheet 3
- 19311-CL-LAW-W-Z-DR-A-500304-P00 – Proposed Elevations – Sheet 4
- 19311-CL-LAW-W-Z-DR-A-500305-P00 – Proposed Elevations – Sheet 5
- 19311-CL-LAW-H-Z-DR-A-500306-P00 – Proposed Elevations – Sheet 6
- 19311-CL-LAW-H-Z-DR-A-500307-P00 – Proposed Elevations – Sheet 7
- 19311-CL-LAW-H-Z-DR-A-500308-P00 – Proposed Elevations – Sheet 8

Proposed Plans

- 19311-CL-LAW-Z-G00-DR-A-500101-P01 – Proposed General Plan – Ground Floor
- 19311-CL-LAW-Z-U01-DR-A-500102-P00 – Proposed General Plan – First Floor
- 19311-CL-LAW-Z-U02-DR-A-500103-P00 – Proposed General Plan – Second Floor
- 19311-CL-LAW-Z-R01-DR-A-500104-P00 – Proposed General Plan – Roof Level
- 19311-CL-LAW-H-G00-DR-A-500201-P00 – Proposed Plan – Heathcote House – Ground Floor

19311-CL-LAW-H-U01-DR-A-500202-P00 – Proposed Plan – Heathcote House
– First Floor

19311-CL-LAW-H-U02-DR-A-500203-P00 – Proposed Plan – Heathcote House
– Second Floor

19311-CL-LAW-W-G00-DR-A-500204-P00 – Proposed Plan – Woodcote
House West – Ground Floor

19311-CL-LAW-W-G00-DR-A-500205-P00 – Proposed Plan – Woodcote
House East – Ground Floor

19311-CL-LAW-W-U01-DR-A-500206-P00 – Proposed Plan – Woodcote
House West – First Floor

19311-CL-LAW-W-U01-DR-A-500207-P00 – Proposed Plan – Woodcote
House East – First Floor

19311-CL-LAW-W-U02-DR-A-500208-P00 – Proposed Plans – Woodcote
House West – Second Floor

19311-CL-LAW-W-U02-DR-A-500209-P00 – Proposed Plan – Woodcote
House East – Second Floor

Proposed Sections

19311-CL-LAW-W-Z-DR-A-500401-P00 – Proposed Section – Section AA

19311-CL-LAW-W-Z-DR-A-500402-P00 – Proposed Section – Section BB

19311-CL-LAW-W-Z-DR-A-500403-P00 – Proposed Section – Section CC

19311-CL-LAW-W-Z-DR-A-500404-P00 – Proposed Section – Section DD

19311-CL-LAW-W-Z-DR-A-500405-P00 – Proposed Section – Section EE

19311-CL-LAW-W-Z-DR-A-500406-P00 – Proposed Section - Section FF

19311-CL-LAW-H-Z-DR-A-500407-P00 – Proposed Section – Section GG

19311-CL-LAW-H-Z-DR-A-500408-P00 – Proposed Section – Section HH

19311-CL-IAW-H-Z-DR-A-500409-P00 – Proposed Section – Section JJ

Demolitions

19311-CL-LAW-W-G00-DR-A-500501-P00 – Proposed Demolition Plan–
Woodcote House West – Ground Floor

19311-CL-LAW-W-G00-DR-A-500502-P00 – Proposed Demolition Plan–
Woodcote House East – Ground Floor

19311-CL-LAW-H-G00-DR-A-500503-P00 – Proposed Demolition Plan – Heathcote House – Ground Floor

19311-CL-LAW-W-U01-DR-A-500504-P00 – Proposed Demolition Plan– Woodcote House West – First Floor

19311-CL-LAW-W-U01-DR-A-500505-P00 – Proposed Demolition Plan– Woodcote House East – First Floor

19311-CL-LAW-H-U01-DR-A-500506-P00 – Proposed Demolition Plan– Heathcote House -First Floor

Window Details

19311-CL-LAW-Z-Z-DR-A-500700-T01 – Double Casement Window in Existing brick wall

19311-CL-LAW-Z-Z-DR-A-500701-T01 – Double Casement Window in Existing render wall

19311-CL-LAW-Z-Z-DR-A-500702-T01 – Double Casement Window in Existing Wall (Hanging Tiles)

19311-CL-LAW-Z-Z-DR-A-500703-T00 – Single Sash Window in Existing Render Wall

Material Samples

19311-CL-LAW-Z-Z-SC-A-500901-T01 – Materials Samples – Sheet 1

19311-CL-LAW-Z-Z-SC-A-500902-T01 – Materials Samples – Sheet 2

19311-CL-LAW-Z-Z-SC-A-500903-T00 – Materials Samples – Sheet 3

19311-CL-LAW-Z-Z-SC-A-500904-T00 – Materials Samples – Sheet 4

19311-CL-LAW-Z-Z-SC-A-500905-T00 – Materials Samples – Sheet 5

19311-CL-LAW-Z-Z-SC-A-500906-T00 – Materials Samples – Sheet 6

19311-CL-LAW-Z-Z-SC-A-500907-T00 – Materials Samples – Sheet 7s

Reason: For the avoidance of doubt and in the interests of proper planning as required by Policy CS5 of the Core Strategy 2007.

- (3) Prior to the commencement of external alterations to the rendered finish of, Woodcote House and Heathcote House details and samples of the external materials to be used for those parts of the development shall be provided as full size samples on site and submitted to and approved in writing by the local planning authority. The development shall be carried out in accordance with the approved details.

Reason: To safeguard the special architectural and historic interest of the listed building in accordance with Policy CS5 of the Core Strategy(2007) and Policies DM8, DM9 and DM10 of the Development Management Policies 2015.

- (4) The removal of any external partitions and divisions and insertion of new partitions and all making good shall be carried out using hand only tools only.

Reason: To safeguard the special architectural and historic interest of the listed building in accordance with Policy CS5 of the Core Strategy(2007) and Policies DM8, DM9 and DM10 of the Development Management Policies 2015.

- (5) No work shall take place to the joinery elements forming parts of the retained fabric to Woodcote House and Heathcote House, until detailed drawings and/or samples of all new internal and external joinery details, have been submitted to and approved in writing by the local planning authority, including:

Windows (frames, depth of reveal common sight line with no trickle vents, through glazing bars, method of opening, details of heads, cills and lintels);

Doors frames (architraves, linings, mouldings and beading),

Weatherboarding (type, lap, fastening and finishing edges);

Eaves verge boards, external posts and brackets, staircases and balconies (including balusters, newel posts and handrails);

Beading and skirting boards

The submitted details of sample elevations shall be at a scale of not less than 1:20, and horizontal/vertical frame sections (including sections through glazing bars) at a scale of not less than 1:2. The works shall be carried out in accordance with the approved details.

Reason: To safeguard the special architectural and historic interest of the listed building in accordance with Policy CS5 of the Core Strategy(2007) and Policies DM8, DM9 and DM10 of the Development Management Policies 2015.

- (6) Prior to any roof finishing works to the retained roof areas of Woodcote House and Heathcote House taking place, samples of all new roof finishing materials for the development shall be submitted to and approved in writing by the local planning authority. Roof slates shall be natural Welsh slate, rainwater goods to existing and altered roofs shall be in cast Iron and leadwork to stepped flat roofing / gutters shall be no less than Code 6 with leadwork used for flashings, and soakers no less than Code 4.

Reason: To safeguard the special architectural and historic interest of the listed building in accordance with Policy CS5 of the Core Strategy(2007) and Policies DM8, DM9 and DM10 of the Development Management Policies 2015.

- (7) Prior to the commencement of works a schedule of works for the alteration to the listed building shall be prepared and submitted to the local planning authority in writing which shall itemise all works, alterations and materials affecting the fabric of the building, this schedule shall identify significant alterations to be made to the building, which shall include:
- a) All new windows and doors.
 - b) All other joinery including roof and internal and external walls
 - c) All new proposed brickwork including lintels.
 - d) Alterations to masonry.
 - e) Method and execution of works.

The local authority shall be advised when these itemised works are about to commence and be 14 days' notice given in writing prior to full execution of each of the itemised works to inspect the materials and/or method/execution of works before those works begin in full.

Reason: To safeguard the special architectural and historic interest of the listed building in accordance with Policy CS5 of the Core Strategy (2007) and Policies DM8, DM9 and DM10 of the Development Management Policies 2015.

Informative(s):

- (1) The Council confirms that in assessing this planning application it has worked with the applicant in a positive and proactive way, in line with the requirements of paragraph 38 of the National Planning Policy Framework 2019.
- (2) Under section 9 of the Planning (Listed Buildings and Conservation Areas) Act 1990 it is a criminal offence, without consent, to demolish a Listed Building, or to alter or extend such a building in a way that would affect its character. The penalties for this can be heavy, both for the person who carries out the work and for whoever commissions it. The applicant is strongly advised to ensure that the contractor carrying out the work is made aware of the above conditions. Should the works carried out exceed that which is permitted then it may be open to the Local Planning Authority to take prosecution action against the owner of the property and/or the contractor. If the applicant is unclear about any aspect of the specification for works, they are strongly advised to contact the Council's

Historic Buildings and Conservation Area Officer prior to the commencement of the works.

41 24 SOUTH STREET EPSOM SURREY KT18 7PF

Description

Conversion of the 3-storey office building into 2 one-bedroom dwellings on the first and second floor and commercial unit on the ground floor.

Decision

The Committee received a presentation from the Planning Officer.

The following matters were raised by the Committee:

- a) **Reference to previous application:** Members noted the previous application regarding this site, and its reference to DM12 water efficiency and CS6 energy efficiency. The Officer confirmed that these were initially referred to with discretion, as they usually apply to new developments. The Officer also noted that should the Committee wish, a condition could be implemented that the development is compliant with these.
- b) **Refuse collection arrangements:** Members noted the arrangements for refuse collections. The Officer noted that these had been arranged due to difficulties regarding access, and confirmed that the Waste Services Manager had no objection to arrangements.

Following consideration, the Committee resolved unanimously that:

Planning Permission be **GRANTED** subject to the following:

Condition(s):

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

Reason: To comply with Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 (1) of the Planning and Compulsory Purchase Act 2004.

- (2) The development hereby permitted shall be carried out in accordance with the following approved plans:

24SSRP002/2 Proposed plans

24SSRP002/4 Proposed elevations

24SSRP002/6 Proposed elevations and roof plan

Reason: For the avoidance of doubt and to ensure that the development is carried out in accordance with the approved plans to comply with Policy CS5 of the Core Strategy (2007).

- (3) The development hereby permitted shall be constructed entirely of the materials as detailed on the schedule of materials on the planning application form.

Reason: To secure a satisfactory appearance in the interests of the visual amenities and character of the locality in accordance with Policy CS5 of the Core Strategy (2007) and Policies DM8, DM9 and DM10 of the Development Management Policies 2015.

- (4) The development hereby approved shall not be first occupied unless and until the facilities for the secure parking of bicycles within the development site have been provided in accordance with the approved plans and thereafter shall be provided, retained and maintained to the satisfaction of the Local Planning Authority.

Reason: The above condition is required in recognition of Section 9 "Promoting Sustainable Transport" in the National Planning Policy Framework 2019 and Policy DM37 of the Development Management Policies Document 2015.

- (5) Soundproofing shall be provided to ensure that the flats for residential purposes sharing a party element with the ground floor premises to which this planning permission relates shall receive a minimum airborne sound insulation on the party element which achieves DnT'w of 60 dB before the first use of the development hereby approved. The soundproofing shall be retained thereafter in perpetuity.

Reason: To ensure that the occupiers of the flat units do not suffer a loss of amenity by reason of noise nuisance and other excess noise from activities within the premises in the National Planning Policy Framework 2019 and Policy DM10 of the Development Management Policies Document 2015.

Informative(s):

- (1) In dealing with the application the Council has implemented the requirement in the National Planning Policy Framework to work with the applicant in a positive and proactive way. We have made available detailed advice in the form of our statutory policies in the Core Strategy, Supplementary Planning Documents, Planning Briefs and other informal written guidance, as well as offering a full pre-application advice service, in order to ensure that the applicant has been given every opportunity to submit an application which is likely to be considered favorably.
- (2) The applicant is advised of the following with regard to waste servicing:

- All new tenants will need to be advised of the limited waste collection service:
- Collections will be for refuse and mixed recycling (in separate sacks) only.
- On collection days, sacks must be left out for collection on the pavement in front of the building from 6.30am.
- Sacks must not be left on the pavement in between collections.
- For domestic occupants collections will take place once a week.
- For trade occupants, collections frequency will be negotiable, with the cost reflecting the frequency as per the Council's prevailing fees and charges.

42 THANKS TO JOHN ROBINSON

The Committee wish to place on record it's thanks to John Robinson for all of his contributions to Planning Committee over the years, and wish him a long and happy retirement.

The meeting began at 7.30 pm and ended at 9.08 pm

COUNCILLOR CLIVE WOODBRIDGE (CHAIR)