

2.3 REFERENCE NO - 24/501571/FULL		
PROPOSAL Replacement of flat roof to workshops with pitched roof, conversion of workshop 4 to a store room, wc, and kitchenette, and alterations to fenestration.		
SITE LOCATION Masters House Trinity Road Sheerness, Kent ME12 2PF		
RECOMMENDATION Delegate to the Head of Planning to grant planning permission subject to appropriate safeguarding conditions as set out in the report, with further delegation to the Head of Planning to negotiate the precise wording of conditions, including adding or amending such conditions.		
APPLICATION TYPE Minor Development		
REASON FOR REFERRAL TO COMMITTEE Application on behalf of Swale Borough Council		
Case Officer Rebecca Corrigan		
WARD Sheerness	PARISH/TOWN COUNCIL Sheerness Town Council	APPLICANT Swale Borough Council AGENT Turner Jackson Day Associates
DATE REGISTERED 29.05.2024	TARGET DATE 16.09.2024	
<p>BACKGROUND PAPERS AND INFORMATION: Documents referenced in report are as follows: -</p> <p>All drawings submitted.</p> <p>All representations received.</p> <p>Heritage Statement (uploaded 17 May 2024).</p> <p>Flood Risk Assessment (uploaded 17 May 2024).</p> <p>The full suite of documents submitted pursuant to the above application are available via the link below: -</p> <p>24/501571/FULL Replacement of flat roof to workshops with pitched roof, conversion of workshop 4 to a store room, wc, and kitchenette, and alterations to fenestration. Masters House Trinity Road Sheerness Kent ME12 2PF (midkent.gov.uk)</p>		

1. SITE LOCATION AND DESCRIPTION OF SITE

- 1.1 The site is located on the western side of Trinity Road, opposite the junction with Strode Crescent. The site is broadly rectangular in shape and forms part of the larger setting of Masters House formerly occupied by Sheerness Urban District. The site has a total curtilage area of 0.13 hectare.

- 1.2 To the rear of the main building (west side), is a small group of single storey buildings which are the subject of this application. These comprised two, original pitched roof garages and one later additional flat roof outbuilding/extension. Under the original permission for the conversion of Masters House, Ref: 21/502661/FULL these buildings were granted planning permission to be converted into workshops to be used by small businesses with a focus on the arts, designing, making etc (Class E).
- 1.3 Immediately forward of the garages/outbuilding is an open tarmacked area enclosed with a chain-link boundary fence. Public car parking spaces are arranged along the west boundary and there is vehicular and gated access off the access road.
- 1.4 Holy Trinity Church occupies the land immediately to the north and the church yard has numerous mature trees along the northern boundary to the site. Some of the trees are close to Masters House.
- 1.5 Trinity Place leads to a council owned car park to the rear (west) of the site and an access road with a narrow pavement forms the southern boundary.
- 1.6 The site lies within Flood Zone 3 and is located within the setting of a number of listed buildings most notably, the grade II listed Trinity Church immediately to the north. Masters House is a 'non-designated local heritage asset', located within the Sheerness Mile Town Conservation Area.

2. PLANNING HISTORY

- 2.1 **22/504876/FULL** - Section 73 - Application for variation of conditions 3 (replacement roof details) and 10 (workshop studios construction) pursuant to 21/502661/FULL for - Change of use of garages, store and plant room to 3no. workshop studios. Refurbishment of main building, to include internal alterations, insertion of replacement windows and external doors, insertion of solar panels, accessibility improvements, external roof plant and drop-down safety barrier, erection of screened plant compound to rear yard and erection of replacement of Western boundary fence and gate. Demolition of canopy, ramp, brick infills and flat roof to 1no. garage.
Approved Decision Date: 13.01.2023.
- 2.2 **21/502661/FULL** - Change of use of garages, store and plant room to 3no. workshop studios. Refurbishment of main building, to include internal alterations, insertion of replacement windows and external doors, insertion of solar panels, accessibility improvements, external roof plant and drop-down safety barrier, erection of screened plant compound to rear yard and erection of replacement of Western boundary fence and gate. Demolition of canopy, ramp, brick infills and flat roof to 1no. garage.
Approved Decision Date: 09.09.2021.

3. PROPOSED DEVELOPMENT

- 3.1 This application seeks planning permission for the replacement of the flat roof above the former outbuilding/extension with a pitched roof, including the conversion of part of the workshop an ancillary store room, wc, and kitchenette. The proposal also includes changes to the front fenestration of the approved workshops. The proposal

represents a revised form of the approved alterations to the workshops granted under planning permission ref. 21/502611/FULL. The new roof would be a pitched roof with a gabled end which be attached to the pitched roof of workshop 2. It would have a ridge height of approx. 4.8m and include a small rooflight to the front roofslope. The alterations to the fenestration include increasing the size and number of openings along the frontage to provide large areas of glazing including the introduction of timber fascia panels above. The application also includes the installation of timber shutters.

4. CONSULTATION

4.1 One round of consultation has been undertaken, during which letters were sent to neighbouring occupiers; a notice was displayed at the application site and the application was advertised in the local newspaper in accordance with statutory requirements. Full details of representations are available online.

4.2 Sheerness Town Council advise that they support the application.

5. REPRESENTATIONS

5.1 **SBC Heritage:** Satisfied that the revised design is of an equal if not slightly improved design quality to the previously approved proposals, and is sympathetic both to the character and appearance of the parent building (Masters House) as well as the wider conservation area street scene and would not harm the setting of the adjacent grade II listed Church of Holy Trinity. Recommend reapplying conditions of the original planning permission.

5.2 **Mid Kent Environmental Health:** Initially sought clarification on whether any plant or machinery was proposed as the part of the application. It does not and this was confirmed in writing by the agent.

5.3 **Environment Agency:** Confirmed that they have assessed the application and it is covered by their standard Flood Risk Standing Advice

6. DEVELOPMENT PLAN POLICIES

6.1 **Development Plan: Bearing Fruits 2031: The Swale Borough Local Plan 2017 (the Local Plan)**

ST1	Delivering sustainable development in Swale
ST3	The Swale settlement strategy
ST6	The Isle of Sheppey area strategy
CP4	Requiring good design
CP8	Conserving and enhancing the historic environment
DM14	General development criteria
DM16	Alterations and extensions
DM19	Sustainable design and construction
DM21	Water, flooding and drainage
DM28	Biodiversity and geological conservation
DM 32	Development involving Listed buildings
DM 33	Development affecting a Conservation area

6.2 Supplementary Planning Guidance/Documents

Supplementary Planning Guidance - Listed Buildings and Conservation Areas

7. ASSESSMENT

7.1 This application is reported to the Committee as the Swale Borough Council is the applicant.

7.2 The main considerations involved in the assessment of the application are:

- The Principle of Development
- Character and Appearance, including Heritage Impact
- Living conditions
- Flood Risk and Drainage
- Biodiversity Net Gain
- Access, Highways and Parking

Principle

7.3 Section 38 (6) of the Planning and Compulsory Purchase Act 2004 sets out that the starting point for decision making is the development plan unless material considerations indicate otherwise.

7.4 The National Planning Policy Framework provides the national policy context for the proposed development and is a material consideration of considerable weight in the determination of the application. The NPPF states that any proposed development that accords with an up-to-date local plan should be approved without delay. At the heart of the NPPF is a presumption in favour of sustainable development and for decision-taking this means approving development that accords with the development plan.

7.5 The site is located within the built-up area boundary of Sheerness and is recognised in Policy ST6 of the Local Plan as the focus for development being within the West Sheppey Triangle. Sheerness is identified as Tier 2 of the settlement strategy where the location of development and services is generally supported under Policy ST3 of the Local Plan.

7.6 The conversion of the workshops was previously considered under the application ref: 21/502661/FULL and found to be acceptable on the basis that the application sought the re-use of an existing building and would increase facilities available to local communities as well as visitors given the potential to bring forward homegrown business creation and open up wider employment and educational opportunities within a sustainable location.

7.7 Taking into account the above, and that there has been no change in policy that would alter this assessment, the principle of development is acceptable and accords with Policies ST3 and ST6 of the Local Plan.

Character and Appearance, including Heritage Impact

- 7.8 The National Planning Policy Framework attaches great importance to the design of the built environment and that design should contribute positively to making places better for people. The Local Plan reinforces this requirement.
- 7.9 Policies CP4, DM14 and DM16 of the Local Plan require development proposals to be of high-quality design and to be in keeping with the character of the area. They state that particular regard should be paid to the scale, height, materials, detailing, mass, bulk, articulation and site coverage of any proposals.
- 7.10 The National Planning Policy Framework states that local planning authorities should identify and assess the particular significance of any heritage asset and consider the impact of a proposal on a heritage asset, to avoid or minimise conflict between the heritage asset's conservation and any aspect of the proposal. Where a development proposal will lead to less than substantial harm to the significance of a designated heritage asset, this harm should be weighed against the public benefits that may arise and this is endorsed by the Local Plan under Policies DM 32 and DM 33.
- 7.11 The site is currently vacant, and the application proposes relatively minor alterations to the existing extant development proposals for the external built form, which would be an improvement of the existing situation. The changes to the external appearance of the building include the replacement of a flat roof with a pitched roof on the outbuilding and changes to the front fenestration to include the enlargement of the existing openings with a modern glazed frontage and timber fascia panel above, including the installation of timber shutters. The proposal represents a revised form of the approved alterations to the workshops granted under planning permission ref: 21/502611/FULL and is considered to be of an improved design quality that is sympathetic both to the character and appearance of the parent building (Masters House) as well as the wider setting of the conservation area.
- 7.12 The main building is a 'non-designated local heritage asset', located within the Sheerness Mile Town Conservation Area. Policy CP8 of the Local Plan stipulates that development should '*sustain and enhance the significance of Swale's designated and non-designated heritage assets and their settings in a manner appropriate to their significance*', and Policy DM33(4) of the Local Plan states proposals should '*retain unlisted buildings or other structures that make, or could make, a positive contribution to the character of the area.*' In this regard, a Heritage Statement has been submitted with the application.
- 7.13 The proposals would result in an improved visual impact compared with the extant permission and would continue to respect the adjacent heritage asset. It would preserve the character and appearance of the conservation area and would accord with local and nation planning policy in this regard.

Living conditions

- 7.14 Policy DM14 of the Local Plan supports development that would, '*cause no significant harm to amenity and other sensitive uses or areas*'.

- 7.15 Given the nature of development and relative separation between the site and surrounding buildings, the proposal would not adversely impact in terms of loss of natural light, overshadowing, outlook, sense of enclosure or loss of privacy to surrounding residential properties.
- 7.16 In terms of noise and disturbance, the application has been considered by Environmental Health who initially sought clarification on whether any additional plant or machinery was proposed as part of the application, which the agent has confirmed is not the case. Moreover, the previously approved 2021 application proposed a separate plant compound with an acoustic fence and that application was supported by an Acoustic Planning Report. Compliance with the report's mitigation measures was secured by condition 7 of the 2021 planning permission. No changes to this situation are proposed under this application.
- 7.17 In terms of the potential that the glazing to the front fenestration could result in noise breakout, it is considered that the workshops are to be used as Class E with a focus on the arts, designing, making etc (Class E), coupled with the small scale of the workshops, the possibility of outbreak noise would be limited and would not result in harm to the living conditions of any nearby residential properties. The proposal is in accordance with Policy DM14 of the Local Plan.

Flood Risk and Drainage

- 7.18 Policy DM21 of the Local Plan relates to water, flooding and drainage. The policy states that when considering the water-related, flooding and drainage implications of development, development proposals should accord with national planning policy and planning practice guidance, and inappropriate development in areas at risk of flooding and in areas where development would increase flood risk elsewhere should be avoided. The policy states that site specific flood risk assessments should be carried out to the satisfaction of the Environment Agency and, where relevant, the Internal Drainage Board.
- 7.19 The site lies in Flood Zone 3 and is at high risk from tidal and fluvial flooding. In accordance with the National Planning Policy Framework a Flood Risk Assessment has been provided. The Environment Agency have raised no objection subject to compliance with their standing advice. In this regard, the proposal is for the purposes of commercial use, no habitable accommodation is proposed and there is no intended night-time use. On this basis, the proposal is acceptable as previously concluded in consideration of the previous application and in accordance with Policy DM21 of the Local Plan.

Biodiversity Net Gain

- 7.20 From February 2024, developments are required to provide at least 10% Biodiversity Net Gain (BNG) as set out under paragraph 13 of Schedule 7A of the Town and Country Planning Act 1990. There are exemptions to this, including the de minimis exemption which sets out the development must not impact on any onsite priority habitat and secondly, if there is an impact on other onsite habitat, that impact must be on less than 25 square metres (e.g. less than a 5m by 5m square) of onsite habitat with a biodiversity value greater than zero and on less than 5 metres of onsite linear habitat (such as a hedgerow). The development relates to the conversion of an existing building which would be classified as developed land. There are no further habitats within the red line edge shown on the site location plan, and on this basis, the development would be exempt from biodiversity net gain by the de minimis exemption.

Access, Highways and Parking

- 7.21 Policies DM6 and DM7 of the Local Plan set out vehicle parking for non-residential uses and measures for cycle parking facilities.
- 7.22 The proposal granted planning permission under ref: 21/502611/FULL retained the existing vehicular access to the rear of Masters House with a new loading area for the proposed workshops / studios to be created. The 21/502611/FULL planning permission also ensured the site remained accessible from Trinity Road and the church yard and the main entrance from the garden area retained, with an existing access ramp replaced.
- 7.23 With regard to parking planning permission ref: 21/502611/FULL did not incorporate any formal on-site parking provision (although the small yard offered some limited opportunity for parking). It was considered and accepted that due to the sustainable location of the site and the proximity and size of the Council owned public car park immediately to the rear the parking this would not result in an unacceptable arrangement.
- 7.24 Given that there are no changes proposed to these arrangements and that the proposal involves a change to storage from a workshop, which would not result an increase in demand for parking, no concerns are raised in relation to highway safety and parking provision.

CONCLUSION

- 7.25 The development represents a revised form of the approved alterations to the workshops granted under planning permission ref: 21/502611/FULL and is considered to be an improved design quality that is sympathetic both to the character and appearance of the parent building (Masters House) and character and appearance of the area, as well as the wider conservation streetscene. No harm has been identified to residential amenity, flood risk or ecology. On the basis of the above, it is recommended that planning permission be granted.

RECOMMENDATION – Grant, subject to the following conditions

CONDITIONS

- (1) The development to which this permission relates must be begun not later than the expiration of three years beginning with the date on which the permission is granted.

Reason: In pursuance of Section 91 of the Town and Country Planning Act 1990 as amended by the Planning and Compulsory Purchase Act 2004.

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

- 1902-001 Proposed Block and Location Plan
- 1902-004 Proposed Ground and Roof Plan
- 1902-005A Proposed Elevations
- 1902-006A Proposed Workshop Elevations

Reason: For clarity and in the interests of proper planning.

- (3) No development shall take place until a sample and/or manufacturer brochure and technical details of the metal sheet product to be used on the replacement roof to garage/workshop and a 1:5 vertical section of the eaves and verge detailing to the replacement roof has been submitted to and approved in writing by the Local Planning Authority. The roof replacement work shall thereafter be carried out in accordance with the approved roof covering material and eaves/verge detailing.

Reason: In the interest of protecting the character and appearance of the Sheerness Mile Town Conservation Area.

- (4) No development shall take place until details of the replacement windows to be used has been submitted to and approved in writing by the Local Planning Authority. The details to be submitted shall include a technical specification of the windows to be used, scaled sections through the frame and glazing and a section showing the proposed depth of the window reveal. The relevant window replacement work shall thereafter be carried out in accordance with the approved window product(s) details.

Reason: In the interest of protecting the character and appearance of the Sheerness Mile Town Conservation Area

- (5) No development shall take place until a 1:10 elevation detail and a 1:1 or 1:2 plan and vertical section for the new windows has been submitted to and approved in writing by the Local Planning Authority. The sections to be provided shall include part of the surrounding masonry or joinery bordering the window or shutter opening and shall be set out clearly (annotated as necessary) to show the following details, as applicable:

- Depth of reveal
- Window head and cill/sub-cill detailing
- Glazing section (thickness of glass and in case of double glazing, dimension of spacing between the panes of glass)
- Glazing bar profile(s)
- Window frame

Reason: The development shall be carried out in accordance with the approved details.

- (6) No construction work in connection with the development shall take place on any Sunday or Public Holiday, nor at any other time except between the following times:- Monday to Friday 0730 - 1800 hours, Saturdays 0800 - 1300 hours unless in association with an emergency or with the prior written approval of the Local Planning Authority.

Reason: In the interest of residential amenity.

