

**APPENDIX A**

**PRE-APPLICATION MEETING REPORT**

**ISSUED BY Camden Council**

**Meeting date 24.01.12**

**593 – ST. PANCRAS WAY – PHASE 2**

**Cartwright Pickard Architects**

# Pre-application meeting report



<b>Agent name and address:</b>		<b>Site address:</b>	
Ms Mariya Marson Cartwright Pickard Architects 1 Canalside Studios 8-14 St Pancras Way London NW1 0QG		1 Canalside Studios 8-14 St Pancras Way London NW1 0QG	
<b>Meeting date:</b>		<b>Case Ref:</b>	
24/01/12		CA\2011\ENQ\00158	
<b>Proposal</b>			
Erection of a single storey rear extension at third floor level on top of existing offices to accommodate three x 1 bed flats, a proposed covered walkway; together with roof gardens at third floor level.			
<b>Lead officer for Camden:</b>			
Angela Ryan- Planning Officer, East Area Team			
<b>Other Camden officers:</b>			
Charlie Rose- Conservation & Design Officer (Written response)- not present at meeting.			
<b>Applicants/Agents attending:</b>			
Ms Mariya Marson			

Principal issues discussed at our meeting	
<b>Introduction/purpose of the meeting</b>	To discuss the feasibility of adding an extra storey at third floor level to accommodate three new residential dwellings and the planning implications that need to be taken into consideration.
<b>Overview of advice</b>	<p>The principle of providing a single storey extension at this level may be unacceptable given that it would result give rise to a few amenity implications that may have an adverse impact on the occupants of the existing residential units located at third floor level at the site. Based on the current proposals there is considered to be limited scope for these concerns to be overcome.</p> <p>In relation to amenity matters. Overlooking, loss of privacy and outlook, and the sense of enclosure issues are key considerations. These issues will need to be addressed in any future applications. The introduction of the roof gardens may be seen to mitigate the issue of the loss of outlook, to some extent, however compared with the existing there would be a loss of outlook, sense of enclosure and possibly a loss of sunlight and daylight.</p> <p>If the amenity matters were subsequently deemed to be acceptable then the design of the extension would need to be refined.</p>
<b>Site description</b>	<p>The site comprises part five storey, part two-storey building located on the north-east side of St Pancras Way, with the rear of the building facing Regent's Canal. It is currently used for a mixture of commercial (B1a) use on the ground, part first and second floors and residential use on part first and second floor and on third to fifth floors, following planning permission (Ref: 2004/2581/P). The area is characterised by a mixture of industrial/commercial buildings.</p> <p>The site lies within the Regent's Canal Conservation Area. It also lies within a controlled parking zone, has a PTAL rating of 4(which indicates that the site has fairly good access to the public transportation network), and is in a site of hydrological constraints, e.g., slope stability and ground water flow.</p> <p>As such the Council will consult British Waterways and the Environment Agency should an application be submitted.</p>
<b>Land use principles</b>	<p>The relevant policies that would apply to this proposal are taken from the London Borough of Camden Local Development Framework policies 2011.</p> <p><b>CS1 – (Distribution and growth)</b>  <b>CS5 – (Managing the impact of growth and development)</b>  <b>DP2- (Making full use of Camden's Capacity for housing)</b>  <b>DP5- (Homes of different sizes)</b></p> <p>In terms of land-use principles the provision of additional residential accommodation in this location is considered to be acceptable in principle.</p>

	In terms of mix, 3x1 bed units are not considered to be appropriate in respect of policy DP5. It is advised that you seek to explore the provision of a mix of units in line with the dwelling size priority table. For example 2x2 bed units is likely to be considered as appropriate.
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**Amenity**

**CS1 - Distribution of growth**

**CS5 - Managing the impact of growth and development**

**DP26 - Managing the impact of development on occupiers and neighbours**

In terms of amenity matters, you are advised to consider the proposals against LDF policies CS1, CS5 and DP26 (and supplementary guidance in Camden Planning Guidance – CPG 1-Design, chapter 4 in particular, CPG 2- Housing, chapters 4 & 5 in particular and CPG 6 – Amenity, chapters 6 & 7 in particular). For the purposes of the pre-application meeting a site location plan, existing elevation, proposed floor plans and proposed elevations were provided.

In terms of the quality of accommodation for future occupiers the plans indicate that each unit is approximately 40m<sup>2</sup> which complies with the Council's residential development standards for a studio unit, but is below the minimum standard for a 1 bed, 2 person unit. This is another indication that 2x 2 bed (three person) units may be more appropriate at the site. Please also see London Plan residential standards. In respect of other matters such as single aspect, storage space, soundproofing and outdoor amenity space, please see CPG2, chapter 4.

In respect of the impact of the proposal on neighbouring occupiers it is considered that a number of possible issues are raised:

- Loss of outlook and sense of enclosure – to the occupiers of the residential units at third floor level and the neighbouring buildings to the north of the site.
- Loss of Daylight/sunlight- blocking out light to windows on the side elevation on the neighbouring buildings to the north
- overlooking to occupiers located to the north of the site by virtue of the proposed layout
- Potential noise nuisance to residential amenity by virtue of any proposed plant equipment such as air conditioning units.

Concerns are raised especially in respect of the loss of outlook that may occur to the existing residential occupiers located at third floor level. The proposal if implemented would block current views out onto the canal and replace them with views of the roof top gardens and a timber fence proposed in order to alleviate overlooking from the new units, and also to provide an enclosure to the proposed covered walkway (a 9.2m gap may not be enough to alleviate this)

Concern is also raised in respect to the sense of enclosure that may occur by virtue of the proposed timber boundary treatment on the proposed west elevation rising 1.6m high above floor level.

The proposed roof gardens will be situated around an existing rooflight at third floor level that provides light down into the office accommodation below from third to ground floor levels. Concerns were raised in respect to the loss of light to the residential/office occupiers by virtue of the proposed enclosed space and the proposed timber boundary treatment on the west elevation and around the proposed roof gardens. Sunlight and daylight is an important consideration within any scheme. Information should be submitted in the form of a sunlight/daylight assessment to demonstrate that the proposed development would not result in an unacceptable loss of light to the existing habitable rooms of the residential development

	<p>located at third floor level and also the office occupiers located on the lower floors and the neighbouring building to the south. At present it is not clear if neighbouring occupiers would retain sufficient access to natural daylight, sunlight and outlook.</p>
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	<p>Direct overlooking between the existing and proposed residential units existing and the application site would be minimised by virtue of the proposed boundary treatment on the west elevation.</p>
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	<p>It could be that the adverse impact on nearby occupiers means that it is not possible for any development to come forward on this part of the site.</p>
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<p><b>Conservation and urban design</b></p>	<p><b>CS14 - Promoting high quality places and conserving our heritage</b>  <b>DP24 - Securing high quality design</b>  <b>DP25 - Conserving Camden's heritage</b></p> <p>The proposed units are to be pre-fabricated units that will be ready made and bought on site. In design terms it is considered that the design of the proposed units should relate to the design of the existing office development that will be situated below.</p> <p>The covered walkway is considered to have limited impact upon the residential occupiers at the adjoining building from a design perspective given that the building is approximately 4m away and set back approximately 13m from the established building line on the east side.</p> <p>The proposed balconies on the east elevation are unlikely to be contentious and are therefore considered to be acceptable.</p> <p>Concern is raised in respect of the proposed canopy/ brise soleil which protrudes beyond the building lines and would feel out of character to the other polychromatic forms found along this section of the canal. The established built form in the area is of very regular boxed shaped buildings and the introduction of the canopy is considered will not relate well to the established townscape/built form in the location. It also appears to be an "add-on" which does not represent a cohesive design in terms of its relationship with the proposed extension. It is considered that the façade materials and fenestration pattern should relate to the facades of the host building to ensure consistence of design and cohesion. Notwithstanding the above the proposed canopy would also prohibit solar gain which is considered to be inappropriate as this should be taken advantage of.</p> <p>In conclusion, the principle of extending the building in this location is considered to be acceptable from a design point of view. However, careful consideration should be given to how the design relates to the existing building and surrounding character and appearance. As such further consideration to the design of the proposal is required prior to a formal application being submitted.</p>
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<p><b>Resources and energy</b></p>	<p><b>CS13 - Tackling climate change through promoting higher environmental standards</b>  <b>CS 15 – Protecting and improving our parks and open spaces &amp; encouraging biodiversity</b>  <b>DP22 – Promoting Sustainable Design &amp; Construction</b></p> <p><b>Renewable Energy</b>  If any renewable energy technology is proposed you should make sure you have followed the Mayors energy hierarchy (1. use less energy, 2. use renewable energy and 3. supply energy efficiently) to show that renewable energy is not just an 'add-on'. To clarify, as the proposals do not constitute a major development (defined as schemes of below 10 units or over 1000sqm), there is no statutory requirement to provide renewable energy technology. However, CPG 3, chapter 2 does stipulate that all development should be designed to reduce carbon emissions (please see CPG3 for more details) and would therefore be welcomed and encouraged and if proposed, would be secured via a Section106 legal agreement.</p> <p><b>Biodiversity</b>  DP22 seeks to ensure that new development incorporates green and brown roofs wherever suitable; therefore the provision of garden space is welcomed at the site. The plans as submitted shows that there is no access to the garden space and it was indicated that there would be low level species of planting that would need pruning at least twice per year. Given that there is no access into the proposed roof gardens the Council is not sure how these gardens will be maintained.</p> <p>There is also scope for the provision of bat/bird bricks and green/brown roofs on the roof of the proposed extension.</p> <p><b>Code for Sustainable Home Assessment</b>  The Council normally expects level 3 standards to be achieved for new residential developments. In terms of submissions the Council would expect:</p> <ul style="list-style-type: none"> <li>- A pre-assessment to be submitted at application stage (See CPG3 chapter 9)</li> <li>- Design stage/post construction review which will be secured via a S106</li> </ul>
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<p><b>Transport and servicing</b></p>	<p><b>CS11 - Promoting sustainable and efficient travel</b>  <b>DP16 - Transport implications of development</b>  <b>DP17 - Walking, cycling and public transport</b>  <b>DP18 - Parking standards and the availability of car parking</b>  <b>DP19 - Managing the impact of parking</b>  <b>DP20 – Movement of goods and materials</b></p> <p>- The site would need to provide adequate cycle parking. The current standard is one cycle parking space per unit.</p> <p>- Due to the location and current parking stress a section 106 legal agreement would be required to be entered into in order to secure Car-free housing for the units proposed. This is as the site has a PTAL rating of 4 and is within a controlled parking zone with a high parking stress level. In practice future occupiers will not have access to on-street parking permits. You are advised that if you are not willing to enter into the Section 106, this would constitute a reason for refusing Planning Permission.</p> <p>- It is acknowledged that the units will be brought onto the site 'ready made', however it is considered that a Construction Management Plan would be required in this instance given the physical constraints of the site, and it being in close proximity to residential development. A draft statement should be submitted with any application. Please refer to policies DP20, DP26, CPG6- chapter 8, CPG7 etc. The full CMP is likely to be secured via a S106.</p> <p>- Waste storage, recycling and refuse collection facilities should be designed in accordance with CPG1 Ch 10. These should be provided at ground floor level to enable easy access and collection. Any shortfall in area at ground floor level may be able to be made up at basement floor level if access/lift arrangements allow. However the priority should certainly be at ground floor level. Details of these facilities should be included on the plans submitted, with annotations denoting the capacities of each bin (see CPG1 Ch 10 for more details). If it is not possible for these facilities to be provided at ground floor level detailed commentary explaining this should be provided, with all options fully explored.</p>
<p><b>Lifetime Homes</b></p>	<p>A lifetime homes statement explaining how the development meets the 16 criteria should be submitted with any application. Where the criteria cannot be met full justification will need to be given. See link below.  <a href="http://www.lifetimehomes.org.uk/pages/revised-design-criteria.html">http://www.lifetimehomes.org.uk/pages/revised-design-criteria.html</a></p>

<p><b>Other issues</b></p>	<p>The Government has introduced a new charge (CIL) to be paid by developers to help fund infrastructure required to support the development of its area. It will be paid by most new development which:</p> <ul style="list-style-type: none"> <li>-Consists of buildings to which people usually go, so it does not apply to buildings to which people only go occasionally to inspect plant, or development that does not consist of buildings; and</li> <li>- Has 100 square metres or more of gross internal floorspace or involves creating a dwelling even where this is below 100 square metres.</li> </ul> <p>Subject to the legal process, the Mayor of London intends to start charging on <b>1 April 2012</b>.</p> <p>Any development that receives planning permission after that date will have to pay, including:</p> <ul style="list-style-type: none"> <li>- Cases where a planning application was submitted before 1 April 2012, but not approved by then.</li> <li>- Cases where a borough makes a resolution to grant planning permission (to allow a section 106 agreement to be signed, for example) before 1 April 2012, but does not formally grant permission until after that date.</li> <li>-Cases where a planning appeal is decided after 1 April, regardless of when the appeal was made.</li> </ul> <p>CIL will be calculated according to the amount of additional floorspace a new development will produce. The amount to be paid is calculated when planning permission is granted and it is paid when development starts. Further details about the CIL can be found at:</p> <p><a href="http://www.communities.gov.uk/publications/planningandbuilding/communityinfrastructurelevymay11">http://www.communities.gov.uk/publications/planningandbuilding/communityinfrastructurelevymay11</a></p> <p>This scheme would be liable to CIL.</p>
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#### Planning Obligations under Section 106 of the Town and Country Planning Act 1990

Following our preliminary assessment of your proposal, if you submit a planning application which addresses outstanding issues detailed in this report satisfactorily, officers would only consider recommending the application for approval subject to completion of a Section 106 agreement covering the following heads of terms.

Payment of the Council's legal and other professional costs in (a) Preparing and completing the agreement and (b) Monitoring and enforcing its compliance	Yes
Code for Sustainable Homes	Yes
Car Free/Car capped Housing	Yes
Renewable Energy	Yes if proposed
Construction Management Plan	Yes
Highways works surrounding the site	No

**Supporting Statements and other information required for a valid application (see also attached Applicants Guide to Submitting a Valid Application)**

To submit a valid planning application you will need to provide all the information and plans set out in the attachment to this letter. In addition, you should submit the following statements, showing how far your proposal meets Camden's policies and guidance (see attached guidance notes for further information):

Design and Access statement (including 'lifetime homes', crime impact and wheelchair housing)	Yes
Affordable housing statement (including Viability assessment if less than 50% affordable housing is proposed)	No
Air Quality assessment	No
Archaeological assessment	No
Contamination report	No
Construction Management Plan	Not a statutory requirement but advised that a draft statement is submitted at the time of any application.
Daylight/sunlight assessment	Yes
Development phasing plan	No
Ecological survey	No
Energy/renewable energy Statement	Yes – statement if not full report
Environmental Statement/ Impact Assessment	No
Floorspace Schedule	Yes
Full hard/soft landscape design details	Yes
Light impact statement (Daylight and sunlight assessment for neighbouring units)	Yes
Listed building/Conservation Area/Historic Gardens appraisal	No
Noise Impact assessment (e.g. Acoustic report for plant/noise surrounding residential windows)	Yes, if proposed
Photographs/photomontages	Yes
Planning Statement	Yes
PPS 5 Justification (for demolition in CA)	No
PPG24 Noise Assessment (for externally transmitted noise e.g. from main road)	No
Public Open space assessment	No

Regeneration/Community facilities assessment	No
Retail impact assessment	No
Service Management Plan (including waste storage/removal)	No
Strategic views assessment	No
Sustainability Statement (including Code for Sustainable Homes pre-assessment)	Yes
Transport Statement –accompanied by School Travel Plan	No
Tree Survey/ Arboricultural statement	No
Water environment impact statement (water table and/or flooding matters)	No
Other (Specify)	Lifetime Homes Assessment

#### Further guidance for the submission of an application

Reminder regarding minimum types of plans required:

- Site Location Plan (1:1250 scale) / Site Block Plan (1:200 scale) – showing the application site in red and any other land owned by the applicant close to or adjoining the site in blue
- All existing elevations, floorplans (including roof plan) and sections (1:50 scale)
- All proposed elevations, floorplans (including roof plan) and sections (1:50 scale)

It would be useful if plans could be submitted in an A3 format as well as to the scale outlined above

Prior to submitting any application you should also read the guidance from the following link for submitting a valid application: <http://www.camden.gov.uk/ccm/content/environment/planning-and-built-environment/planning-applications/your-guide-to-planning-applications/applicants-guide-to-submitting-a-valid-planning-application.en>

If the application were to be refused this is likely to be decided by delegated powers.

Public consultation would take place during the course of the application by way of letters to adjoining occupiers, a site notice and press notice. There is a statutory 21 day period for consultation, although officers do accept comments received after this period providing it is prior to the formal determination of the application.

You are also advised that the Council would welcome and encourage further meetings to discuss this pre-application submission if deemed necessary by you. Please see the following link regarding fees for such follow up meetings: <http://www.camden.gov.uk/ccm/navigation/environment/planning-and-built-environment/planning-applications/pre-planning-application-advice/>

## Consultation

You are strongly advised to make early contact with the following organisations/groups

- Neighbouring occupiers
- Regents Canal CAAC: <http://www.camden.gov.uk/ccm/content/contacts/categories/contact-conservation-area-advisory-committees-caac.en#internalSection3>
- Ward Councillors:  
<http://democracy.camden.gov.uk/mgFindMember.aspx?XXR=0&AC=WARD&WID=12899>
- British Waterways- statutory consultee for applications adjacent to canal:  
[planning@britishwaterways.co.uk](mailto:planning@britishwaterways.co.uk) (Claire McAlister)
- Environment Agency (as the site abuts the canal): [northlondonplanning@environment-agency.gov.uk](mailto:northlondonplanning@environment-agency.gov.uk)  
Liz Lightbourne/Candice Beard/Anna Scott

It would be helpful as part of your submission if you could set out what public consultation you have carried out, what comments have been received and how your proposal has been amended in response to such comments.

This document represents the Council's initial view of your proposals based on the information available to us at this stage. It should not be interpreted as formal confirmation that your application will be acceptable nor can it be held to prejudice formal determination of any planning application we receive from you on this proposal.

If you have any queries in relation to the above matters do not hesitate to contact me.

Signature



Date of Report: 28/02/12

Name Angela Ryan

Designation **Planning Officer**