

APPENDIX ONE

Pre-application scheme – 20/P0221/PREAPP

Meadows Hall

Case Officer: Lucy Thatcher

Date of Meeting: Tuesday 18 August 2020

Date of Written Advice: Wednesday 26 August 2020

Site designations:

- Article 4 Direction Basements
- Community Infrastructure Levy Band (Higher)
- Conservation Area (CA30 St Matthias Richmond)
- Critical Drainage Area -
- Richmond and Richmond Hill Village - Character Area 11 'St Matthias' and & Conservation Area 30 Richmond & Richmond Hill
- South Richmond Ward

Relevant Planning History:

18/2020/FUL	Demolition of single-storey building	Granted
17/3458/DEMPN	Demolition of Meadows Hall and clear site	No further action
10/1982/FUL	Alterations to existing day centre and development of a 3-storey building plus roof accommodation providing 8 x 1 bed flats and associated site works including parking, refuse and cycle facilities, and new boundary treatment.	No further action

Introduction:

The scheme is for the redevelopment of the former day centre site (approx. 0.25acres / 0.10ha), which was demolished in 2018. The submission states, this was following consultation which deemed the facility surplus to requirements.

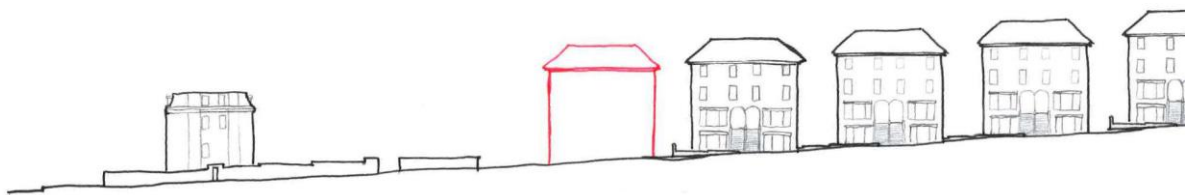
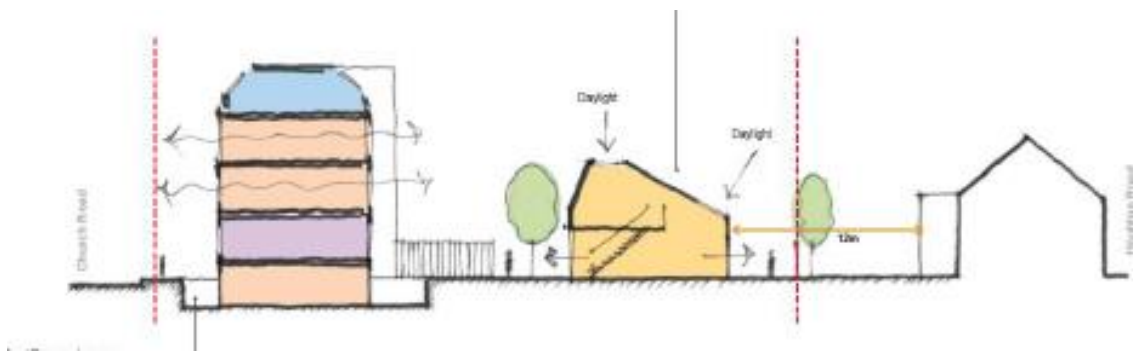
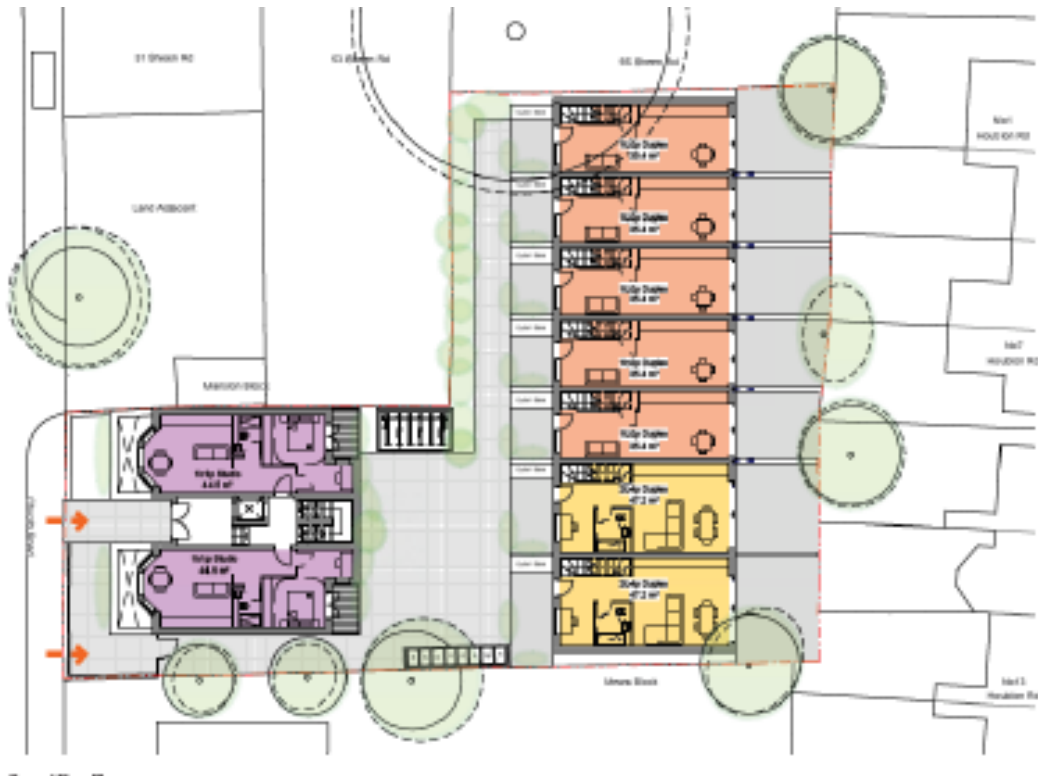
The site fronts Church Road, with vehicular access off Church Road to the west.



Proposal:

Provision of a 100% affordable housing residential development by RHP, incorporating 16 units:

	No. of units	Mix	Amenity space
Mansion Block	9 units	<ul style="list-style-type: none"> • 2 x 1b1p 44 sqm • 6 x 1b2p 56 sqm • 1 x 2b3p 71 sqm 	<ul style="list-style-type: none"> • Ground to level 3, each unit is provided with a rear balcony of 5sqm. • Basement units have access to a sunken courtyards to the front. • Courtyard garden: 60sqm
Rear Mews	7 units	<ul style="list-style-type: none"> • 5 x 1b2p dup 58 sqm • 2 x 2b4p dup 80 sqm 	<ul style="list-style-type: none"> • Each duplex unit is provided with both front and rear garden



Policies:

This response considers the main planning considerations, taking into account adopted policy and guidance.

The Local Plan, incorporating all the Main Modifications and the Additional Modifications made by the Council, was adopted by full Council on 3 July 2018. This can be found [here](#) . Adopted SPG / SPD can be found on [here](#)

Land use:

The key land use issues include:

- The loss of the former day centre (Policy LP 28)
- Provision of affordable housing – tenure and affordability (Policy LP 36)
- Unit mix and standards (Policy LP 35)

Social Infrastructure Use:

Officers are aware that Meadows Hall, Church Road has been previously identified in the report to Cabinet of 15 March 2018 (item 137 <https://cabnet.richmond.gov.uk/ieListDocuments.aspx?CId=163&MId=4220>), which set out an Asset Management Report update. This stated Meadows Hall is a former day centre which is currently vacant apart from occasional use when the car park is used to house a temporary building as a polling station. The property has been identified as part of the Council's sale programme and remains surplus to the Council requirements. It set out that initial discussions have been undertaken with a Housing Association about acquiring and developing the site. In line with the proposed Disposals Procedure it was agreed that the site be openly marketed for affordable housing.

Notwithstanding such, due to the former day centre use, the site is considered as an existing social infrastructure use, and therefore, policy LP28.C and Appendix 5 of the Local Plan needs to be addressed prior to considering the change of use to housing, which is completely absent from the submission.

Policy LP 28(c) states, the loss of social or community infrastructure will be resisted, and proposals involving the loss of such infrastructure will need to demonstrate clearly:

1. *that there is no longer an identified community need for the facilities or they no longer meet the needs of users and cannot be adapted; or*
2. *that the existing facilities are being adequately re-provided in a different way or elsewhere in a convenient alternative location accessible to the current community it supports, or that there are sufficient suitable alternative facilities in the locality; and*
3. *the potential of re-using or redeveloping the existing site for the same or an alternative social infrastructure use for which there is a local need has been fully assessed. This should include evidence of completion of a full and proper marketing exercise of the site for a period of at least two consecutive years in line with the requirements set out in Appendix 5.*

The policy then goes onto state in (D), “*where the Council is satisfied that the above evidence has been provided and the change of use away from social and community infrastructure use has been justified, redevelopment for other employment generating uses or affordable housing should be considered*”.

Therefore, it is necessary to demonstrate there is no longer a need for the site (facilities) or the facilities are adequately reprovided elsewhere in a convenient location (C – 1&2) AND the potential for reusing / redeveloping the site for social infrastructure has been fully explored via marketing for 2 years

Commenting on points 1 and 2, it is acknowledged some time has passed since the day centre was closed and later demolished, and it may be surplus to requirements. However, it is necessary to provide the evidence for this part of the policy. Why was it no longer needed? Where the facilities re-provided elsewhere? What are the facilities in the locality that may justify no need on this site?

Commenting on point 3, again, there is no reference to marketing, or the requirements set out in Appendix 5 or how alternative social infrastructure has been fully explored. Again, if the scheme has not been marketed in line with policy, robust justification should be provided. This may include, but not be limited to:

- links for a period of no less than 2 years demonstrating this is on the public disposal list;
- Confirmation / details as to whether there has been any interest expressed;
- confirmation the disposal programme is necessary to ensure continued delivery of social infrastructure and related services – and details of such;
- Confirmation as to whether there have been any discussions with partners regarding the re-use of the site for social infrastructure uses.

The scheme is essentially a departure to the Local Plan, and therefore, if a refusal is to be avoided it is the full responsibility of the applicant to provide the alternative justification / evidence for the Local Planning Authority to consider and apply the planning balance. Only when Policy LP 28(C) has been fully demonstrated or satisfactory justified, does LP28.D come into consideration for redevelopment for affordable housing.

Affordable Housing:

Policy LP36 sets out the Councils expectation on affordable housing provision. At least 50% on-site provision of affordable housing on large sites, such as this site (capable of 10 or more) is sought, with an 80/20 split between rented and shared ownership.

The scheme proposes 16 units, with a mix of 13 *1bed and 3 *2bed. Whilst this is welcomed, the submission does not detail the tenure. Further details of tenure, affordability etc are required, and this will need to be considered by colleagues in Housing Development to confirm they are satisfied that the proposal maximises the on-site affordable housing to meet priority local needs and ensure the delivery will be appropriately secured.

Rented units would need to comply with the Council's adopted Tenancy Strategy regarding Affordable Rent, and shared ownership units would need to comply with the affordability requirements of the Council's adopted Intermediate Housing Policy Statement and accompanying marketing guidance. If approved, a legal agreement would be necessary to secure delivery of the affordable housing, including details regarding the tenure and affordability to accord with Policy LP36. A. b (for example affordable rents, nominations).

Mix:

Policy LP 35 expects developments to generally provide family sized accommodation, except within the main centres, and for mix to be appropriate to the site-specific locations.

The scheme provides a large proportion (13) of small units (studio and 1 beds). It is recommended justification be provided for the proposed unit mix – for example:

- What is the character of the area – does this include flatted / small units?
- Does the size of affordable housing units reflect local needs and is linked to tenure, as recognised in Policy LP36. A. b?

Standards

Internal space standards:

Policy LP 35 (B) requires new housing to comply with the nationally described space standard, which sets a minimum gross internal floor area of:

- 39sqm for a 1 bed 1 person one storey dwelling, or 37sqm where a one-person unit has a shower room rather than a bathroom,
- 50sqm for a 1 bed 2-person one storey dwelling,

- 58sqm for a 1 bed 2-person two storey dwelling,
- 61sqm for a 2 bed 3-person one storey dwelling, and
- 79sqm for a 2 bed 4-person two storey dwelling.

It appears the relevant minimum standard is met.

External standards

The current Residential Development Standards SPD was adopted in March 2010 and only sets out general guidance on amenity space, seeking a minimum of 5 sqm of private outdoor space for 1-2 person dwellings plus an extra 1 sqm should be provided for each additional occupant, it does not specify different amenity space standards for houses.

Comments:

- It is recommended any submission details the amenity space for each unit.
- Could the amenity space for the flat come off living / dining rooms instead of bedrooms?
- The family accommodation does not appear to have any private amenity space – could the units be reconfigured to provide for such?
- The courtyard area between the Mansion and Mews Block could be limited in amenity value – for example, walk through area only and for bin / cycle stores. How can this be enhanced, especially considering the family units on the site.

Living conditions

Policy LP 8 requires all developments to protect the amenity and living conditions for new properties, through:

- Ensuring the design and layout of the buildings enables good standards of daylight and sunlight
- No unacceptable noise through balconies / layout
- Ensuring proposals are not visually intrusive.

No scaled drawings have been provided and therefore it is difficult to comment. However, there appears to be only 12m between the rear of the Mansion Block and the from the Mews Block. There is concern over the insufficient distance between both blocks, particularly the three southern units, suggesting overdevelopment of the site. In particular, the lack of privacy and light reaching these units. If the front rooms at ground floor are to be deemed 'non-habitable' it will be necessary to demonstrate the other rooms all meet the necessary standards. Similarly, how at the first-floor rooms gaining sufficient light and outlook (without being overlooked or having a building bearing down on these windows?)

It is also noted there are self-contained flats in basement of the mansion block. The Residential Development Standards SPD states "*habitable rooms within basements should be preferably dual aspect to enhance cross ventilation and good daylight levels to otherwise compromised living conditions. Generally, basements should be used for non-habitable or recreational areas rather than bedrooms or living rooms.*" It is recommended this is justified in the submission – essentially, why do these units provide acceptable level of accommodation.

- Do these rooms meet the minimum daylight / sunlight levels, based on BRE guidance?
- What is the outlook of these rooms – distance to the supporting lightwell wall?
- Could split level units be provided instead?

Accessibility:

Policy LP35 (E) sets out that 90% of new housing would be expected to meet Building Regulation Requirement M4 (2) 'accessible and adaptable dwellings' and 10% would be expected to meet Building Regulation Requirement M4(3) 'wheelchair user dwellings'. There do not appear to be any details with the submission regarding compliance. There is a lift shown on the plans for the mansion block and therefore step free access could be

achieved. An application should clarify the standards that can be met and how. It is recommended you contact Rachel Wooden, Specialist Housing Occupational Therapist, Housing Strategy and Development (rwooden@richmondandwandsworth.gov.uk).

Playspace

Policy LP31 requires all major development proposals, such as this, to meet the Public Open space, play space and playing fields and ancillary sport facilities needs arising out of the development:

- **Public Open Space:** Applicants should provide an analysis of existing open space provision in line with the Council's accessibility standards for travel to open spaces. Where there is inadequate existing provision and limited access to such facilities, publicly accessible facilities will be expected on site to mitigate the impacts of the new development on existing provision.
- **Play space:** Applicants should provide a play and child occupancy assessment to determine whether the proposal will lead to an estimated child occupancy of ten children or more, by using the Council's child yield calculator as set out in the Planning Obligations SPD. In addition, an assessment of existing play facilities within the surrounding area will be required. Where the assessment demonstrates an estimated child occupancy of ten children or more, the development proposal should make appropriate and adequate provision of dedicated on-site play space by following the London Plan benchmark standard of 10sqm per child. The Council will seek to integrate new major development within existing village areas and neighbourhoods. Therefore, new dedicated on-site play space should be made publicly accessible.
- **Playing fields and sport facilities:** Applicants should assess the need and feasibility for on-site provision of new playing fields and ancillary sport facilities in line with the borough's Playing Pitch Strategy.

Where on-site provision of Public Open Space, play space or new playing fields and ancillary facilities is not feasible or practicable, the Council will expect existing surrounding facilities and spaces to be improved and made more accessible to the users and occupiers of the new development through, for example, improved walking and cycling links or enhancements of play space or existing playing fields and associated sport facilities. Financial contributions will be required to either fund off-site provision, or improvements and enhancements of existing facilities, including access arrangements, to mitigate the impacts of new development.

Siting, Design and Heritage Assets

Policies LP1 and LP2 outline the necessary siting, design and height requirements of any scheme, and what the LPA expects with any submission:

- a) All development to be of high architectural and urban design quality;
- b) Development proposals to demonstrate a thorough understanding of the site and how it relates to its existing context;
- c) To show compatibility with local character including the relationship to existing townscape, space between buildings, development patterns, views, local grain and frontages as well as scale, height, massing, density, landscaping, proportions, form, materials and detailing;
- d) For developments to reflect the prevailing building heights within the vicinity - proposals that are taller than the surrounding townscape must be of high architectural design

quality and standards, deliver public realm benefits and have a wholly positive impact on the character and quality of the area.

- e) Appropriate layout, siting and access.
- f) Inclusive design, connectivity and permeability.
- g) Take opportunities to improve the quality and character of buildings, spaces and the local area.
- h) Suitability and compatibility of uses, taking account of any potential adverse impacts of the co-location of uses through the layout, design and management of the site.

Policies LP 3 and 4 requires development to conserve and, where possible, take opportunities to make a positive contribution to, the historic environment of the borough. Consequently:

- A great weight is given to the conservation of the heritage asset when considering the impact of a proposed development on the significance of the asset.
- All proposals in Conservation Areas are required to preserve and, where possible, enhance the character or the appearance of the Conservation Area.
- The Council will seek to preserve, and where possible enhance, the significance, character and setting of non-designated heritage assets, including Buildings of Townscape Merit.
- Applications for development that affects designated (and non-designated) heritage assets or their setting must:
 - Describe the significance affected, including any contribution made by their setting; the extent of the setting will be proportionate to the significance of the asset. Appropriate expertise should be used to assess the significance of a heritage asset and its setting.
 - Demonstrate how the development protects, and where possible enhances, the setting, including views, gaps and vistas and any other features, as identified in the relevant Conservation Area Statement/Study, or in relation to a listed buildings, Scheduled Ancient Monument or Historic Park or Garden.
 - Set out how particular attention has been paid to scale, proportions, height, massing, historic building lines, the pattern of historic development, use, design, detailing and materials.
 - Conserve and retain original or historic garden or landscape features as well as architectural features such as windows, doors, chimney stacks, walls and gates.
 - Demonstrate that the proposal is of exceptional design that integrates with and makes a positive contribution to the historic environment; and
 - Take opportunities to reinstate missing features which are considered important to, or to remove additions or modifications that harm, the significance of the asset.

The site is located within the St Matthias conservation area, which was designated for *its cohesive form of varied architectural styles. Mostly developed between 1860s and the 1880s the area is dominated by three main roads with a few cross streets which climb up Richmond hill.* The site is also on the boundary with the neighbouring Sheen Road Conservation area. To the rear of the site are two storey cottages with modest gardens. All the buildings that surround the site are locally listed, and the Grade II listed Houblon Almshouses are situated to the north east within the Sheen Road conservation area.

Church Road are predominately three storey properties (with basement), and this is also the same with the properties adjoining the sites north boundary, and Church Road is characterised by a regular rhythm of late Victorian semi-detached houses, of cohesive character, typically 3 1/2 storeys with shallow hipped roofs (although it is recognised there are some variety with a number of 20th century developments).

The proposal is to redevelop the site with a frontage block on Church Road loosely modelled on the existing houses here; and provision of a mews type development on the footprint of the

now demolished day centre. The development appears to be vehicle free, although that does not seem to have been clearly stated. The scheme has not been designed out in full.

Only indicative site location and massing plans have been provided, and no accurate survey work undertaken, nor any heritage assessment submitted, and therefore any feedback is limited and informal, pending to-scale survey drawings, streetscene elevations, sections and a site visit.

Layout

The layout concept of a frontage block related to the character of existing buildings in Church Road, and backland small scale mews type development as a replacement for the day centre building seems acceptable in townscape terms.

- Given the siting of the former day centre, there is no in principle objection to the positioning of the mews block.
- The mansion block appears to follow the front and rear building line of the properties to the south. However, it is important this is followed through, including bay lines at the front.

Height:

- Mansion: The character of the road is three stories plus basement. However, the scheme proposes 4 stories and basement – page 15 (and in one image, 5 stories plus basement – page 19). Given the narrower nature of the site than those adjacent, the greater height and mass (through the roof form), the height is unacceptable. Given the narrow plot width than those adjacent, it is recommended there is a corresponding reduction in height. It may be more appropriate to respond to the design of No. 72 on the corner of Church Road and Preston Place.
- Mews: As outlined in the small and medium housing site SPD, backland developments should be more intimate in scale than the existing street fronts, which is the case in the proposed submission. It is recommended that any application provides sections through the previous hall and overlays this with the proposed, so a comparison in scale can be established.

Plot / Scale:

- Mansion: The double plots to the south of the site are approximately 18m in width. The scheme is effectively trying to replicate the buildings to the south; however, the plot width is significantly narrow, being only 15m. This with the proposed height results in the development appearing cramped in the streetscene, overdeveloped and harming the setting and character of designated and non-designated heritage assets.
- Mews: The form of this looks appropriate for this backland site as far as is shown, however it appears somewhat cramped and could be improved with fewer units, which would allow for more of a landscape setting, and possibly reduce potential impact on surrounding trees. A more satisfactory arrangement might be to divide the one long block into 2, for a more relaxed layout related to the grain of the area.

Elevational treatment:

- Mansion:
 - A key character of the properties on the east side of the road are the low gradient hipped roofs. However, the scheme proposes a gables roof, with a flat roof crown, and three large dormers to the rear. This is unacceptable. If the scheme is intending to respond to the design and scale of adjacent properties, this should be accurate. It is recommended the gradient of the roof reflects those adjacent, and a hip introduced. Dormers should be modest in scale, set off the eaves, ridge and side so not to appear dominant.
 - The adjacent properties have their basement accommodation mostly above ground levels with bay windows. However, the proposed is mostly below ground level with

the flat façade. This should be reconsidered to ensure it responds to the design of their adjacent.

- Floor and window proportions: No detailed elevations have been provided, however, to ensure successful integration with the streetscene, these should respect the relationship with the adjacent.

Mews: No details provided.

Landscape:

Both the Village Plan and conservation area study raise the issue of boundary treatments and front gardens, with the Village Plan stating, “*Retain and enhance front boundary treatments and discourage an increase in the amount of hard surfacing in front gardens*”. The treatment of the frontage area will be particularly important here, and it is recommended this relates that in the streetscene, which appears to be a mix of pillars, low walls and vegetation below the front wall.

Whilst paving is often associated to mews development, there is concern over the overdevelopment of the site, and such density leaves little room for soft landscaping. It is thereby recommended such balance is revisited. The scheme should have a full landscape scheme, and management plan showing how sustainable the planting is for the tight nature of the development.

The design concept appears to be acceptable, however there are concerns about the height, scale, floor proportions and roof of the proposed frontage block, and the density of the mews development.

Residential amenity:

Policy LP8 sets out how the LPA will assess developments when considering the impact on amenity. It is expected that all developments protect the amenity and living conditions for occupants of existing, adjoining and neighbouring properties. To secure such, the Council will:

1. ensure the design and layout of buildings enables good standards of daylight and sunlight to be achieved in new development and in existing properties affected by new development. In assessing sunlight and daylight conditions, the Council will have regard to the most recent Building Research Establishment guidance, both for new development, and for properties affected by new development. Therefore, any submission must be accompanied with the relevant BRE sunlight / daylight / overshadowing assessment.
2. ensure that proposals are not visually intrusive or have an overbearing impact as a result of their height, massing or siting, including through creating a sense of enclosure;
3. ensure there is no harm to the reasonable enjoyment of the use of buildings, gardens and other spaces due to increases in traffic, servicing, parking, noise, light, disturbance, air pollution, odours or vibration or local micro-climatic effects.
4. Ensure there is not unacceptable overlooking / loss of privacy. The distance of 20 metres is generally accepted as the distance that will not result in unreasonable overlooking. Where principal windows face a wall that contains no windows or those that are occluded (e.g. bathrooms), separation distances can be reduced to 13.5 metres. However, these figures are usually based on 2 storey buildings facing onto 2 storey buildings, and therefore the distances may increase if the building height is higher.

The site adjoins the residential gardens of properties in Sheen Road, Church Road and Houblon Road. No scaled drawings have been provided, nor has a site visit been undertaken

and it is assumed (as outlined in the plans) the adjoining sites all have the same ground level. Therefore, comments are very informal and may be subject to change:

Houblon Road properties:

These properties are modest two storey cottages with small gardens. The Mews block will have an intimate relationship with these properties and gardens to the rear and falls below the recommended 20m distance as set out in the Local Plan. However:

- The Mews appears to be sited in approximately the same location as the former day centre.
- The eaves line does not exceed the flat roof height of the former day centre.
- Where the pitch exceeds the former height, this appears to be some distance off the rear boundary.
- The rear boundary treatment will prevent the ground floor windows from causing overlooking.
- The veluxes appear to be sufficient off the floor level to prevent overlooking (this should be 1.75m)
- The submission states the scheme meets the VSC.

Based on the above, there is potential for a development towards the rear of the site, however, the following recommendations are made:

- Full sunlight / daylight test is required – for both properties and gardens.
- Confirmation of height of Velux about floor level
- Plans should be providing showing overlays between the former daycentre – both footprint and elevations / sections.
- Confirmation there is no change in ground levels.

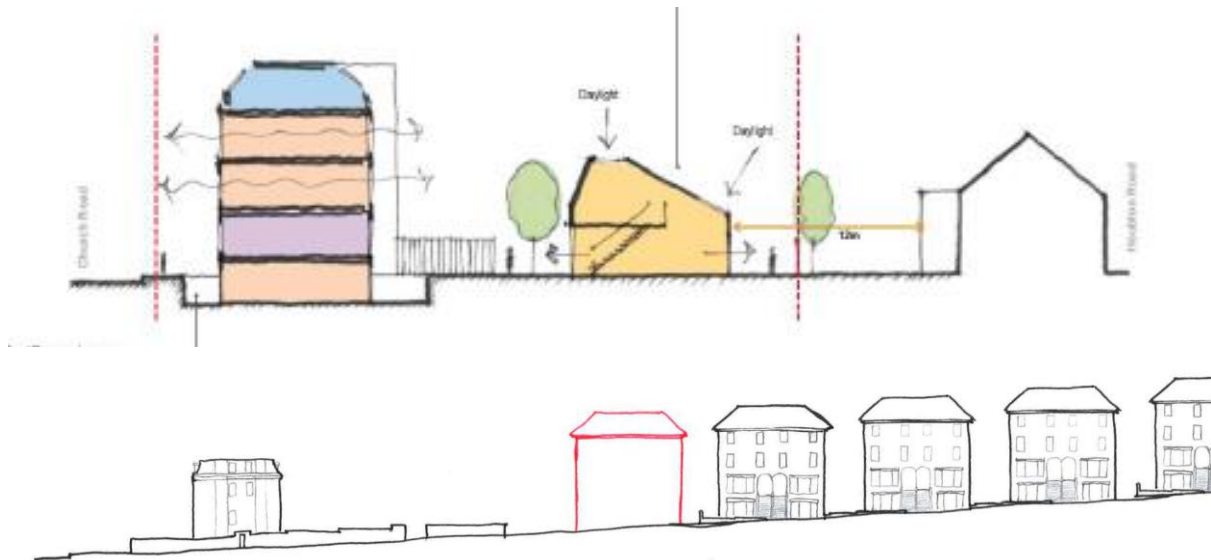
51, 53 and 55 Sheen Road:

No. 55 backs onto the Mews development, with a garden of approx. 18m in length. Whilst the development is in close proximity to the northern boundary and will not doubt alter its outlook, given it appears to broadly follow the footprint of the former building, its modest height, the sections illustrating the height is not dissimilar to the former building, this is not deemed to appear unneighbourly. However, the following recommendations are made:

- Demonstrate there is at least 13.5m between the northern flank wall and the rear elevation (original and extended) of No. 55;
- Any elevated side windows to be obscure glazed to prevent overlooking.
- Provision of a sunlight / daylight test to show compliance with the BRE guidance.

The Mansion building is hard up against the northern boundary. There is a parking area that appears to separate No. 51's garden from the application site. Their rear amenity space and elevation is approximately 16m and 33m from the application site boundary. No. 53 benefits from a long garden of approx. 37m.

There is inconsistency between the floor plates and the site sections within the document, with one of the sections showing an additional floor within the mansion building. However, for the purposes of this response, the section and floorplate that correlate have been used:



Again, there is no doubt the development will alter these properties outlook and have a presence in their gardens. Given the separating distances, the length of the gardens (and the parking area to the rear of No. 51), this may on balance be acceptable (pending site visit and further design amendments as previously suggested). However:

- It is strongly recommended the building is pulled off the boundary, to provide for maintenance and provide a small buffer to these gardens.
- A scaled / accurate site section / street scene is required.
- The submission needs to demonstrate that the scheme fully complies with sunlight / daylight for both properties and gardens.
- Side windows should be obscure glazed / non openable
- Rear balconies must have a 1.8m high obscure screen.

40 Church Road:

From the planning history, this property was subdivided into flats back in the 1970s. There are several windows in its northern flank, overlooking the application site. Whilst previous planning applications on the site has identified at least 1 of these as a kitchen, this was back in 2010, and it is unknown if circumstances have changed. It is recommended you have a consultation with neighbours, including clarifying what the windows on the flank wall serve. This is quite fundamental and should inform the siting, scale and design. If these are secondary / non habitable, it may be the relationship is acceptable. However, if these are sole habitable windows to a north facing room, there would be concerns over the proposed relationship, with this appearing unacceptable in visual intrusion and sunlight and daylight. Only one side window is indicated, and this is secondary and therefore could be obscure glazed to prevent overlooking.

The proposed mansion building appears to broadly responds to the front and rear building lines of No. 40, and with appropriate screening to the balconies, could have an acceptable relationship with the garden to the rear of No. 40.

Again, the Mews block is hard up against the south boundary. Given the siting and height of the previously building is could be argued that this is not materially worse. And with appropriate fencing, overlooking could be mitigated. However, it is recommended the development is pulled off the boundaries, so the scheme has space to breath and not appear overdeveloped.

Light pollution:

If any external lighting is proposed, an external lighting assessment will be required. It is recommended if there is external lighting, this is limited to low wayfinding bollards with no upward light spill.

Noise:

Given the former use of the site, neighbouring properties would have been exposed to comings and goings and the noise associated to that. However, in many ways the former building would have shielded the properties to the rear. It is recommended that a vegetation is provided on the side and rear boundaries, to provide a buffer to the adjacent residential properties. This must be meaningful and sustainable (i.e. have longevity).

Transport and Parking:

Policy LP44 and LP45 sets out the necessary transport and parking considerations, including...

1. High trip generating development should be in areas with good public transport
2. Development should be designed to maximise permeability through the provision of safe and convenient walking and cycling routes, and to provide opportunities for walking and cycling
3. Proposals will be expected to support improvements to existing services and infrastructure where no capacity currently exists or is planned to be provided.
4. New development should not have a severe impact on the operation, safety or accessibility to the local or strategic highway networks. Any impacts on the local or strategic highway networks, arising from the development itself or the cumulative effects of development, including in relation to on-street parking, should be mitigated through the provision of, or contributions towards, necessary and relevant transport improvements.
5. Developments should make provision for the accommodation of vehicles in order to provide for the needs of the development while minimising the impact of car, based on the adopted standards, which is less than 1 space for 1-2bed units. However:
 - a. adequate parking spaces for disabled people must be provided preferably on-site
 - b. 20% of all spaces must be for electric vehicles with an additional 20% passive provision for electric vehicles in the future.

Notwithstanding the above standards, car free housing developments may be appropriate in locations with high public transport accessibility, such as areas with a PTAL of 5 or 6, subject to:

- a. the provision of disabled parking;
- b. appropriate servicing arrangements;
- c. provision of a Travel Plan; and
- d. demonstrating that proper controls can be put in place to ensure that the proposal will not contribute to on-street parking stress in the locality.

Transport Statement: The proposal is for 16 dwellings, which is below the threshold at which Appendix B of the Government Guidance for Transport Assessment (Department for Transport, 2007) states that a transport statement is required (which is 50 dwellings). However, the applicant will be expected to provide a transport statement as specified in Local Plan Policy LP44. This needs to show that the applicant has considered the issues outlined below.

Car free: It appears that the development will be car-free. Policy allows for car free, subject to certain criteria. Whilst the site is not within PTAL 5 or 6 (and therefore contrary to the car free criteria), it has a PTAL rating of 4, and adjoins 6; it is within close proximity to regular bus services and is within 960m walking distance of Richmond Railway / Underground station and

amenities of Richmond Town Centre. In addition, the site is within a CPZ, that operates Monday – Saturday (8.30am – 6.30pm https://www.richmond.gov.uk/media/8350/doc-parking_zone_a1_a2.pdf), and with a planning obligation to restrict future occupiers from obtaining a CPZ permit, it is deemed that there would not be unacceptable overflow onto the highway. Notwithstanding the above:

- It will be necessary to secure a Planning Obligation for a Residential Travel Plan to ensure sustainable modes of travel - <https://tfl.gov.uk/info-for/urban-planning-and-construction/travel-plans>
- It will be necessary to clarify exactly how the scheme intends to accommodate disabled residents who need to use and park a car. Normally, the Council, would expect a development of this size to provide one parking space on the site for use by disabled motorists in accordance with standards set out in the current London Plan (2016), however given the proposed layout, this is not feasible here. Notwithstanding such, there is an existing vehicular crossover access at the front of the site on the carriageway on the eastern side of Church Road. It is recommended that the applicant enters into an agreement with the Council under S278 of the Highways Act 1980 to restore the existing crossover to the level of the surrounding footway and ask the Council to consult on and implement a Traffic Management Order under the Road Traffic Regulation Act 1984 to install one disabled parking bay on the eastern side of Church Road, which would have a fee of £3,200.00 for administrative costs (this would not include the cost of any signing or lining which would be included in the S278 agreement). If such a route is followed, it could be suggested the development would meet the needs of disabled residents, both from the development and other disabled motorists.

Services: There is single yellow lining on the carriageway on Church Road at the frontage of the site. Delivery drivers using multi-purpose vehicles could park here for short periods while delivering goods.

In summary, subject to the above legal agreements and conditions, this development can be made acceptable as a car-free development.

Cycling

The scheme proposes a bike store, with space for 20 spaces.

- The Mansion block bike store is proposed within the rear courtyard, providing storage for 12 cycles on a 2-tier rack. (1 for each unit, plus 2 visitor)
- The duplexes will be provided with a secure store in front of each unit, adjacent to the front amenity space.

Whilst the number of spaces is acceptable, the split between the units is not meeting London Plan standards. The following distribution is required:

- 13 spaces for the 1bed
- 6 spaces for the 2bed units
- 1 visitor space

Construction

Management Plans: The submission will be expected to provide a Construction Management Plan (CMP) / Construction Logistics Plan (CLP). The Local Validation checklist (available to

view on the Councils website) outlines the specific detail as to what is required. This will include (but not be limited to):

- How many construction vehicles will use the site per day?
- The proposed construction access and routes to and from the site
- The type of vehicles to be used
- A project phasing plan
- Details of any pre-commencement highway condition surveys that need to be carried out
- Details of any traffic management and/or highway licences the applicant might require during the construction and/or demolition process
- Confirmation that deliveries will not coincide with the AM and PM weekday peak hour traffic and home-school traffic.

More information can be found at: <http://content.tfl.gov.uk/construction-logistics-plan-guidance.pdf>

Noise and Vibration: Either as part of the CMS or independent, a Noise and Vibration Management Plan will be required to manage and limit environmental disturbances during construction and demolition. This must be undertaken following the methodology and best practice detailed within BS5288: 2009 Code of Practice for noise and Vibration Control on construction and open sites. The commercial environmental health department has also produced draft guidance, which should be referred to. The CMS should include an acoustic report undertaken by a suitably qualified and experienced consultant and include all the information below;

- Baseline Noise Assessment – undertaken for a least 24-72hours under representative conditions.
- Construction Noise and Vibration Limit Levels must be detailed and based upon and baseline noise assessment data and significance effects detailed in BS8233 Annex E BS5288 2009 Part 1
- Noise Predictions should be included for each phase of the demolition, and construction, vehicle movements
- Piling- Where piling forms part of the construction process, a low vibration method must be utilised wherever possible. and apply the good practice guidelines detailed in. (Annex B BS5288 2009 Part 2).
- Vibration Monitoring - All Piling activities undertaken near sensitive receptors must include continuous vibration monitoring and must include audible and visual alarms.
- Noise Mitigation- Details of the noise mitigation measures must be included and a should reference BS5288 part 1
- Noise Compliance Monitoring – Permanent/ Periodic noise and vibration monitoring must be undertaken for the duration of the demolition and construction phases which may result in a significant impact. The location, number of monitoring stations and the measurement data must be agreed with the Local Planning Authority prior to the start of construction.

Air Quality: If the application is successful in obtaining planning permission, a condition would be imposed requiring no development to commence until a dust management plan has been submitted to and approved by the Local Planning Authority, to include:

- Demonstrating compliance with the guidance found in the control of dust and emissions from construction and demolition Best Practice produced by the Greater London Authority (GLA) http://static.london.gov.uk/mayor/environment/air_quality/docs/construction-dust-pg.pdf
- A risk assessment of dust generation for each phase of the demolition and construction. The assessment and identified controls must include the principles of prevention, suppression and containment and follow the format detailed in the guidance above. The

outcome of the assessment must be fully implemented for the duration of the construction and demolition phase of the proposed development and include dust monitoring where appropriate.

- Where the outcome of the risk assessment indicates that monitoring is necessary, a monitoring protocol including information on monitoring locations, frequency of data collection and how the data will be reported to the Local Planning Authority;
 - details of dust generating operations and the subsequent management and mitigation of dust demonstrating full best practicable means compliance and covering construction activities, materials storage, on and off-site haul routes, operational control, demolition, and exhaust emissions; and
 - where a breach of the dust trigger level may occur a response procedure should be detailed including measures to prevent repeat incidence

Refuse provision

The scheme incorporates a refuse store within the communal courtyard adjacent to the cycle store, providing:

- 4 x 360L refuse bins (19 x 17L = 1330L)
- 8 x 360L bins (12 to 17 households served requires 4 x 360L for all types of recycling)

Officers in waste management have reviewed the submission. It is advised:

- Any scheme needs to demonstrate it meets the criteria set out in the Council's supplementary planning document on this subject which can be accessed at: https://www.richmond.gov.uk/supplementary_planning_documents_and_guidance
- The 360L wheelie bins open from the top, therefore any store should have enough height for lifting the lid, without the requirement to pull them out of the bin store first.
- Scaled drawings have not been provided, however, the push distance for the bins should be no more than 20m and should be free of steps or steep slopes.
- Bin storage is access through a gate off Church Road. Refuse collectors must be able to freely access the bins at all time and if this gate is locked then an FB 1 or 2 lock must be used, or via use of a trades button.
- Whilst not policy, where practicable a storage area for bulky waste (white goods etc) awaiting collection would be useful.

Biodiversity:

No information has been provided of the ecological value of the site, nor ecological enhancement proposals, and therefore this response will not provide any feedback on biodiversity matters. It is strongly recommended the scheme is developed in line with the requirements of policy LP15 and the necessary documents accompany any submission.

LP15 requirements: The Council will protect and enhance the borough's biodiversity, by:

1. protecting existing habitats and features of biodiversity value;
2. supporting enhancements to biodiversity;
3. incorporating and creating new habitats or biodiversity features
4. Ensuring major developments deliver net gain for biodiversity, through incorporation of ecological enhancements, wherever possible;
5. ensuring new biodiversity features or habitats connect to the wider ecological and green infrastructure networks and complement surrounding habitats;
6. enhancing wildlife corridors for the movement of species, including river corridors, where opportunities arise; and
7. maximising the provision of soft landscaping, including trees, shrubs and other vegetation that support the borough-wide Biodiversity Action Plan.

Where development would impact on species or a habitat, especially where identified in the relevant Biodiversity Action Plan at London or local level, or the Biodiversity Strategy for England, the potential harm should:

1. firstly, be avoided (demonstrate no alternative site with less harmful impacts),
2. secondly, be adequately mitigated; or
3. as a last resort, appropriately compensated for.

Submission requirements:

1. A Preliminary Ecological Appraisal (including a desk-based report, using Greenspace Information for Greater London data (GiGL - as our local recording organisation) for their data search, and take account of the Richmond Biodiversity Action Plans). Surveys must be carried out during appropriate times. Report needs to adhere to CIEEM guidance and BSI 42020.
2. External lighting plans/specification details, including spectrum details, mitigation and enhancement measures.
3. An ecological enhancement statement, demonstrating net gain wherever possible for biodiversity, including: Location, aspect, height, specification and proposed maintenance. Please note native and wildlife/pollinator friendly non-native species are encouraged.

All new species data (in reports) received by the Council to support planning applications will be shared with South West London Environment Network (SWLEN) & Greenspace Information for Greater London (GIGL) unless otherwise requested by the applicant.

In addition to the above, it is recommended:

- Soft landscaping / hedge / tree buffer is provided around the parameter.
- Bird and bat boxes should be included within the fabric of the building.
- Details of internal light spill – there is concern with the potential light spill from the rooflights, given the presence of bats in the area.

Trees

There are no TPOs within or immediately adjoining the application site. However, trees are protected by reason of the sites and adjacent sites conservation area status. As outlined in policy LP 16, to ensure development protects, respects, contributes to and enhances trees and landscapes, the Council, when assessing development proposals, will:

1. resist the loss of trees, unless the tree is dead, dying or dangerous; or the tree is causing significant damage to adjacent structures; or the tree has little or no amenity value; or felling is for reasons of good arboricultural practice; resist development that would result in the loss or deterioration of irreplaceable habitat such as ancient woodland;
2. resist development which results in the damage or loss of trees that are considered to be of townscape or amenity value; the Council will require that site design or layout ensures a harmonious relationship between trees and their surroundings and will resist development which will be likely to result in pressure to significantly prune or remove trees;
3. require, where practicable, an appropriate replacement for any tree that is felled; a financial contribution to the provision for an off-site tree in line with the monetary value of the existing tree to be felled will be required in line with the 'Capital Asset Value for Amenity Trees' (CAVAT);
4. require new trees to be of a suitable species for the location in terms of height and root spread, taking account of space required for trees to mature; the use of native species is encouraged where appropriate;
5. require that trees are adequately protected throughout the course of development, in accordance with British Standard 5837 (Trees in relation to design, demolition and construction – Recommendations).

It is disappointing the pre-application submission has not been accompanied with a Tree Survey. From knowledge of the site, there are significant trees adjacent to the site. Any site layout should be informed by a tree survey, to avoid the need for amendments. Any application must be accompanied with:

- Tree Survey in accordance with British Standard 5837
- Arboricultural Impact Assessment and Arboricultural Method Statement in accordance with British Standard 5837

Sustainability:

No information has been provided on the proposed sustainability credentials of the development, and therefore officers can only identify the necessary requirements the development would need to achieve (policies LP20 and LP22), and documents that will be required at submission:

Submission requirements	<ul style="list-style-type: none"> a) Sustainable Construction Checklist (SCC) b) Energy Report
Sustainability credential requirements	<ol style="list-style-type: none"> 1. National water standards – 110l/p/d 2. 35% reduction in carbon dioxide emissions. From 2019, zero carbon standards in line with London Plan policy. (Targets are expressed as a percentage improvement over the target emission rate (TER) based on Part L of the 2013 Building Regulations). 3. Energy Hierarchy: <ul style="list-style-type: none"> • Be lean: use less energy • Be clean: supply energy efficiently • Be green: use renewable energy <p><u>Decentralised Energy Networks</u></p> <ul style="list-style-type: none"> a) To connect to existing DE networks where feasible. (Where a DE network is planned and expected to be operational within 5 years of the development being completed b) Consideration for the installation of low, or preferably ultra-low, NOx boilers to reduce the amount of NOx emitted in the borough.

Where the scheme falls short of necessary requirements, robust justification must be provided, which will be considered, when applying the planning balance.

Green roof:

Policy LP17 applies to all major schemes with a roof plate of 100m² and over. No dimensions have been provided; however, it is envisaged that the rear mews block will be in excess of this threshold. Therefore, at least 70% of any roof plate should be a green / brown roof. It is recommended this should be an intensive wildflower green roof with brown features in a variety of substrate depths ranging from 50mm - 100mm and include some back reseed or bird of prey nesting opportunities.

If this is not feasible, the onus is on an applicant to provide evidence and justification as to why this cannot be incorporated. The Council will expect a green wall to be incorporated, where appropriate, if it has been demonstrated that a green / brown roof is not feasible. (In

this instance given the scheme is a new build and its location, there does not appear to be any reason why the exemptions would apply).

Pollution

Any development will need to comply with policy LP10 (Local Environmental Impacts, Pollution and Land Contamination) and the recently adopted SPD 'Development Control for Noise Generating and Noise Sensitive Development'

Pertinent points include:

- Air Quality: The whole of the borough has been declared as an Air Quality Management Area (AQMA) and as such any new development and its impact upon air quality must be considered very carefully. Developers should secure at least 'Emissions Neutral' development. An Air Quality Assessment considering emissions both during the construction phase and once occupied for existing occupants and future occupiers of the site. This should include recommendations and remedial measures and actions to minimise the impact on the surrounding locality. This may include but not be limited to:
 - strongly encourages underfloor heating, maximum renewables and non-combustion to help future proof the development both on grounds of Climate Change and Air Quality.
 - CHP is strongly discouraged.
 - a travel plan to encourage sustainable transport
 - Cycle parking to London Plan standards will be required
 - Highly efficient insulation along with the installation of ultra-low NOx boilers with NOx emissions of less than 0.04 g/KWH of heat supplied. CHP to be discouraged.

It is recommended any scheme is submitted in accordance with the Air Quality SPD - <https://www.richmond.gov.uk/media/19206/air-quality-spd-june-2020.pdf>

- Noise and Vibration: Good acoustic design will need to be demonstrated to ensure occupiers of new and existing noise sensitive buildings are protected. It is recommended the Design Team refers to the recently adopted SPD (https://www.richmond.gov.uk/media/16280/development_control_noise_generation_noise_sensitive_development_spd_adopted_september_2018.pdf)
- Odours and Fume Control: The Council will seek to ensure that any potential impacts relating to odour and fumes from commercial activities are adequately mitigated. Any extraction necessary should be detailed in an application.
- Land Contamination: The Council promotes, where necessary, the remediation of contaminated land where development comes forward. Potential contamination risks will need to be properly considered and adequately mitigated before development proceeds.
- Light pollution: Details of any external lighting should be provided, which is recommended to be kept to the minimum number of columns and height to minimise any potential impact. Further, any lighting should avoid upward light spill.

Flooding and Drainage:

Developments should be guided to areas of lower risk of flooding and policy LP21 requires all developments to avoid, or minimise, contributing to all sources of flooding, including fluvial, tidal, surface water, groundwater and flooding from sewers, taking account of climate change and without increasing flood risk elsewhere.

Whilst the site is located within Flood Zone 1, by reason of its 'major' planning application status, and being within a critical drainage area, a Flood Risk Assessment, Flood Emergency Plan and Drainage Statement are required.

Any development will be required to incorporate Sustainable Drainage Systems (SuDS), and the application will be required to demonstrate compliance with:

- a) A reduction in surface water discharge to greenfield run-off rates wherever feasible.
- b) Where greenfield run-off rates are not feasible, this will need to be demonstrated by the applicant, and in such instances, the minimum requirement is to achieve at least a 50% attenuation of the site's surface water runoff at peak times based on the levels existing prior to the development.

Policy LP23 requires major developments, such as this scheme, to ensure there is adequate water supply, surface water, foul drainage and sewerage treatment capacity to serve the development. Therefore, applications must be accompanied with evidence in the form of written confirmation as part of the planning application that capacity exists in the public sewerage and water supply network to serve their development.

Community Infrastructure Levy

The Community Infrastructure Levy (CIL) is a charge that the Council sets for certain new developments in the Borough. The Borough CIL Charging Schedule came into effect from 1 November 2014. The Mayor of London has also introduced CIL charges. Further information on the Borough and Mayoral CIL can be found here: http://www.richmond.gov.uk/community_infrastructure_levy

Procedural matters

1. The applicant is strongly advised to undertake thorough and meaningful publicity and community engagement with the local community prior to the submission of a planning application. This is particularly important to establish position or windows and rooms they serve and ground levels.
2. It is recommended that a Planning Performance Agreement is entered into with the Council regarding next steps for this scheme, to include:
 - Further pre-application engagement
 - Project management through the application processPlease contact Miss Thatcher for further information on this.
3. The proposal is for 16 units so is over the threshold for the Design Review Panel. It is therefore recommended when the revisions are made, considering the comments made within this response, and establishment of neighbouring windows and ground levels, it is referred to the Panel. Please refer to the website for more information. https://richmond.gov.uk/services/planning/richmond_design_review_panel

Validation Checklist

The Council has published a Local Validation Checklist, which is available to view on the Council's website. Whilst not exhaustive, it is officers initial view that the following will be required in any submission:

- Application fee
- Application form
- Ownership and Agricultural Holdings certificates
- Plans / Elevations (including streetscene)
- Community Engagement Report
- Community Infrastructure Levy form
- Site location plan
- Existing and Proposed Plans
- Photomontages / CGIs (recommended)
- Planning Statement, including Inclusive Access Statement, Wheelchair Housing Statement and Residential Standards Statement
- Land Contamination Assessment
- Marketing Report for the change of use
- Affordable housing statement
- Heritage Statement
- Design & Access Statement
- Transport Statement
- Travel Plan in line with TfL guidance
- Delivery and Servicing Plan
- Framework Construction Management Statement / Construction Logistics Plan
- Energy Report
- Sustainable Construction Checklist
- Sustainable Drainage Statement
- Decentralised Energy Assessment
- National Water Standards Statement
- Play space and Child Occupancy Assessment
- Playing fields and sport facilities assessment
- Flood Risk Assessment, Flood Excavation Plan, Drainage Statement (London Sustainable Drainage Proforma and Statement on Sustainable Drainage systems)
- Foul sewage and utilities statement
- Landscape Scheme
- Tree Survey, Arboricultural Impact Assessment
- Preliminary Ecological Appraisal and Ecological Enhancement Statement
- Green and Brown Roof details
- Health Impact Assessment
- Daylight/Sunlight Assessment
- Land Contamination Assessment
- Acoustic Assessment
- Air Quality Assessment
- Daylight and lighting pollution assessment
- Building Regulations Statement

Summary

In summary, whilst officers recognise the benefits deriving from the scheme, primarily the affordable housing provision, which is welcomed....,

- a) At this current time, the loss of the social infrastructure site is unacceptable and contrary to policy. Full justification for the loss of the community use site needs to be provided and accepted before housing is considered.
- b) The mix and tenure of the affordable housing needs to be set out and demonstrated that it meets a housing need.
- c) There are concerns over the standard of occupation – primarily the basement accommodation, lack of openings in the Mews building and the proximity of the buildings within the site.
- d) There are concerns over the scale, height and form of the building, primarily the front building. It is recommended the scale of the rear building is justified via clear overlays with the previous community hall.
- e) Whilst the development may be acceptable in relation to impacts on adjacent neighbours, further information and recommendations are outlined, including reductions in scale (see design section); overlays with the previous building, clarity on ground levels, form and level of windows, siting the building off boundaries; balcony screening; landscaping; sunlight, daylight and overshadowing assessments.
- f) The principle of a car free development may be acceptable subject to mitigation measures.
- g) It is disappointing no tree survey has been provided – this should inform the siting of any new built form.

In addition, this response outlines policy requirements for particular planning considerations, which was absent from the submission, namely flooding, biodiversity, sustainability, air quality etc.

Without prejudice

Any given advice by Council Officers from pre-application enquiries does not constitute a formal response or decision of the Council with regard to future planning consents. Any views or opinions expressed are given in good faith and to the best of ability without prejudice to formal consideration of any planning application, which was subject to public consultation and ultimately decided by the Council. You should therefore be aware that officers cannot give guarantees about the final form or decision that will be made on your planning or related applications.

Although the advice note will be brought to the attention of the Planning Committee or an officer acting under delegated powers, it cannot be guaranteed that it will be followed in the determination of future related planning applications and in any event circumstance may change or come to light that could alter the position. It should be noted that if there has been a material change in circumstances or new information has come to light after the date of the advice being issued then less weight may be given to the content of the Council's pre-application advice of schemes. You are also advised to refer to local and national validation checklist on the Council's website.

In the meanwhile, should you have any further concerns or enquiries please do not hesitate in contacting me.

Yours sincerely

Lucy Thatcher
Strategic Applications Manager (Richmond)

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 tel: 08456 122660 text phone 020 8891 7120
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Our ref: 20/P0413/PREAPP

Contact: Mr James Garside
 Telephone: 02088911411

Email: james.garside@richmondandwandsworth.gov.uk

Steven Pirks,
 Wimshurst Pelleriti,
 The Mews,
 6 Putney Common,
 SW15 1HL

19.02.2021

Dear Mr Pirks,

TOWN AND COUNTRY PLANNING ACT 1990 (AS AMENDED)

LOCATION: MEADOWS HALL, CHURCH ROAD, RICHMOND, TW10 6LN
RE: ERECTION OF 2 RESIDENTIAL BUILDINGS COMPRISING 14 DWELLINGS
ON LAND FORMERLY OCCUPIED BY MEADOWS HALL DAY CENTRE.

Site Description

The scheme is for the redevelopment of the former Meadows Hall day centre site (which was demolished in 2018) which is accessed off Church Road. Key designations include:

- Article 4 Direction Basements
- Community Infrastructure Levy Band (Higher)
- Conservation Area (CA30 St Matthias Richmond)
- Adjacent to Sheen Road Conservation Area (CA31)
- Critical Drainage Area
- Throughflow Catchment Area (Throughflow and Groundwater Policy Zone)
- Richmond and Richmond Hill Village - Character Area 11 'St Matthias' and & Conservation Area 30 Richmond & Richmond Hill
- South Richmond Ward

Also, of relevance is the designation of all surrounding properties as Buildings of Townscape Merit (non heritage assets).

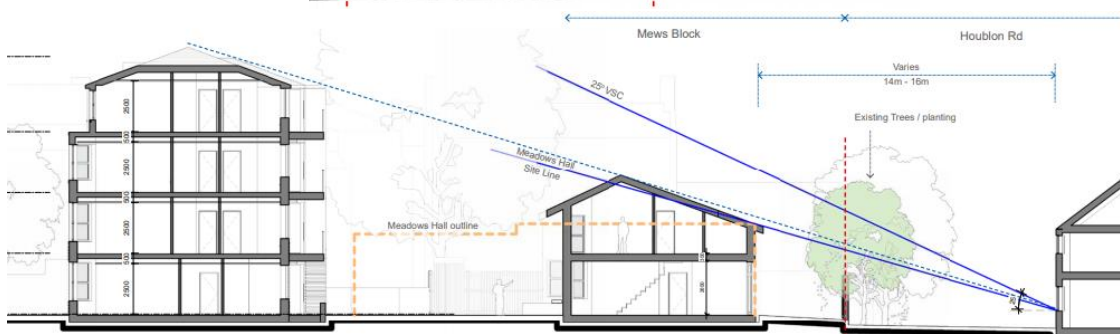
Relevant Planning History

18/2020/FUL	Demolition of single-storey building	Granted
17/3458/DEMPN	Demolition of Meadows Hall and clear site	No further action
10/1982/FUL	Alterations to existing day centre and development of a 3-storey building plus roof accommodation providing 8 x 1 bed flats and associated site works including parking, refuse and cycle facilities, and new boundary treatment.	No further action

Proposal

Second pre-application is relation to the erection of 2 residential buildings comprising 14 dwellings on land formerly occupied by Meadows Hall Day Centre (as outlined in plans below).

	1 st Pre-app	2 nd Pre-app (this proposal)
	No. of units / Mix	No. of units / Mix
Mansion Block	9 units <ul style="list-style-type: none"> • 2 x 1b1p 44 sqm • 6 x 1b2p 56 sqm • 1 x 2b3p 71 sqm 	8 units <ul style="list-style-type: none"> • 3 x 1b1p • 5 x 1b2p
Rear Mews	7 units <ul style="list-style-type: none"> • 5 x 1b2p dup 58 sqm • 2 x 2b4p dup 80 sqm 	6 units <ul style="list-style-type: none"> • 4 x 1b2p • 2 x 2b4p



Development Plan

This response considers the main planning considerations, taking into account adopted policy and guidance.

The Local Plan, incorporating all the Main Modifications and the Additional Modifications made by the Council, was adopted by full Council on 3 July 2018. This can be found [here](#). Adopted SPG / SPD can be found on [here](#).

Please note that, on 29th January 2021 the Secretary of State issued a letter confirming that the Mayor of London can publish the Intend to Publish version of the London Plan (dated 21 December 2020) for adoption, with no further changes to be made. Although it is not fully adopted yet, it is a material consideration for planning applications.

Professional comments:

This pre-application response should be read in conjunction with the advice given through earlier pre-application advice (20/P0221/PREAPP – August 2020).

The broad policy context will not be repeated, and this advice letter focuses on the specific changes made in response to the earlier advice given (please also see the recent update to the London Plan above).

The following are considered to be the main issues associated with this pre-application enquiry:

- Land use
- Housing / Affordable Housing
- Design, Siting and Heritage Assets
- Residential Development Standards
- Residential Amenity
- Trees and Biodiversity
- Transport
- Pollution
- Flood Risk, Drainage and Infrastructure
- Sustainability
- Community Infrastructure Levy

Land use

Policy LP 28 of the Local Plan resists the loss of social infrastructure provision and sets out what should be demonstrated if a loss is proposed:

- 1. that there is no longer an identified community need for the facilities or they no longer meet the needs of users and cannot be adapted; **or***
- 2. that the existing facilities are being adequately re-provided in a different way or elsewhere in a convenient alternative location accessible to the current community it supports, or that there are sufficient suitable alternative facilities in the locality; **and***
- 3. the potential of re-using or redeveloping the existing site for the same or an alternative social infrastructure use for which there is a local need has been fully assessed. This should include evidence of completion of a full and proper marketing exercise of the site for a period of at least two consecutive years in line with the requirements set out in Appendix 5.*

Where the Council is satisfied that the above evidence has been provided and the change of use away from social and community infrastructure use has been justified, redevelopment for other employment generating uses or affordable housing should be considered.

The pre-application report includes a brief response to the August 2020 pre-application advice (which remains valid). It is accepted that the previous user of the site has long since departed and that this goes some way to demonstrating that parts (1) and (2) of LP 28-C can be met. However, this will need to be evidenced fully. Furthermore, no evidence has been provided to demonstrate that a marketing process has been undertaken to demonstrate that the site has been considered for alternative social infrastructure uses to accord with LP28-C (3).

Law requires planning applications be determined in accordance with the development plan, unless material considerations indicate otherwise. The scheme results in the loss of a social infrastructure site, which is safeguarded under this policy. If no marketing exercise has been undertaken the scheme represents a departure to policy. Therefore, other material planning considerations must be given to enable the LPA to determine if such a departure is warranted and to consider this within the planning balance. This may include, but not be limited to:

1. Evidence that the site is no longer needed, which should be identified on an evidential basis from the Council and its partners strategies and plans, including:
 - The Council's Infrastructure Delivery Plan
 - The Council's Joint Strategic Needs Assessment
 - AfC - The Council's School Place Planning Strategy
 - The Council's Cultural Partnership Strategy
 - NHS England and Richmond Clinical Commissioning Group
 - The Metropolitan Police Authority's Estates Strategy
 - Other local evidence such as community needs identified as part of the Village Planning process or Neighbourhood Plans.
2. Evidence of meaningful engagement with service providers or a public disposal process to demonstrate no need.
3. Provide link to the Disposal List / particulars on the Council's website, and detail how long the site has been on the disposal list. (Should be no less than 2 years). Also, confirmation and details of any expressions of interest.
4. Where the disposal of assets is necessary as part of an agreed programme of social infrastructure re-provision this will be taken into account. Therefore provide:
 - What the infrastructure re-provision is?
 - Location?
 - Uses?
 - Timeframes?
 - Other linked sites?
5. Details of any benefits of the scheme (over and above policy requirements). Whilst it is recognised there is a substantial shortfall in affordable housing within the borough, the weight given the provision of affordable housing as part of this development is only moderate. Significant weight cannot be attached to affordable housing delivery as part of a scheme when its delivery arises directly from a contravention of important policy requirements (loss of a social and community infrastructure site without any justification).

Without this necessary information, the proposal fails to address the requirements of policy LP28 and, to confirm, the provision of affordable housing does not override the need to address the requirements of this policy.

Affordable Housing

London Plan (2016)

- *Policy 3.3 - recognises the pressing need for more homes and seeks to ensure that housing need is met, including at an affordable price*
- *Policy 3.11 – seeks to maximise affordable housing provision and sets a target of 60% social and affordable rent: 40% intermediate rent or sale for new affordable homes. The priority should be for affordable family housing.*
- *Policy 3.12 - The maximum reasonable amount of affordable housing should be sought when negotiating on individual private residential and mixed-use schemes*
- *Policy 3.13 - Boroughs should normally require affordable housing provision on a site which has capacity to provide 10 or more homes*

Draft London Plan (2018)

- *Policy H5 – sets a strategic target for 50% on site affordable homes*
- *Policy H6 (and Affordable Housing SPG) – sets the following threshold approach to affordable housing provision:*
 - *Minimum 35% provision*
 - *50% on public sector land*
 - *Schemes providing 35% are subject to a fast track process whereas those that don't are required to submit viability information, to be scrutinised by the LPA.*
 - *Fast track schemes must also be consistent with the relevant (Policy H7) tenure split, have sought to increase the level of affordable housing beyond the 35% by accessing grant and subject to an early stage viability review.*
 - *The SPG also includes guidance on viability appraisals.*
- *Policy H7 – requires the following affordable housing split:*
 - *At least 30% social or affordable rent;*
 - *At least 30% intermediate products;*
 - *Remaining 40% determined by the LPA*

Policy LP 36 outlines the Council's approach to affordable housing:

- *50% of all housing units will be affordable housing, with a tenure mix of 40% of the affordable housing for rent and 10% of the affordable intermediate housing.*
- *The affordable housing mix should reflect the need for larger rented family units and the Council's guidance on tenure and affordability, based on engagement with a Registered Provider to maximise delivery.*
- *Where on-site provision is required, an application should be accompanied by evidence of meaningful discussions with a Registered Provider which have informed the proposed tenure, size of units and design to address local priorities and explored funding opportunities.*
- *On all other sites capable of ten or more units gross 50% on-site provision. Where possible, a greater proportion than 50% affordable housing on individual sites should be achieved.*

LP 37(B) - Planning permission will be granted for new accommodation where housing is providing for an identified local need, across a range of tenures, providing they are on a site and in a location suitable for that particular use, and in accordance with environmental, transport, parking and other relevant policies.

The following is proposed:

	No. of units / Mix	Tenure
Mansion Block	8 units <ul style="list-style-type: none"> • 3 x 1b1p • 5 x 1b2p 	All London Affordable Rent (LAR) 57% by no. of units
Rear Mews	6 units <ul style="list-style-type: none"> • 4 x 1b2p • 2 x 2b4p 	All London Living Rent (LLR) 43% by no. of units

Whilst the overall provision of 100% affordable housing is supported, the above tenure mix (57%:43%) does not comply with the requirements of LP 36. Furthermore, the proposal includes only 1 and 2 bed dwellings whilst LP 36 seeks the provision of family sized affordable homes which the Council has a particular need for.

The Council's Housing Department raises requests that the scheme is amended as follows (see table below) to increase the proportion and mix (i.e. size) of LAR units. There is an identified need to provide homes as supported living for single people who are capable of living independently with minimal support. The front mansion block would be a suitable opportunity as it is a self-contained block that can be separately managed from the other proposed homes and the Council's Housing Department would seek to discuss this further with RHP - Paul.Bradbury@richmondandwandsworth.gov.uk

	No. of units / Mix / Tenure
Mansion Block	8 x 1 bed LAR units Potentially for supported living and including 1 as carer accommodation
Rear Mews	2 x 2b 4p LAR units 4 x 1b 2p LLR units

Supported living

Whilst not currently forming part of this proposal, in order to consider the potential for supported living on the site (as requested by the Council's Housing department), the following information is provided.

If units are brought forward for supported living, Policy LP 37 (B) of the Local Plan would be relevant which states that "*planning permission will only be granted for new accommodation where housing is providing for an identified local need, across a range of tenures, providing they are on a site and in a location suitable for that particular use, and in accordance with environmental, transport, parking and other relevant policies*".

Paragraph 9.4.14 further states that "*if there is no evidential need arising within the Borough, other priorities should be addressed and the capacity for conventional housing, including affordable housing, should not be compromised*".

Paragraphs 9.4.4 and 9.4.5 refers to supported accommodation and the need to increase in-borough provision in a 2010 review. The Council's Market Position Statement 2018/19 (https://www.richmond.gov.uk/media/16024/market_position_statement_2018.pdf) which looks at the context for planning services and commissioning intentions for future provision, does recognise that the focus of the commissioning model for learning disability services is to reduce reliance on residential care, move service users towards supported living and greater independence where possible, with fewer out of borough placements.

Therefore, it would need to be demonstrated that proposal would be meeting specific identified local needs and this could be through discussions with the Council's Housing department (see contact details above) and with the Council's commissioning, adult social care and public health departments and through evidence that there is a need for such accommodation on the Council's housing waiting list.

The refresh of the Richmond Housing and Homelessness Strategy 2021 - 2026 was considered for approval at the Council's Adult, Social Services, Health and Housing Committee on 16 February 2021. The Strategy sets out support for the further development of the mental health and learning disability accommodation pathway to ensure that suitable housing and support is available to meet people's needs.

In this case, supported living would be in the form of affordable housing units, in accordance with the NPPF definition of affordable housing (Annex 2: Glossary) in terms of eligibility, nominations, affordability etc. It is likely that a legal mechanism would be secured to ensure that any supported living units were converted to general needs affordable housing should there no longer be a need for these units in the future.

London Affordable Rent

As previously advised, rented units would need to comply with the Council's adopted Tenancy Strategy regarding Affordable Rent and, as LAR rent excludes service charges, the housing provider will need to confirm the affordability of the rent including service charge.

London Living Rent

The LLR units would be allocated in accordance with the Council's Intermediate Housing Policy and whilst they would be targeted to households living or working in the borough and could in particular appeal to key workers.

LLR units would need to comply with the affordability requirements of the Council's Intermediate Housing Policy Statement and be affordable to households with a maximum income of £60,000. Furthermore, affordability of the intermediate housing across a range of household incomes will need to be demonstrated through the share purchased and the level of rent on the unsold equity including a requirement that the Registered Provider should set the equity share and rent on the unsold equity in order to achieve the Council's requirement that two thirds of the shared ownership homes (including disposal of LLR homes as shared ownership) are affordable for a household income of £50,000. If this cannot be achieved, an alternative approach to the provision of intermediate housing is required given there is a clear and evidenced need and demand locally for low cost intermediate housing at the income threshold of £50,000.

Please note that the Council has recently agreed (September 2020) changes to the Intermediate Housing Policy Statement on the affordability criteria of intermediate housing <https://cabnet.richmond.gov.uk/documents/s86420/LBR%20Affordable%20Housing%20Update%20Report%208-9-20.pdf>

Accessibility

Wheelchair accessible home will need to be incorporated into the scheme (further details in the residential living standards section below).

Design, Siting and Heritage Assets

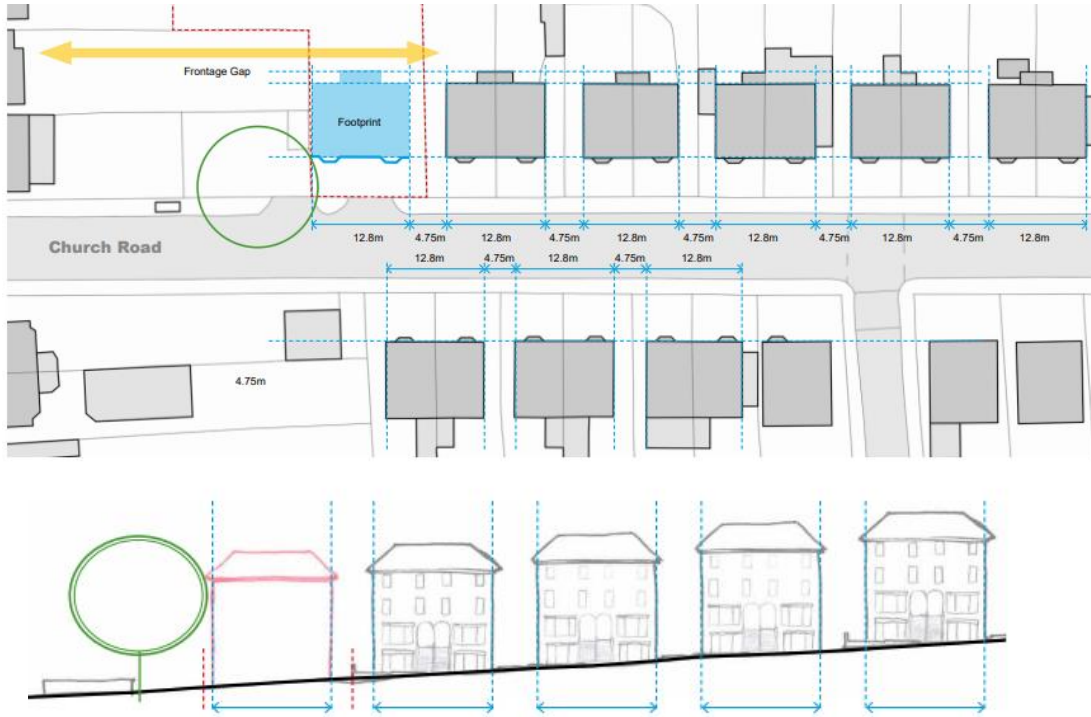
The broad layout, building typology (mansion block / mews houses), design remains the same as per the initial pre-application scheme (August 2020). There have been various changes in response to advice given which are addressed below:

Layout / Plot

The broad layout of the site remains the same, however, the footprint of the mews block has reduced and set back from the north and south boundaries. This gives a more comfortable layout for the site (in combination with the mansion block) and is supported. In terms of the mansion block, minor adjustments have been made to the footprint to maximise the separation between the mews houses.

Concerns were raised in the previous pre-application in relation to the cramped nature of the mansion block given the limited plot width (in comparison to the predominant pattern in the area). It does not seem that any changes have been made in this regard although the height of this building has been reduced. The pre-application material provides a plot plan and streetscene sketch (see below) which broadly confirms the established separation between buildings is being maintained, albeit this does not take into account that the building abuts the

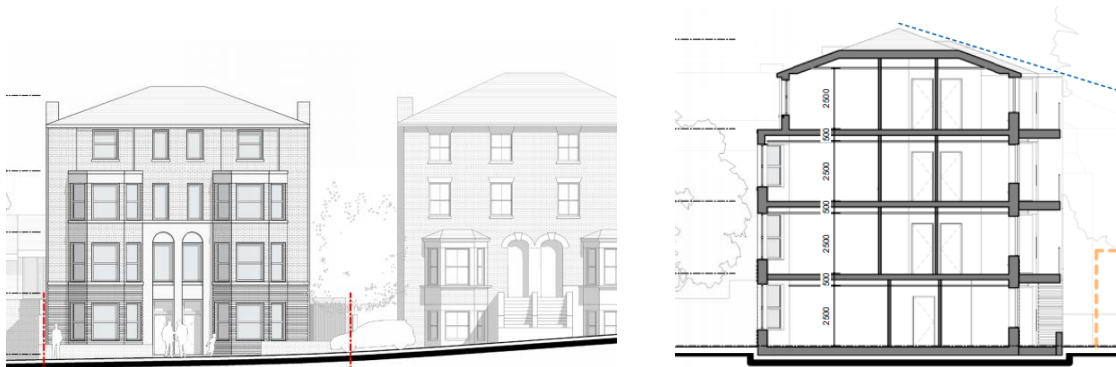
northern boundary and so the established spacing to the side of the dwelling is not being provided.



This may be acceptable given the space provide by the adjacent plot (being a car park) but any harm to heritage assets (the character and appearance of the Conservation Area and adjacent BTMs) will need to be balanced against any benefits to the scheme in line with paragraph 195, 196 and 197 of the NPPF and great weight will be given to the significance of heritage assets (in line with para 193 of the NPPF). A Heritage Statement and detailed streetscene elevations showing the plot width and separation between dwellings along Church Road will be required to assist in determining the acceptability.

Height, Scale and Mass

In the earlier pre-application, there was some confusion as to whether a 5 storey or 6 storey building (inc. basement) was proposed fronting Church Road. Through this pre-application, the basement to the mansion block has been removed and the height has been reduced to a 4 storey building (as shown on the streetscene elevation and section below). This broadly reflects the scale, mass and height of the adjacent building and the rhythm of buildings along Church Road (as seen below and above), although given the topography of Church Road (falling S-N) and the sketch nature of the streetscene elevation, it is unclear how the building will sit in the streetscene. Accurate and detailed streetscene elevations will be required to determine this. (There are concerns the eave lines of the proposed buildings appears to be in line with the adjacent, however, to respond to the fall in the road, this should be lower).



With regard to the mews houses, the height appears to have increased slightly in addition to changes to the roof form (albeit the footprint of the building has been reduced). This increases the difference in height between the existing building and the mews houses, however, in relation to design and the context of the site, the height is considered acceptable for this backland site being far more subordinate in scale and mass.

Design and Materials

Previously, a gable roof and dormers were proposed to the mansion block whereas now a hipped roof is proposed and the dormers removed. Whilst this is welcomed, the roof is reduced in scale (appearing 'squashed') in comparison to the neighbouring building, presumably to lower the height of the building. This needs to be addressed to find the right balance between ensuring the rhythm of the streetscene is maintained whilst also ensuring the height, design and proportions of the building itself are right. The building lacks a roof overhang which is an important feature of these buildings and this should be incorporated.

Further consideration should be given to the elevational treatment of the building to ensure it sits comfortably in its setting, without having to necessarily replicate adjacent buildings though. The bays are 3 storeys which is at odds with the streetscene and the mansion buildings on this part of Church Road, and thereby should be restricted to two storeys. In addition, their design should be refined to avoid them appearing dominant.

No elevations or visuals have been provided of the north elevation which will be highly visible. The distinctive double chimney stack is a characteristic of this area and it is welcomed that this has been incorporated. Some fenestration to this flank would benefit the appearance of the building and some obscure glazed windows serving the bathrooms on the upper floors is unlikely to cause any residential amenity concerns.

The mews building has a more contemporary form (which is supported) and no concerns are raised subject to further detailed plans, elevations and high-quality materials. Conservation style rooflights, flush with the roof profile, should be incorporated into the design.

Landscaping

Further to the comments made in the previous pre-application advice, the site still appears to be dominated by hard standing. Hard surfacing is a feature of mews developments and high-quality paving (e.g. granite setts) will be essential to the scheme, however, appropriate levels of soft landscaping should also be incorporated into the landscape scheme.

With regard to the frontage building, both the Village Plan and Conservation Area Study raise the importance of boundary treatments and front gardens in this location. Hard surfacing should be kept to a minimum and boundary treatment should reflect the characteristics of the surrounding area.

Residential Development Standards

The following unit size / mix is proposed:

	Units	GIA	Required (National Standards) GIA Space	Shortfall/Surplus
Mansion Block	1b 1p*	42.1 sqm	39 sqm (studio) 50 sqm (1b 2p)	Shortfall
	1b 1p*	48.7 sqm	39 sqm (studio) 50 sqm (1b 2p)	Shortfall
	1b 1p*	48.6 sqm	39 sqm (studio) 50 sqm (1b 2p)	Shortfall
	1b 2p	50.6 sqm	50 sqm	Surplus
	1b 2p	50.7 sqm	50 sqm	Surplus
	1b 2p	50.7 sqm	50 sqm	Surplus

	1b 2p	50.7 sqm	50 sqm	Surplus
	1b 2p	50.7 sqm	50 sqm	Surplus
Mews (duplex units)	1b 2p	63.4 sqm	58 sqm	Surplus
	1b 2p	63.4 sqm	58 sqm	Surplus
	1b 2p	63.4 sqm	58 sqm	Surplus
	1b 2p	63.4 sqm	58 sqm	Surplus
	2b 4p	85.4 sqm	79 sqm	Surplus
	2b 4p	85.4 sqm	79 sqm	Surplus

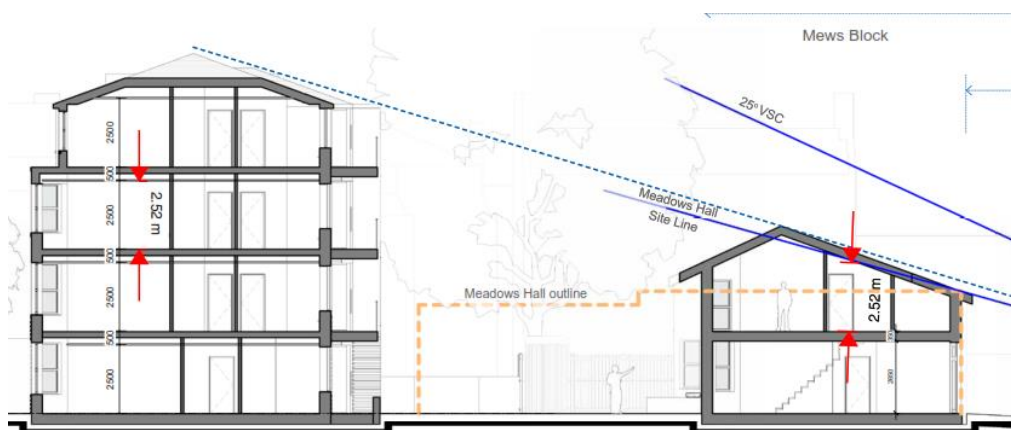
Mix

Policy LP 35 expects development to generally provide family sized accommodation. The scheme is largely providing small units (studio / 1 bed dwellings). Whilst it is recognised that the site is located within close proximity to Richmond town centre where smaller dwellings may be acceptable, justification will need to be provided to justify a departure from this policy requirement, for example with reference to the character and type of units in the locality. Confirmation that local affordable housing needs are being met will also be an important factor in assessing the acceptability of the unit mix.

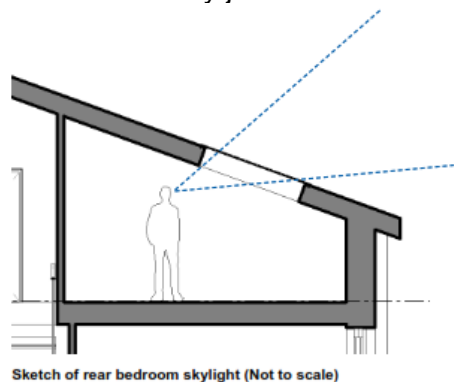
Unit layout / size - Broadly speaking the space standards are met and the general layouts are acceptable. However, the '1b 1p' units appear to be 2 person units and do not meet the relevant standards, which is particularly the case for the ground floor unit which is significantly below the required standard. It is also noted the living room is only approx. 19 sqm which falls below the Council's standards (22 sqm) and the bedroom is significantly below the required size for a double bedroom. It is understood that this is due to the need to fit a M4(3) unit on the ground floor. Whilst an overall view of the standard of accommodation across the site will be taken, this is a significant concern and will need to be robustly justified demonstrating that other options (i.e. increasing the size of these units) have been considered.

With regard to the second bedrooms in the duplex units, the National Space Standards sets a requirement for minimum floor to ceiling height to be 2.3m for at least 75% of the Gross Internal Area. This will need to be achieved.

Outlook / Privacy - Outlook from all of the mews units and some of the mansion block (i.e. on the GF) will be limited (due to boundary walls and a 4 storey building in such close proximity) but particular concern is raised in relation to the impact on levels of occupier privacy due to the separation between the two buildings, even where small improvements have been made from the previous scheme. The offset / angled windows will assist in directing views away from the mansion block at the ground and first floors, however, some habitable room windows at the ground floor of the mews block directly face bedroom windows of the mansion block, separated by approximately 13.5m. This is particularly concerning and screening will be required and the affected mews windows will need to be obscure glazed (which will lessen the standard of accommodation). It is also noted that one of the mews units is separated from the mansion block core by approx. 11.9m which will provide poor outlook.



Concern is also raised as to the outlook from the rooflights to the second bedrooms. This will need to be robustly justified.



Daylight and Sunlight - Concern is raised with regard to whether the mews units in particular will receive adequate levels of daylight and sunlight. A Daylight and Sunlight Assessment will be required to demonstrate that BRE standards are being achieved for all units.

Amenity space – it is noted that each mansion block dwelling has a private terrace/balcony which will need to meet the requirements set in the Council’s Residential Standards SPD (5 sqm + 1 sqm per additional occupant). However, it is noted that the balconies are still accessed from the bedrooms. It is accepted that balconies would potentially disrupt the Church Road frontage, however, no justification has been provided as to why the unit layout couldn’t be adjusted to achieve the same outcome.

The mews units, which includes the 2 bedroom family dwellings, have modest front and rear (private) amenity spaces. It is unclear from the plans whether an internal courtyard is proposed to provide additional communal space. All options to enhance this space should be considered to avoid it becoming dead space or a thoroughfare.

Playspace

The policy context and advice provided in the August 2020 advice letter remains valid.

Accessible dwellings – For this development, the Council would require 2 on-site M4(3) dwellings and, in line with the London Plan, we would expect Affordable Rent Category 3 dwellings to be built out as fully accessible (3b) where the Council has nomination rights and any shared ownership/intermediate rent and private Category 3 dwellings to be built as adaptable.

For further advice on the design and layout of the wheelchair accessible units, please contact Rachel Wooden, the Council’s Specialist Housing Occupational Therapist. (rwooden@richmondandwandsworth.gov.uk).

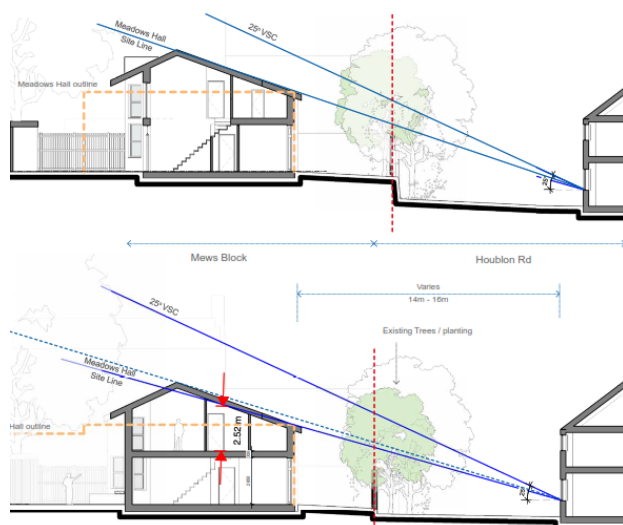
Residential Amenity

Please refer to the August 2020 advice letter for policy context.

Some amendments have been made to the scheme that will affect residential amenity.

Houblon Road: In comparison to the previous iteration of the development, the height of the mews building has increased (the overall height as well as the eaves height at the eastern boundary) and the roof design has changed. Notwithstanding, given the pitch of the roof and as the height at the nearest point of the building (to Houblon Road) corresponds with the former building, it is not considered that the proposed building will result in an undue impact on these neighbours. The sections provided appear to show a more detailed/accurate

representation of the difference in site levels between neighbouring properties on Houblon Road.



With regard to potential overlooking, rooflights are proposed at the rear which, subject to being 1.75m above finished floor levels, should avoid undue overlooking to these neighbours. Sections have been provided but this will need to be confirmed by detailed drawings.

51, 53 and 55 Sheen Road: The mansion block abuts the northern boundary of the site which adjoins a car park which separates the rear garden of No. 51, and also immediately adjoins the rear garden of No. 53. The mansion block will inevitably be prominent from these properties given its scale. It was previously advised to set the building further away from the northern boundary which hasn't been followed. It is strongly recommended this is a buffer between the north elevation of the mansion block and the northern boundary, to both increase in separating distances and allow for natural screening. It does not appear that there are any flank windows facing these properties and so no overlooking is expected but privacy screening to the balconies will be required at the rear.

With regard to the mews block, it appears that the building is higher than the previous scheme but, to some degree, this is offset by the building being set further away from the northern boundary (approx. 2m). The height of the building is not considered unreasonable (approx. 6.8m) and, given the distance from these neighbouring buildings, the form of the roof and the pre-existing site context (i.e. Meadowes Hall), it is unlikely that this would represent an unneighbourly form of the development. However, accurate surveys of neighbouring properties will be required (to determine building lines) and a site visit will also be required to determine this matter.

The west facing first floor openings appear largely the same as the original scheme, albeit they are now more orientated towards these neighbouring properties. Even though there is a significant distance to these properties, it is advised that the north east facing first floor window to the 2 bed unit is removed, re-designed or obscure glazed as this directly faces these units (particularly 51 and 53). Various other first floor windows directly overlook a car park to the rear of No. 53 Sheen Road. Given the use of this area, no concerns are raised.

40 Church Road

There are a number of windows on the northern flank of 40 Church Road which, according to the Council's records, appears to be split into self-contained flats. Some of these openings are secondary windows, however, should primary windows serve habitable rooms, this could prove fundamental to the acceptability of the scheme with regard to neighbour amenity (visual intrusion and sunlight/daylight impact) given the separation distance between the mansion block and the neighbouring building. It is strongly recommended you have a consultation with neighbours, including clarifying what the windows on the flank wall serve.

No flank windows are proposed to the mansion block and so no overlooking issues are expected to openings of this neighbouring building itself. The rear facing windows of the mansion block and the balconies will result in overlooking to the rear amenity space of this neighbour. However, there is a mutual degree of overlooking and the proposal is unlikely to result in a significantly different (or worse) relationship than what would be typical in the surrounding area. Consideration should be given to balcony screening also.

With regard to the mews block, whilst the height of the building is greater than the pre-existing building, and the height has increased from the previous iteration of the scheme, the height is not considered unreasonable and the building is set away from the neighbour boundary and so this relationship is likely to be acceptable (subject to site visits and detailed drawings).

Daylight and Sunlight

It is recognised that both buildings sit within the 25 degree angle VSC (vertical sky component) line. Notwithstanding, a Daylight and Sunlight Report will be required to fully assess all types of daylight, sunlight and overshadowing effects.

Noise, Disturbance and Light Pollution

The advice previously provided (August, 2020) relating to noise and disturbance remains valid and details of external lighting will be required through any future planning applications.

Trees and Biodiversity

Local Plan

- *Policy LP 15 seeks to preserve and where possible enhance the Borough's biodiversity and specifically requires new development to:*
 - *protect biodiversity in, and adjacent to the designated sites*
 - *Support enhancements to biodiversity*
 - *incorporate and create new habitats or biodiversity features;*
 - *deliver net gain for biodiversity, through ecological enhancements;*
 - *ensure new biodiversity features connect to the wider ecological infrastructure;*
 - *enhance wildlife corridors for the movement of species; and*
 - *maximise the provision of soft landscaping.*

- *Policy LP 16 - Trees, Woodlands and Landscape*
 - *resist the loss of trees, unless the tree is dead, dying or dangerous; or the tree is causing significant damage to adjacent structures; or the tree has little or no amenity value; or felling is for reasons of good arboricultural practice;*
 - *resist development which results in the damage or loss of trees that are considered to be of townscape or amenity value; the Council will require that site design or layout ensures a harmonious relationship between trees and their surroundings and will resist development which will be likely to result in pressure to significantly prune or remove trees;*
 - *require, where practicable, an appropriate replacement for any tree that is felled; a financial contribution to the provision for an off-site tree in line with the monetary value of the existing tree to be felled will be required in line with the 'Capital Asset Value for Amenity Trees' (CAVAT);*
 - *require new trees to be of a suitable species for the location in terms of height and root spread, taking account of space required for trees to mature; the use of native species is encouraged where appropriate;*
 - *require that trees are adequately protected throughout the course of development, in accordance with British Standard 5837 (Trees in relation to design, demolition and construction – Recommendations).*

Ecology

No biodiversity information has been provided and neither have any details of landscaping. As such, the advice previously provided in the August 2020 advice letter remains, notably with the following required for submission:

1. Preliminary Ecological Appraisal
2. Details of soft landscaping
3. An ecological enhancement statement, demonstrating net biodiversity gain, where possible
4. Species specific mitigation – bat boxes and bird boxes included within the fabric of the building
5. External lighting plans/specification details, including spectrum details, mitigation and enhancement measures.
6. Where possible, details of internal light spill – there is concern with the potential light spill from the rooflights, given the presence of bats in the area.

The site plan submitted shows a lack of soft landscaping which should be addressed through future planning applications with appropriate choice of planting species (native or non-native wildlife/pollinator species where possible). It is recommended a hedge / tree buffer around the perimeter of the site is incorporated into the scheme, allowing movement of wildlife around the site.

Trees and Landscaping

It is welcomed that a Tree Survey has now been provided which identifies on-site and off-site trees which are likely to be affected by the development (demolition and construction phases), some of which are high quality and provide important streetscene and amenity value, and are likely to require protection during the development.

5 Category C trees are to be removed in addition to some bushes. Tree removal will be resisted (as per LP 16), however, if unavoidable and accepted, the Council will expect either mitigation or compensation measures to be included for any tree loss, by way of suitable re-planting commensurate with the loss of tree cover.

As referred to in the biodiversity section above, no details of landscaping have been provided and significantly more soft landscaping will be expected than as currently shown on the site plan submitted. Landscape design and tree planting should form an integral part of the development proposal, not just an afterthought.

The following will be required through any future planning applications, in accordance with the relevant British Standards.

- Tree Survey (including trees on and adjacent to the site)
- Arboricultural Impact Assessment, incorporating a Tree Constraints Plan, evaluating the direct and indirect effects of the development (demolition and construction) and necessary tree protection / mitigation.
- Arboricultural Method Statement, incorporating a Tree Protection Plan for retained trees
- Details of hard and soft landscaping

The following British Standards should be referred to:

- BS:3998 (2010) Tree work - Recommendations
- BS:5837 (2012) Trees in relation to demolition, design and construction - Recommendations
- NHBC Chapter 4.2 (2018): Building near trees

Transport

Parking: It does not appear that the transport element of the scheme has changed. The development remains car free, to which no in principle objections are raised subject to a

Transport Statement being submitted and CPZ restrictions for future occupiers, a Travel Plan and London Plan compliant levels of cycle parking being secured.

Disabled parking will be required and, as previously advised, this can be achieved by restoring the existing crossover to Church Road and can be secured through a s278 Highways Agreement in addition to a Traffic Management Order contribution (£3,200).

Cycle parking: 2 cycle stores are now proposed in different locations to the previous scheme, providing 22 no. cycle parking spaces. This appears to fall short of the draft London Plan cycle parking requirements (23 no. including 2 no. visitor spaces). It is also noted that these are minimum requirements and, ideally, this will be increased further given this is a car free scheme. It will also need to be ensured that they are designed in accordance with London Cycle Design Standards and split between units consistent with the standards below.

Draft London Plan (2019)

- 1 space per studio 1b 1p dwelling
- 1.5 spaces per 1b 2p dwelling
- 2 spaces per all other dwellings
- Visitor spaces - 5 to 40 dwellings: 2 spaces

Construction: See advice given in August 2020 letter.

Further to this, it is advised that the CMS restricts vehicle movements within the hours of 09:30 and 16:30 Mon to Fri in order to avoid peak times. The street lighting column adjacent to the access must be suitably protected during the works and the applicant may require a temporary crossover licence.

Refuse: The refuse appears to be located in the broadly the same location as previously. The advice given in the August 2020 letter remains valid and it must be ensured that the appropriate level and design of refuse storage is provided in accordance with the Council's Refuse and Recycling SPD, notably the carry and push distances in paragraph 4.2 for the collection of refuse and recycling.

Pollution

Air Quality / Noise and Vibration / Odour / Light Pollution / Contaminated Land: The advice given in the August 2020 letter remains valid.

Flood Risk, Drainage and Infrastructure

The advice in relation to flood risk, drainage and infrastructure in the August 2020 remains valid.

It is also noted that a small part of the site is susceptible to surface water and the site is also at risk of groundwater flooding. Furthermore, whilst the basement units have been removed, the applicant should be made aware that the Council has recently published new guidance on basement development which affects this site, which now lies within Throughflow Catchment Area. In such areas, screening assessments and potentially Basement Impact Assessments, are required. Further information and guidance can be seen below. (In an area with a greater than 25% risk to ground water flooding, a screening assessment is also required to minor and major developments).

https://www.richmond.gov.uk/media/20299/ldf_further_groundwater_investigations_2020.pdf

The Council has recently published an updated Strategic Flood Risk Assessment (Sept, 2020) - https://www.richmond.gov.uk/flood_risk_assessment

Infrastructure – As per Policy LP 23, major developments are required to demonstrate with evidence, in the form of written confirmation as part of the planning application, that capacity exists in the public sewerage and water supply network to serve the development.

Sustainability

Energy: No details have been provided but the policy / policy requirements set out in the August 2020 pre-application advice remain valid. Of note, the Council has recently adopted the price of carbon of £90/tonne which would be used to calculate any future planning obligations.

Green Roof: As per LP 17 and previous advice given (August 2020), 70% green roof will be expected (intensive wildflower green roof with brown features in a variety of substrate depths ranging from 50mm - 100mm) which may be most appropriately located on the mews block. Green roofs do not preclude the use of renewable energy technologies and can be used together effectively (green roofs may increase the efficiency of solar photovoltaic panels by regulating temperature). Any non-compliance to policy must be robustly justified and a green wall will be expected where a green roof cannot be provided.

Community Infrastructure Levy

The Community Infrastructure Levy (CIL) is a charge that the Council sets for certain new developments in the Borough. The Borough CIL Charging Schedule came into effect from 1 November 2014. The Mayor of London has also introduced CIL charges for new development.

The development would be CIL liable and so a completed CIL form will be required and further information on the Borough and Mayoral CIL, including charging rates for this specific development, can be found here: http://www.richmond.gov.uk/community_infrastructure_levy

Procedural Matters

- The applicant is advised to undertake meaningful consultation with the local community prior to the submission of any future applications. This must be reflected within the Community Engagement Report at the time of submission
- Given the scale and nature of this application, it is recommended that a Planning Performance Agreement is entered into with the Council.
- The scheme exceeds the threshold for referral to the Design Review Panel, and therefore it is requested you email RDRP@richmond.gov.uk to make the necessary arrangements - [Richmond Design Review Panel - London Borough of Richmond upon Thames](#)

Validation Checklist

The Local Validation Checklist (December 2019) as amended, can be viewed on line - https://www.richmond.gov.uk/media/18491/local_validation_checklist_for_all_applications.pdf

A planning application submission checklist was provided in the August 2020 advice letter. The checklist remains valid.

Further to that letter, the following are also required as per this advice letter:

- Arboricultural Impact Assessment and Tree Protection Plan
- Open Space Assessment (in addition to a Play and Child Occupancy Assessment and a Playing Fields and Sports Facilities Assessment)

Summary

In summary, whilst the provision of 100% affordable housing is supported, there are a number of outstanding matters to be addressed:

- Land Use - Insufficient information has been provided to justify the loss of social infrastructure and satisfy the requirements of LP 28 (C). The development is therefore currently unacceptable and contrary to policy.
- Affordable Housing – the proposed mix and tenure split does not comply with the requirements of LP 36 currently.
- Accessibility – There are currently no wheelchair accessible homes incorporated. 2 on site M4(3) fully accessible dwellings will be required to comply with LP 35.
- Design and Heritage Assets - The mansion block broadly reflects the scale, mass, height and design of the adjacent buildings on Church Road and the design of the mews building remains a subordinate backland building. Further details are required, particularly in relation to detailed design, landscaping and heritage impact.
- Residential Living Standards – There are concerns over the standard of accommodation, particularly in relation to the size of the 1b 1p units and levels of outlook and of privacy due to the separation between the mansion block and mews block. These are potentially signs of overdevelopment of the site and would need to be improved and/or robustly justified. Further details are also required in relation to daylight, sunlight and overshadowing.
- Transport - The principle of a car free development may be acceptable subject to appropriate levels of cycle parking provision and mitigation measures.
- Residential Amenity – The mews building has increased in height but is now set further away from the northern boundary. The relationship with neighbours is broadly considered acceptable, however, a site visit will need to be undertaken and further details are required (detailed and accurately surveyed plans/elevations/sections, daylight, sunlight and overshadowing assessment, balcony screening etc) in addition to some amendments (including in relation to the siting/orientation of windows) to determine the acceptability of the scheme. Concerns remain as to the impact of the mansion block on adjoining neighbours and further details are required as to the layout of 40 Church Road in particular.
- Trees & Ecology – Further detailed reports are required (inc. PEA, Arboricultural Reports) and a high-quality landscaping and planting scheme and mitigation will be required to justify the loss of trees and the development overall to accord with LP 15 and LP16.
- Other – further details are required in relation to flood risk, sustainability, air quality.

Without prejudice

Any advice given by Council officers for pre-application enquiries does not constitute a formal response or decision of the Council with regard to future planning consents. Any views or opinions expressed are given in good faith and to the best of ability but without prejudice to the formal consideration of any planning application, which is subject to public consultation and ultimately decided by the Council. You should therefore be aware that officers cannot give guarantees about the final form or decision that will be made on your planning or related applications.

Although the advice note will be brought to the attention of the Planning Committee or an officer acting under delegated powers, it cannot be guaranteed that it will be followed in the determination of future related planning applications and in any event circumstances may change or come to light that could alter the position. It should be noted that if there has been a material change in circumstances or new information has come to light after the date of the advice being issued then less weight may be given to the content of the Council's pre-application advice of schemes.

Please be aware, if requested by a third party, any pre-application advice given is likely to be made publicly available as part of the online documents if we receive a related planning application. If you consider that any information contained in your pre-application submission, or any of the advice you received, should not be made available to the public upon receipt of a related planning application, the Council will need to be notified of this in advance of a full application, and the reasons why you consider this information should be exempt.

In the meanwhile should you have any further concerns or enquiries please do not hesitate in contacting me.

Yours sincerely

Lucy Thatcher
Strategic Applications Manager (Richmond)

APPENDIX TWO

Mr L Alaba
London Borough Of Wandsworth
The Town Hall
Wandsworth High Street
London
SW18 2PU

Letter Printed 8 August 2018

FOR DECISION DATED
8 August 2018

Dear Sir/Madam

The Town and Country Planning Act 1990, (as amended)
Decision Notice

Application: 18/2020/FUL
Your ref:
Our ref: DC/RFE/18/2020/FUL/FUL
Applicant: Mr D Sharp
Agent: Mr L Alaba

WHEREAS in accordance with the provisions of the Town and Country Planning Act 1990 and the orders made thereunder, you have made an application received on **13 June 2018** and illustrated by plans for the permission of the Local Planning Authority to develop land situated at:

Meadows Hall Church Road Richmond TW10 6LN

for

Demolition of single-storey building.

NOW THEREFORE WE THE MAYOR AND BURGESSES OF THE LONDON BOROUGH OF RICHMOND UPON THAMES acting by the Council of the said Borough, the Local Planning Authority HEREBY GIVE YOU NOTICE pursuant to the said Act and the Orders made thereunder that permission to develop the said land in accordance with the said application is hereby **GRANTED** subject to the conditions and informatives summarised and listed on the attached schedule.

Yours faithfully



Robert Angus
Head of Development Management

SCHEDULE OF CONDITIONS AND INFORMATIVES FOR APPLICATION 18/2020/FUL

APPLICANT NAME

Mr D Sharp
2nd Floor
Civic Centre
Twickenham
TW1 3BZ

AGENT NAME

Mr L Alaba
The Town Hall
Wandworth High Street
London
SW18 2PU

SITE

Meadows Hall Church Road Richmond TW10 6LN

PROPOSAL

Demolition of single-storey building.

SUMMARY OF CONDITIONS AND INFORMATIVES

CONDITIONS

U47310	Approved Documents
U47311	Demolition Method Statement

INFORMATIVES

U27386	NPPF APPROVAL - Para. 38-42
U27385	Composite Informative

DETAILED CONDITIONS AND INFORMATIVES

DETAILED CONDITIONS

U47310 Approved Documents

The development hereby permitted shall be carried out in accordance with the following approved plans and documents, where applicable.

DWG No.2007/0029/001; Site Location Plan; Bat Detector Survey & Report, Prepared by FOA Ecology dated May 2018; Demolition Survey Report, Prepared by Air Suveys Ltd. dated March 2012; Design & Access Statement, prepared by Wandsworth Borough Council dated June 2018 all received 15th June 2018.

REASON: To accord with the terms of the application, for the avoidance of doubt and in the interests of proper planning.

U47311 Demolition Method Statement

No works of demolition shall be undertaken until a Demolition Method Statement has been submitted to, and approved in writing by, the Local Planning Authority. The approved Statement shall be adhered to throughout the construction period. The Statement shall provide for the:

1. sequence of demolition phases;
2. measures to control the emission of dust and dirt during each phase of demolition;
3. measures to limit noise disturbance during demolition;
4. method of removing rubble and spoil from the site;
5. storage of plant and materials used in demolition and construction for the development;
6. erection and maintenance of security hoarding including decorative displays and facilities for public viewing, where appropriate;
7. wheel washing facilities;
8. a scheme for recycling/disposing of waste resulting from demolition and construction works.

REASON: In the interests of highway and pedestrian safety together with the amenity of the area.

DETAILED INFORMATIVES

U27386 NPPF APPROVAL - Para. 38-42

In accordance with paragraphs 38-42 of the National Planning Policy Framework, Richmond upon Thames Borough Council takes a positive and proactive approach to the delivery of sustainable development, by:

- o Providing a formal pre-application service
- o Providing written policies and guidance, all of which is available to view on the Council's website
- o Where appropriate, negotiating amendments to secure a positive decision
- o Determining applications in a timely manner.

In this instance:

- o The application was acceptable as submitted, and approved without delay.

U27385 Composite Informative

Principal Policies:

Where relevant, the following have been taken into account in the consideration of this proposal:-

National Planning Policy Framework - NPPF (2018)

London Plan (2016)

Local Plan Policies (2018)

- o LP 3 Designated Heritage Assets
- o LP 10 Local Environmental Impacts, Pollution and Land Contamination
- o LP 15 Biodiversity
- o LP 24 Waste Management
- o LP 28 Social and Community Infrastructure
- o LP 36 Affordable Housing
- o LP 45 Parking standards and servicing

Reason for granting:

The proposal has been considered in the light of the Development Plan, comments from statutory consultees and third parties (where relevant) and compliance with Supplementary Planning Guidance as appropriate. It has been concluded that there is not a demonstrable harm to interests of acknowledged importance caused by the development that justifies withholding planning permission.

Building Regulations:

The applicant is advised that the erection of new buildings or alterations to existing buildings should comply with the Building Regulations. This permission is NOT a consent under the Building Regulations for which a separate application should be made. For application forms and advice please contact the Building Control Section of the Street Scene department, 2nd floor, Civic Centre, 44 York Street, Twickenham, TW1 3BZ. (Tel: 020 8891 1411).

If you alter your proposals in any way, including to comply with the Building Regulations, a further planning application may be required. If you wish to deviate in any way from the proposals shown on the approved drawings you should contact the Development Control Department, 2nd floor, Civic Centre, 44 York Street, Twickenham, TW1 3BZ. (Tel: 020 8891 1411).

Damage to the public highway:

Care should be taken to ensure that no damage is caused to the public highway adjacent to the site during demolition and (or) construction. The Council will seek to recover any expenses incurred in repairing or making good such damage from the owner of the land in question or the person causing or responsible for the damage.

BEFORE ANY WORK COMMENCES you MUST contact the London Borough of Richmond upon Thames, 44 York Street, Twickenham TW1 3BZ, Telephone 020 8891 1411 to arrange a pre-commencement photographic survey of the public highways adjacent to and within the vicinity of the site. The precondition survey will ensure you are not charged for any damage which existed prior to commencement of your works.

If you fail to contact us to arrange a pre commencement survey then it will be assumed that any damage to the highway was caused by your activities and you will be charged the full cost of repair.

Once the site works are completed you need to contact us again to arrange for a post construction inspection to be carried out. If there is no further damage then the case will be closed. If damage or further damage is found to have occurred then you will be asked to pay for repairs to be carried out.

Noise control - Building sites:

The attention of the applicant is drawn to the requirements of section 60 of the Control of Pollution Act 1974 in respect of the minimisation of noise and vibration on construction and demolition sites. Application, under section 61 of the Act for prior consent to the works, can be made to the Environmental Health Department.

Under the Act the Council has certain powers to control noise from construction sites. Typically the council will limit the times during which sites are permitted to make noise that their neighbours can hear.

For general construction works the Council usually imposes (when necessary) the following limits on noisy works:-

Monday to Friday 8am to 6pm

Saturdays 8am to 1pm

Sundays and Public Holidays- No noisy activities allowed

Applicants should also be aware of the guidance contained in British Standard 5228;2009- Noise and vibration control on construction and open sites.

Any enquiries for further information should be made to the Commercial Environmental Health Team, 2nd Floor Civic Centre, 44 York Street, Twickenham TW1 3AB.

END OF SCHEDULE OF CONDITIONS AND INFORMATIVES FOR APPLICATION
18/2020/FUL

Application reference: 18/2020/FUL

SOUTH RICHMOND WARD

Date application received	Date made valid	Target report date	8 Week date
13.06.2018	13.06.2018	08.08.2018	08.08.2018

Site:

Meadows Hall, Church Road, Richmond, TW10 6LN

Proposal:

Demolition of single storey timber built building

Status: Pending Consideration (If status = HOLD please check that all is OK before you proceed any further with this application)

APPLICANT NAME

Mr D Sharp
2nd Floor
Civic Centre
Twickenham
TW1 3BZ

AGENT NAME

Mr L Alaba
The Town Hall
Wandsworth High Street
London
SW18 2PU

DC Site Notice: printed on 22.06.2018 and posted on 25.06.2018 and due to expire on 16.07.2018

Consultations:

Internal/External:

Consultee

LBRUT Transport
14D Urban D
LBRUT Environmental Health
LBRUT Corporate Property

Expiry Date

06.07.2018
06.07.2018
06.07.2018
06.07.2018

Neighbours:

History: Development Management, Appeals, Building Control, Enforcements:

Development Management

Status: WDN Application:92/1400/FUL
Date:30/09/1992 Erection Of Side Extension.

Development Management

Status: GTD Application:84/1204
Date:13/12/1984 Siting of mobile office for one day per week.

Development Management

Status: WNA Application:10/1982/FUL
Date:15/08/2012 Alterations to existing day centre and development of a 3 storey building plus roof accommodation providing 8 x 1 bed flats and associated site works including parking, refuse and cycle facilities, and new boundary treatment.

Development Management

Status: WNA Application:17/3458/DEMPN
Date:25/09/2017 Demolition of Meadows Hall and clear site.

Development Management

Status: PCO Application:18/2020/FUL
Date: Demolition of single storey timber built building

Building Control

Deposit Date: 07.06.1999

Internal alterations

Reference: 99/0964/FP

Recommendation:

The determination of this application falls within the scope of Officer delegated powers - YES / NO

NO

I therefore recommend the following:

- 1. REFUSAL
- 2. PERMISSION
- 3. FORWARD TO COMMITTEE

This application is CIL liable YES* NO
(*If yes, complete CIL tab in Uniform)

This application requires a Legal Agreement YES* NO
(*If yes, complete Development Condition Monitoring in Uniform)

This application has representations online (which are not on the file) YES NO

This application has representations on file YES NO

Case Officer (Initials): RFE

Dated: 07/08/18

I agree the recommendation:

Team Leader/Head of Development Management/Principal Planner

Dated: 08/08/2018

This application has been subject to representations that are contrary to the officer recommendation. The Head of Development Management has considered those representations and concluded that the application can be determined without reference to the Planning Committee in conjunction with existing delegated authority.

Head of Development Management:

Dated:

REASONS:
CONDITIONS:
INFORMATIVES:
UDP POLICIES:
OTHER POLICIES:

The following table will populate as a quick check by running the template once items have been entered into Uniform

SUMMARY OF CONDITIONS AND INFORMATIVES

CONDITIONS

INFORMATIVES

18/2020/FUL

Meadows Hall, Church Road, Richmond TW10 6LN

Site Description

The site consists of a single storey timber framed building previously within the D1 Use Class as a community social centre, located to the north-eastern side of Church Road. The structure has an L-shaped layout and it is surrounded on all but one side by residential gardens, and there is a large car park to the front of the building. The site falls within the St Mathias Conservation Area and the Richmond and Richmond Hill Village, which has a relevant Character Area Village Planning SPD. This document describes the area as follows:

Church Road, Mount Ararat Road and Kings Road were developed between the 1860s and 1880s; these major roads run between the heart of Richmond up towards the Church of St Matthias, which is a key landmark in the area.

Planning History

17/3458/DEMPN: Demolition of Meadows Hall and clear site. **Decided as no further action be taken 25/09/2017**

10/1982/FUL: Alterations to existing day centre and development of a 3-storey building plus roof accommodation providing 8 x 1 bed flats and associated site works including parking, refuse and cycle facilities, and new boundary treatment. **Decided as no further action be taken 15/08/2012**

92/1400/FUL: Erection Of Side Extension. **Withdrawn by the applicant 30/09/1992**

84/1204: Siting of mobile office for one day per week. **Granted permission 13/12/1984**

Proposal

The scheme proposes the demolition of the existing building.

Public and Other Representations

A newspaper advert was placed the local paper, a site notice on the street and 1 neighbouring properties were consulted as part of this application. Consequently, one representation to make a general observation has been made to the Council.

The remarks made relate to security and vandalism which are ultimately address by conditions and informatives.

Professional Comments

Policy context

The following planning policies and guidelines are the most applicable to the proposed development:

National Planning Policy Framework – NPPF (2018)

London Plan (2016)

Local Plan Policies (2018)

- LP 3 Designated Heritage Assets
- LP 10 Local Environmental Impacts, Pollution and Land Contamination
- LP 15 Biodiversity
- LP 24 Waste Management
- LP 28 Social and Community Infrastructure
- LP 36 Affordable Housing
- LP 45 Parking standards and servicing

The main planning matters to be assessed are:

- i. Principle of Demolition
- ii. Transport, Highways and Amenities
- iii. Biodiversity

Principle of Demolition

Policy LP 3(B) states that the Council will resist substantial demolition in Conservation Areas and any changes that could harm heritage assets, unless it can be demonstrated that:

- 1. in the case of substantial harm or loss to the significance of the heritage asset, it is necessary to achieve substantial public benefits that outweigh that harm or loss;*
- 2. in the case of less than substantial harm to the significance of the heritage asset, that the public benefits, including securing the optimum viable use, outweigh that harm; or*
- 3. the building or part of the building.*

Policy LP 10(G) mentions that the Council will seek to manage and limit environmental disturbances during construction and demolition as well as during excavations and construction of basements and subterranean developments.

Policy LP 28(C) deals with loss of social or community infrastructure and makes it clear that this would normally will be resisted.

Policy 36 at para. 9.3.9 states that Policy LP 40 'Employment and Local Economy' seeks to retain employment floorspace and does not wish to encourage the change of use of employment sites to potentially higher value residential uses. In those exceptional circumstances where the Council agrees a change of use, the lower Existing Use Value of employment land means that any residential development involving a loss of employment floorspace is required to increase affordable housing above the normal policy requirements for new build development or redevelopment.

Under the Town and Country Planning Act 1990 (as amended) permission is not required to demolish a building or structure of less than 115 cubic metres, within a Conservation Area.

Whilst the proposal is only for demolition, any proposal for redevelopment will need to be subject to a future planning application which will be assessed against policy requirements, including the loss of social/community infrastructure and potential for alternative social infrastructure use, with marketing evidence, in accordance with Policy LP 28 and Appendix 5 of Local Plan.

The site has been identified in the report to Cabinet of 15 March 2018, Asset Management Update Report. This paper sets out a proposed high-level approach to the management of the Council's property assets, recommends a way forward on a number of major sites and seeks agreement to a new procedure for the sale of surplus assets. Meadows Hall is a former day centre which is currently vacant apart from occasional use when the car park is used to house a temporary building as a polling station.

The property has been identified as part of the Council's sale programme and remains surplus to the Council requirements. It sets out that initial discussions have been undertaken with Paragon Asra Housing Association ("Paragon") about their acquisition and development of the site. In line with the proposed Disposals Procedure, it was agreed that the site be openly marketed for affordable housing with Paragon being invited to bid.

The submitted D & A Statement states that 'the scheme involves the demolition of this entire structure in order clear the site and to make it safe for possible future redevelopment. It is envisaged that none of the existing surrounding or nearby trees will need to be cut back or damaged or removed in order to facilitate these proposed demolition works. In addition, this building contains some asbestos. This will be removed prior to the demolition'.

The last use of the building is stated as a social centre and it is detailed within the submission that the building has been vacant for some years and that it is possibly unsafe. In view of this, there is no principle objection to the demolition of the structure. However, it is necessary to assess whether demolition is absolutely necessary and if the possibility of reparation has been explored. Moreover, it is considered that site clearance for speculative developments is not the most effective use of land, although redevelopment would be on previous developed land (brownfield).

It is fairly obvious that the existing building has stood the test of time and it lacks the capacity to be retrofitted to modern standards. This is detailed in the submitted Demolition Survey Report which ultimately concludes that the survey identified asbestos in a number of places within the building, in large quantities. It goes on further to state that 'all work with asbestos comes under the Control of Asbestos Regulations 2006, which places duties of care and responsibilities on all parties involved. Without prejudice to the provisions in the regulations the following recommendations will address and enable compliance with specific requirements of those regulations. Work on insulation board, coatings and insulation requires a fourteen-day notification period to the Enforcing Authority and must be carried out by a licensed asbestos removal contractor in accordance with regulation 8 (Licensing of work with Asbestos). The disposal of hazardous waste should be carried out in accordance with the Control of Pollution Act 1996'.

The presence of asbestos is a serious health and safety issue and makes the building unfit for occupation without significant redeeming works. This would however outweigh the benefits of a reparation scheme and justify the demolition, which is more feasible in this case. Further to the asbestos, a variety of structural defects have also been observed.

In terms of the relation to the Conservation Area, the building is largely incongruous with the more traditional buildings on the street and makes no particular contribution to the heritage asset status of the surrounds, therefore its demolition would not impact on the character and appearance of the Conservation Area. No replacement building is proposed currently, and the current gaps between buildings are not affected due to the recessed and low-rise/low-profile nature of the existing building. The proposed demolition would therefore have a neutral impact overall.

Transport, Highways and Amenities

Para. 4.10.17 of Policy LP 10 states that there is a need to ensure that occupiers are protected from environmental disturbances during the construction and demolition phase of developments.

Policy LP 24 at point 4 mentions that developments that are likely to generate large amounts of waste, are required to produce site waste management plans to arrange for the efficient handling of construction, excavation and demolition waste and materials.

Appendix 7 of the Local Plan defines Construction and Demolition Waste as waste arising from the construction, repair, maintenance and demolition of buildings and structures, including roads. It consists mostly of brick, concrete, hardcore, subsoil and topsoil, but it can contain quantities of timber, metal, plastics and occasionally special (hazardous) waste materials.

Given the sensitivity of the materials which contains asbestos, it is necessary that demolition waste can be securely managed on site without causing harm to local residents at nearby properties, and to the pedestrians and motorists along Church Road.

It is considered that the site is large enough accommodate and provide manoeuvring space for construction/demolition vehicles. The site also has sufficient capacity for skips and other construction welfare structures for workers, it is expected the site would be hoarded up with controlled access.

The Council applies the requirements of section 60 of the Control of Pollution Act 1974 in respect of the minimisation of noise and vibration on construction and demolition sites to all consents which forms part of the decision notice. Application, under section 61 of the Act for prior consent to the works, can be made to the Environmental Health Department.

Under the Act the Council has certain powers to control noise from construction sites. Typically, the council will limit the times during which sites are permitted to make noise that their neighbours can hear. For general construction works the Council usually imposes (when necessary) the following limits on noisy works:

Monday to Friday 8am to 6pm

Saturdays 8am to 1pm

Sundays and Public Holidays- No noisy activities allowed.

Applicants should also be aware of the guidance contained in British Standard 5228;2009- Noise and vibration control on construction and open sites.

A Demolition Method Statement is required by condition to address further issues, in the interests of highway and pedestrian safety together with the amenity of the area.

Biodiversity

Policy LP 15 states that the Council will protect and enhance the borough's biodiversity, in particular, but not exclusively, the sites designated for their biodiversity and nature conservation value, including the connectivity between habitats.

A Bat Detector Survey & Report has been submitted with the application. This document highlights the following:

- No roosting bats were identified (observed or detected) to emerge from the building during the dusk emergence survey on the 10th May 2018. The detector survey work, alongside the

already completed building inspection, confirm that roosting bats are likely currently absent from the building which has been afforded 'low' bat roost potential.

- Modest to moderate common pipistrelle, soprano pipistrelle and pipistrelle sp. (peak frequently between common and soprano pipistrelle) bat (mainly foraging) activity encountered during the detector survey work, comprising predominantly of passes by single pipistrelle bats, though on occasion two individuals were detected simultaneously.

The findings have been assessed by the Council's Ecology Officer who has found the survey to be acceptable.

Summary

The demolition is acceptable as it has been evidenced that there are major health and safety concerns in the building. Whilst there is no proposal for a replacement building, any proposal for redevelopment will be assessed against policy requirements, including the loss of social/community infrastructure and potential for alternative social infrastructure use, with marketing evidence, in accordance with Policy LP 28 and Appendix 5 of Local Plan. Notwithstanding this, the property has been identified as part of the Council's sale programme and remains surplus to the Council requirements. The impact on transport, highways and amenities can be mitigated by conditions.

The scheme therefore complies with relevant policies and guidance subject to conditions.

Recommendation: APPROVE with conditions.

LONDON BOROUGH OF RICHMOND UPON THAMES

CABINET

DATE: 26 JANUARY 2012

REPORT OF: DEPUTY LEADER AND CABINET MEMBER FOR FINANCE AND RESOURCES

TITLE OF DECISION PROPERTY SALES/RE-INVESTMENT PROGRAMME

WARDS: ALL

KEY DECISION?: YES

IF YES, IN FORWARD PLAN?: YES

For general release

1. MATTER FOR CONSIDERATION

- 1.1 To provide the Cabinet with detail of sales achieved under the approved Sales/Re-investment Programme 2010/2013 and to seek approval of an updated programme which reflects the known current and future property service delivery activity of the Council.

2. RECOMMENDATIONS

- 2.1 Cabinet note the sales achieved in delivery of the Sales/Re-investment Programme 2010/13, as set out within paragraph 3.2 and Appendix 20 (a) and within the Exempt Report and the confidential Appendix 24 (a).
- 2.2 Cabinet approve the updated Sales/Re-investment Programme for 2010/2013.

3. DETAIL

- 3.1 The current three-year programme (2010/13) of property disposal activity was approved by Cabinet at its meeting of 8 November 2010. Initial receipts were anticipated as follows:

2010 -2011	£7,898,700
2011 -2012	£13,790,000
2012 -2013	£9,400,000
Total	£31,088,700

- 3.2 Sales completed during the 2010/11 financial year, completed and anticipated for the 2011/12 financial year and currently anticipated for the 2012/13 financial year are as follows:

2010 -2011	£6,623,466
2011 -2012	£3,322,500
2012 -2013	£12,495,000
Total	£22,440,966

- 3.3 Details of individual sales are set out at Appendix 20 (a) and in the confidential Appendix 24 (a).
- 3.4 The receipts achieved for the 2010/11 year were 84% of the target estimate.
- 3.5 In this current 2011/2012 financial year, anticipated sales are below the original target estimate. This is in part due to delays in progressing major sales, for example Friars Lane car park, Mereway Day Centre and the Avenue Centre, as these properties require detailed consideration of planning matters prior to submitting applications and development of appropriate scheme proposals. However, it is important to ensure that the programme reflects the direction and needs of the Council and on this basis a number of sites have been moved back into the 2012/13 year programme to reflect this and a number will roll forward into the next programme.

4 FINANCE AND EFFICIENCY IMPLICATIONS

- 4.1 Details as set out at 3.2 above.

5 PROCUREMENT IMPLICATIONS

- 5.1 None directly arising.

6. LEGAL IMPLICATIONS

- 6.1 There are none arising directly from this report. Legal Services will deal with any issues arising on a site specific basis.

7. CONSULTATION AND ENGAGEMENT

- 7.1 This report and details of the properties set out at public Appendix 20 (a) form the extent of public consultation on the programme.

8. WIDER CORPORATE IMPLICATIONS

8.1 POLICY IMPLICATIONS / CONSIDERATIONS

The disposals are in accordance with the approved Sales/Re-investment Programme 2010/13 and are in line with the Corporate Plan and Corporate Asset Management Plan policies in respect of value for money and sensible use of finite land and property assets.

8.2 RISK CONSIDERATIONS

The achievement of disposals in accordance with the programme is kept under review in consultation with the Director of Finance, to minimise risks to the Council's finances arising from significant under-achievement of receipts.

8.3 EQUALITY IMPACT CONSIDERATIONS

None arising directly from this report.

8.4 ENVIRONMENTAL CONSIDERATIONS

The development of each site will need to conform to all current codes for energy efficiency and sustainability. This will be addressed at the planning application stage where any developer will need to demonstrate this to the Local Planning Authority in submitting their plans.

9. BACKGROUND DOCUMENTS:

9.1 None

10. APPENDICES

10.1 Appendix 20 (a) – Sales / Re-investment Programme 2010 - 2013

11. CONTACTS

Councillor Geoffrey Samuel, Deputy Leader and Cabinet Member for Finance and Resources, e-mail: cllr.gsamuel@richmond.gov.uk

Ishbel Murray, Assistant Director of Environment, 020 8891 7310, email ishbel.murray@richmond.gov.uk

Peter Southcombe, Head of Estates and Valuation 020 8891 5118, email p.southcombe@richmond.gov.uk

Public Appendix A

Sales/Re-investment Programme 2013-2016				Anticipated Receipts under the 2016 Programme updated as at March 2015			Service/ Current Use	
Ref No	Ward	Properties	Site Area in Acres	Update of current position	Receipts anticipated Year ending 31 March 2014	Receipts anticipated Year ending 31 March 2015		Receipts anticipated Year ending 31 March 2016
0017	HAMPTON WICK	THE AVENUE CENTRE, NORMANSFIELD AVENUE, TEDDINGTON	1.299	Conditional contracts exchanged, subject to planning. Taken forward to next programme				Vacant surplus property
0029	SOUTH RICHMOND	MEADOWS HALL, CHURCH ROAD, RICHMOND	0.249	Taken forward to next programme				Vacant surplus property
0497	HAM PETERSHAM & RICHMOND RIVERSIDE	TERRACE GARDENS FORMER PUBLIC CONVENIENCES, PETERSHAM ROAD, RICHMOND	0.050	Taken forward to next programme				Parks and Open Spaces
0503	SOUTH RICHMOND	FRIARS LANE CAR PARK, FRIARS LANE, RICHMOND	0.383	Taken forward to next programme				Highways/ car parks
0346 & 0042	FULWELL & HAMPTON HILL	FORMER TEDDINGTON YOUTH CENTRE & STRATHMORE CENTRE, STRATHMORE ROAD, TEDDINGTON	1.546	Taken forward to next programme				Community facility
0441	SOUTH RICHMOND	OLD TOWN HALL, WHITTAKER AVENUE, RICHMOND	0.170	Taken forward to next programme				Library
0520	TEDDINGTON	NORTH LANE DEPOT EAST, NORTH LANE, TEDDINGTON	0.086	Taken forward to next programme				Vacant surplus property
0208	HAM PETERSHAM & RICHMOND RIVERSIDE	LAND TO THE REAR OF MEAD ROAD, HAM	0.106	Sale to Paragon completed for special needs housing and construction taking place.		x		Land
0201	HAM PETERSHAM & RICHMOND RIVERSIDE	CRAIG ROAD GARAGE SITE, HAM	0.177	Taken forward to next programme				Lock up Garages
0129	TWICKENHAM RIVERSIDE	RICHMOND ROAD NO 1/3, TWICKENHAM	0.165	Taken forward to next programme				Council offices
0014	HAMPTON WICK	25 KINGSTON LANE, TEDDINGTON		Sale completed.	x			Vacant surplus property
0024	SOUTH TWICKENHAM	MEREWAY DAY CENTRE, MEREWAY ROAD, TWICKENHAM	0.563	Taken forward to next programme				Vacant surplus property
0138	TWICKENHAM RIVERSIDE	EEL PIE ISLAND BOATYARD PREMISES, TWICKENHAM RIVERSIDE	0.175	Not to be sold. Retain for income. Not being taken forward to next programme.				Land containing building leased out and used for boat building
0167	HEATHFIELD	MILLFIELD ROAD INDUSTRIAL LAND, MILLFIELD ROAD, HANWORTH	0.9	Sold to RHP for social housing development.			x	Land
0368	HAMPTON	ATHELSTAN HOUSE, PERCY ROAD, HAMPTON	0.224	Not to be sold. Retain for income. Not being taken forward to next programme.				Building leased out for use as School
15010	SOUTH RICHMOND	SILVER BIRCHES 2-6 MARCHMONT RD, RICHMOND	0.728	Conditional contracts exchanged, subject to planning. Taken forward to next programme				Building leased for use as residential care
0043	FULWELL & HAMPTON HILL	LAUREL DENE, OLD HOUSE, HAMPTON ROAD, HAMPTON HILL	0.662	Joint disposal of Council and Care UK interests. Unconditional sale completed 7 November 2014. Council received substantial proportion of receipt.		x		Vacant surplus property
0008	TWICKENHAM RIVERSIDE	ROSSLYN ROAD NO 11, TWICKENHAM	0.334	Taken forward to next programme				Childrens care
0134	TWICKENHAM RIVERSIDE	YORK STREET NO 42, TWICKENHAM	0.133	At present seems unlikely that this will become surplus. Not being taken forward to next programme				Council offices
0573	KEW	HIGH PARK ROAD ARCHES	0.124	In use as park area. Not being taken forward to next programme				Highways/ car parks
0183 & 15048	HAMPTON NORTH	HAMPTON ENFRANCHISEMENTS		On going ad hoc annual sales taking place.		x	x	Residential leased part of Hampton Nurseryland site
RING FENCED RECEIPTS								
0311	WEST TWICKENHAM	WALDEGRAVE SCHOOL LAND/ CARETAKERS HOUSE		Sale of house completed. Affordable housing use of tennis courts would reduce receipt, subject to planning. Alternative Council school use now being considered, so not being taken forward to next programme.	x			School land/ caretakers house
0302	HAM PETERSHAM & RICHMOND RIVERSIDE	GREYCOURT SCHOOL CARETAKERS HOUSE		Taken forward to next programme				School caretakers house
0303	TWICKENHAM RIVERSIDE	ORLEANS PARK CARETAKERS HOUSE		Continuing need for current use. Not being taken forward to next programme.				School caretakers house
0353	HAM PETERSHAM & RICHMOND RIVERSIDE	STRATHMORE SCHOOL, MEADLANDS DRIVE	1	Taken forward to next programme				Special School
ADDITIONS TO THE CURRENT (2013-16) PROGRAMME								
No UPRN	TWICKENHAM RIVERSIDE	82 QUEENS ROAD, TWICKENHAM		Taken forward to next programme				RHP option property

0469	HEATHFIELD	TWICKENHAM CEMETERY LODGE		Sold to Paragon for refurbishment for supported living units for adults with learning disabilities.		x		Cemetery caretakers house
No UPRN	TEDDINGTON	105 QUEENS ROAD, TEDDINGTON		Taken forward to next programme				RHP option property
0308	EAST SHEEN	35 HERTFORD AVENUE, SHEEN		Sale completed.	x			School caretakers house
0341	HAMPTON	FORMER OLDFIELD CENTRE CARETAKERS BUNGALOW		Taken forward to next programme				School caretakers house
No UPRN	MORTLAKE & BARNES COMMON	111 MORTLAKE HIGH STREET		Taken forward to next programme				RHP option property
3060	HAM AND PERSHAM & RICHMOND RIVERSIDE	SEWER EASEMENT AT PERSHAM MEADOWS, RICHMOND		Additional receipt outside of the programme, for grant of sewer easement to Petersham Nurseries. Capital Payment. Completed 11.09.14		x		Sewer Easement premium
No UPRN	TWICKENHAM RIVERSIDE	THE OLD CHAPEL, ORLEANS ROAD, TWICKENHAM		Additional receipt outside of the programme, for variation of covenants on a previous sale to allow construction of shed in garden. Completed 29.09.14.		x		Sold property - covenant release
No UPRN	BARNES	28 BARNES AVENUE, BARNES		Additional receipt outside of the programme, for variation of covenants on a previous sale to allow change of use from office to residential. Completed 14.11.14.		x		Sold property - covenant release
OTHER SALES								
0499	HAM AND PERSHAM & RICHMOND RIVERSIDE	SEWER EASEMENT, 1 HALL FARM ROAD, HAM		Sewer easement premium.	x			Sewer Easement premium
No UPRN	TWICKENHAM RIVERSIDE	LAND AT THE OLD CHAPEL, ORLEANS ROAD, TWICKENHAM		Variation of covenants under previous sale.		x		Sold property - covenant release
No UPRN	HAMPTON	OLDFIELD FORMER DEPOT, OLDFIELD ROAD, HAMPTON		Variation of covenants under previous sale.		x		Sold property - covenant release
ESTIMATED TOTAL INCLUDING					£2,172,500	£2,224,680	£769,742	
TOTAL ESTIMATE OVER 3 YEARS							£5,166,922	

DRAFT SALES AND INVESTMENT PROGRAMME 2016/2019

PROPERTIES BROUGHT FORWARD FROM 2013-2016 PROGRAMME				UPDATE COMMENTS	Receipts anticipated Year ending 31 March 2017	Receipts anticipated Year ending 31 March 2018	Receipts anticipated Year ending 31 March 2019	Current use
0017	HAMPTON WICK	LAND AT NORMANSFIELD AVENUE, TEDDINGTON	1.299	To be used to relocate the Fitzroy Home currently on a lease from the Council at Silver Birches, Richmond (see below). Reprovision is of 10 bed home plus 6 independent living units. Sale of the remainder to RHP for affordable residential redevelopment. Contracts conditional upon planning for both sites exchanged and planning application submitted December 2015. Figure given is the net cost for provision of the new home on retained Council land, taking account of land receipt for the social housing development.	x			Vacant surplus property
0029	SOUTH RICHMOND	MEADOWS HALL, CHURCH ROAD, RICHMOND	0.249	Sale and figure dependent upon planning being achievable. Discussions taking place with Registered Provider, Paragon for social housing, with full value to be made up from Affordable Housing Fund contribution. Subject to planning. Estimated value indicated reflects full site value.		x		Vacant surplus property
0497	HAM PETERSHAM & RICHMOND RIVERSIDE	TERRACE GARDENS FORMER PUBLIC CONVENIENCES, PETERSHAM ROAD, RICHMOND	0.050	This property may be retained for potential gallery use linked to Richmond Library/ Old Town Hall proposals. Decisions on future use dependent upon feasibility studies for Richmond Libraries being concluded. If not required, consider alternative uses including residential, and long leasehold sale, with a view to submission of planning application prior to sale. Any receipt is subject to use that may be achieved.			x	Parks and Open Spaces
0503	SOUTH RICHMOND	FRIARS LANE CAR PARK, FRIARS LANE, RICHMOND	0.383	Architects appointed to work on schemes before sale is progressed. Scheme being prepared by Architects for planning submission. Council may develop from its own and sell / rent out properties, rather than straight sale of site. Estimated value indicated reflects full site value.		x		Highways/ car parks
0346 & 0042	FULWELL & HAMPTON HILL	FORMER TEDDINGTON YOUTH CENTRE & STRATHMORE CENTRE, STRATHMORE ROAD, TEDDINGTON	1.546	Registered Provider, Paragon preparing scheme proposals for site. Revised receipt reflects wholly affordable housing, and reprovision of Scamps on-site. Paragon working up scheme and proposals and offer awaited.		x		Community facility
0441	SOUTH RICHMOND	OLD TOWN HALL, WHITTAKER AVENUE, RICHMOND	0.170	Initial feasibility undertaken for move of reference library to Richmond Library site and potential of Old Town Hall building for Museum / art gallery use with potentially sale of part for alternative use, subject to planning. Further feasibility work required, but potentially viable with possible net surplus after works.		x		Library
0520 & 0519	TEDDINGTON	NORTH LANE DEPOT EAST, NORTH LANE, TEDDINGTON AND NORTH LANE EAST CAR PARK	0.086	Potential for North Lane Depot to be sold to a selected Registered Provider for social housing development. Discussions taking place with Park Lane doctors practice for possible sale together with adjoining car park for new doctors surgery. Value indicated reflects sale for doctors surgery including adjoining car park, rather than residential redevelopment value. Subject to planning.		x		Vacant surplus property
0201	HAM PETERSHAM & RICHMOND RIVERSIDE	CRAIG ROAD GARAGE SITE, HAM	0.177	Discussions taking place with Registered Provider Paragon on this for a special needs scheme. Scheme designed. Paragon reviewing viability. Could be for general needs affordable, if special needs scheme not possible.		x		Lock up Garages
0129	TWICKENHAM RIVERSIDE	RICHMOND ROAD NO 1/3, TWICKENHAM	0.165	Sale dependent upon future Council accommodation needs, but sale still assumed - now 2017/18. Currently employment use, which makes change to residential unlikely in planning terms. Note also on the feasibility list to examine potential for mixed use development.		x		Council offices
0024	SOUTH TWICKENHAM	MEREWAY DAY CENTRE, MEREWAY ROAD, TWICKENHAM	0.563	Sale was originally held back due to potential education requirement for site. The anticipated receipt reflects sale for social housing - offer made by Registered Provider, Richmond Housing Partnership. Subject to Planning.		x		Vacant surplus property
15010	SOUTH RICHMOND	SILVER BIRCHES 2-6 MARCHMONT RD, RICHMOND	0.728	Sale linked to new home to be constructed on the Normansfield Avenue site (UPRN 0017) and move of Fitzroy. Contracts with Fitzroy for surrender of lease conditional upon planning for both sites exchanged and planning application submitted December 2015. Sale can take place once new home available and Fitzroy vacate. Receipt not likely until 17/18 financial year.		x		Building leased for use as residential care
0008	TWICKENHAM RIVERSIDE	ROSSLYN ROAD NO 11, TWICKENHAM	0.334	Part of AIC leasing with break provisions. Feasibility of relocation to alternative location to be examined. Assumes purchase/use of an alternative property for the current use, and sale of No 11 for residential.		x		Childrens care
No UPRN	TWICKENHAM RIVERSIDE	82 QUEENS ROAD, TWICKENHAM		Planning permission obtained for building extension. Property to be used for special needs social housing. Exchange and completion of purchase of option by RHP expected to take place shortly.	x			RHP option property
No UPRN	TEDDINGTON	105 QUEENS ROAD, TEDDINGTON		Purchase of option by RHP for redevelopment for general needs social housing, subject to planning. Planning application submitted for redevelopment with 2 houses, but permission still to be obtained.	x			RHP option property
0183 & 15048	HAMPTON NORTH	HAMPTON ENFRANCHISEMENTS		On going ad hoc annual sales taking place.	x	x	x	Residential leased part of Hampton Nurseryland site
RING FENCED RECEIPTS								
0302	HAM PETERSHAM & RICHMOND RIVERSIDE	GREYCOURT SCHOOL CARETAKERS HOUSE		Discussions have taken place with the school regarding future use/ sale of this property. Proposed to now progress open market sale.	x			School caretakers house
0353	HAM PETERSHAM & RICHMOND RIVERSIDE	STRATHMORE SCHOOL, MEADLANDS DRIVE		Subject to relocation of school. Affordable housing sale would reduce receipt. Affordable housing or education use rather than private housing assumed.			x	Special School
No UPRN	TEDDINGTON	105 QUEENS ROAD, TEDDINGTON		Council option being bought out by Richmond Housing Partnership to enable redevelopment with 2 x 3 bed general needs houses for social rent. Planning application submitted and permission and exchange/completion expected shortly. Receipt indicated is for sale of further garden land at property.	x			RHP option property
0341	HAMPTON	FORMER OLDFIELD CENTRE CARETAKERS BUNGALOW		Was being considered for use by free school, but sale for open market or affordable housing to be progressed. Receipt assumes open market sale.	x			School caretakers house
No UPRN	MORTLAKE & BARNES COMMON	111 MORTLAKE HIGH STREET		Pressing RHP to progress sale to us and sale on open market. Need to complete purchase from RHP before resale. Now likely to be 2016/17 financial year for onward sale.	x			RHP option property
NEW PROPERTIES UNDER (2016-19) PROGRAMME								
No UPRN	MORTLAKE & BARNES COMMON	113 MORTLAKE HIGH STREET		Pressing RHP to progress sale to us and sale on open market. Need to complete purchase from RHP before resale. Now likely to be 2016/17 financial year for onward sale.	x			RHP option property
No UPRN	TEDDINGTON	36 MANOR ROAD		Pressing RHP to progress sale to us and sale on open market. Consideration being given to retention by RHP for refurbishment as flats for social rent. Now likely to be 2016/17 financial year for onward sale, if this is progressed. Receipt reflects open market sale.	x			RHP option property

DRAFT SALES AND INVESTMENT PROGRAMME 2016/2019

PROPERTIES BROUGHT FORWARD FROM 2013-2016 PROGRAMME				UPDATE COMMENTS	Receipts anticipated Year ending 31 March 2017	Receipts anticipated Year ending 31 March 2018	Receipts anticipated Year ending 31 March 2019	Current use
0165	TWICKENHAM RIVERSIDE	GARDEN COTTAGE		Cabinet have approved sale by auction, but planning permission for extension to property to be obtained prior to sale. Architects being commissioned.		x		Vacant surplus property
0400	SOUTH RICHMOND	RICHMOND LIBRARY - THE COTTAGE		Possible sale of 'the Cottage' to assist in funding works to library.			x	Library premises
0340	HAMPTON NORTH	CLARENDEN SPECIAL SCHOOL	1.238	Sale of existing site for residential redevelopment or private school use, subject to planning and relocation of school to new sites.			x	Special School
ESTIMATED TOTAL INCLUDING					£3,320,000	£22,720,000	£10,520,000	
TOTAL ESTIMATE OVER 3 YEARS							£36,560,000	

Sales/Re-investment Programme 2010-2013

Ref No	Ward	Properties	Site Area in Acres	Comments	Disposals to be rolled forward to 2010-2013 Programme		
					Receipts anticipated Year ending 31 March 2011	Receipts anticipated Year ending 31 March 2012	Receipts anticipated Year ending 31 March 2013
PROPERTIES ROLLED FORWARD FROM 2007-2010 PROGRAMME							
0017	HW	The Avenue Centre, Normansfield Avenue, Teddington	1.299	Closed single storey day centre on a site. Cabinet approval for part of the site being used to relocate the Elizabeth Fitzroy Home currently on a lease from the Council at Silver Birches, Richmond (see below) and sale of the remainder for residential redevelopment. Existing building to be demolished shortly - consents obtained.		Move back year	x
0029	SR	The Ark (formerly Meadows Hall), Church Road, Richmond	0.249	Age UK are due to relocate to Twickenham Day Centre, Aragon Road. Subject to planning, the Meadows Hall site could now be sold for wholly residential redevelopment or developed for another Council purpose. Option for use as Voluntary Sector Hub to be explored.			x
0162	HW	45A High Street, Hampton Wick	0.022	Council freehold . Vacant possession of whole building obtained and property marketed at auction. Contracts exchanged December 2011 and completion January 2012.	Move back year	£630,000	
0164	M&BC	Flat B, Afon House, 117 Mortlake High Street, Mortlake		Property transferred to Council from RHP under option agreement. Sale not completed due to title issues but being resolved and completion of sale expected before the end of March 2012. Further development opportunities at site limited by a number of significant constraints.	Move back year	x	
0497	HP&R R	Terrace Gardens former Public Conveniences, Petersham Road, Richmond	0.050	Property originally offered for sale on design led basis but purchaser withdrew. Other uses, including residential, are being re-examined with planning. Any receipt is subject to use that may be achieved.			x
0503	SR	Friars Lane car park, Friars Lane, Richmond	0.383	The LDF proposes the site for residential use and there is a planning brief for the site. The site is proposed for sale for private residential development. Architects have been appointed to seek to obtain planning consent for development of the site prior to remarketing. A scheme has been prepared and pre-planning public consultation is expected to take place shortly.		Move back year	x
0517	Hamp	Oldfield Road Depot, Oldfield Road, Hampton	0.187	Sale completed 9 July 2004. Planning permission has been achieved and development commenced. Overage payment due. Litigation pursued, and Court Order obtained for payment when developed houses sold. Some houses now sold and payment being pursued through the Courts.		Move back year	x
3006	Hamp	BEVEREE CAR PARK, STATION ROAD, HAMPTON	0.165	Currently in use as car park leased for use by local businesses. Opportunity for redevelopment, subject to planning, potentially in conjunction with Hampton Football Club on adjoining Beveree site. Discussions opened with Hampton Football Club. Architect feasibility studies to be commissioned.	Move back year	Move back year	Move back year
3125	HP&R R	PETERSHAM ROAD-LOCK-UP, PETERSHAM ROAD, PETERSHAM	0.01	Historic timber village lock-up building. Nominal value. Currently no interest from groups in taking forward a transfer of use.		x	
0002	ST	GIFFORD HOUSE, POPES AVENUE, TWICKENHAM	0.533	Social Services PFI -sale completed 20.12.10. Council received part of receipt from sale.	£933,566		
0224	SR	PELDON COURT ACCESS ROAD, SHEEN ROAD, RICHMOND	0.286	Not required for access to adjoining Council land. Consider sale to RSL to regularise use of parking areas. Approach has been made.	Move back year	Move back year	x
0346 & 0042	F&HH	FORMER TEDDINGTON YOUTH CENTRE & STRATHMORE CENTRE, STRATHMORE ROAD, TEDDINGTON	1.546	Site, comprising the Strathmore Centre and former Youth Centre (currently in use by Scamps), is at an early stage of consideration for redevelopment and re-provision. Service has relocated and in the short term the Strathmore Centre is being used as "swing space" linked to the expansion of Stanley School. Architect to be commissioned to design scheme and progress planning permission. Re-provision of Scamps required.			Move back year
0408	Heathfield	HEATHFIELD LIBRARY, PERCY ROAD, WHITTON	0.635	Disposal of site to facilitate Whitton LIFT project completed 30.03.11. Construction expected to be complete by May 2012.	£750,000		
0417	ES	PALEWELL PAVILION, PALEWELL PLAYING FIELDS, EAST SHEEN		Sale of vacant caretakers house completed 25.08.10. Refurbishment of remainder of pavilion for changing rooms and new café.	£520,000		
0441	SR	OLD TOWN HALL, WHITTAKER AVENUE, RICHMOND	0.170	Potential amalgamation with Richmond library. Examination of feasibility of relocation of two Richmond libraries on one site to be undertaken.			x

0520	Tedd	NORTH LANE DEPOT EAST, NORTH LANE, TEDDINGTON	0.086	Building demolished, site reconfigured and hoarded off. Future development potential under consideration. Anticipated receipt reflects inclusion for social housing. Car park to rear provides for same number of spaces.		Move back year	x
0530	M&BC	TIDEWAY YARD DEPOT, SOCIAL CLUB, AND YOUTH SERVICE PREMISES MORTLAKE HIGH STREET, MORTLAKE, SW14		Freehold interest sold. Council had long leasehold interest in vacant social club, parks storage and youth services premises. Significant service costs. Surrender of Council interest in vacant social club and parks storage completed 07.10.11. Youth service premises remain leased.		£310,000	move forward year
0538	SR	OLD DEER CAR PARK (FREEHOLD PART ONLY), RICHMOND	0.509	Within conservation area in UDP and part of historic Old Deer Park. Discussions with Crown taking place regarding renewal of lease.			x
Sites identified and approved for social housing development							
0196	OOB	Land rear of 16 Barnlea Close, Hanworth	0.145	Cabinet authority obtained 27.04.09 for transfer to Thames Valley Housing Association (TVHA) for nil consideration. Planning obtained for 1 X 5 bed house. Sale completed 21.03.2011.	£0		
0197	OOB	Land rear of 15 Barnlea Close, Hanworth	0.158	Cabinet authority obtained 27.04.09 for transfer to Thames Valley Housing Association (TVHA) for nil consideration. Planning obtained for 1 X 5 bed house. Sale completed 21.03.2011.	£0		
0199	OOB	Land rear of Fountains Avenue, Hanworth	0.575	Cabinet authority obtained 27.04.09 for transfer to Thames Valley Housing Association (TVHA) for nil consideration. Planning obtained for 8 x 4 bed houses. Sale completed 21.03.2011.	£0		
0208	HP&R R	Land rear of Mead Road, Ham	0.106	Ecology issues delayed sale of the site. Further ecology study commissioned which indicated that site can be developed. Housing Associations invited to bid and offer from Paragon accepted. Receipt indicated reflects offer. Consideration now being given to development of 'Mansell Project' homes by Paragon. Planning permission yet to be obtained and contracts not yet exchanged.	Move back year	Move back year	x
0226	TR	Land in Water Lane, Twickenham	0.039	Cabinet authority obtained 27.04.09 for transfer to Paragon for nil consideration. Planning obtained for 1 x 4 bed house. Sale completed 18.03.2011.	£0		
1003	SR	LAND AT LOWER GROVE (REAR OF 118 & 120 QUEENS ROAD), RICHMOND		Vacant possession of site achieved as part of deal for completed sale of 118 Queens Road. Planning obtained for development with 3 x 3 bed houses for social rent. Sale of underlease completed 17.06.11.		£216,000	
3118	TR	Land at 4-6 Bell Lane, Twickenham	0.037	Cabinet authority obtained 27.04.09 for transfer to Paragon for nil consideration. Planning obtained for 1 x 4 bed house. Sale completed 18.03.2011.	£0		
15043	TR	Sherland Road Garage Site, Twickenham	0.143	Planning obtained for 3 x 3 bed, level 5 sustainable houses for social rent. Sale completed 25.03.2011. Council will retain freehold of parking areas/possible community garden area provided as part of development.	£264,000		
0195	WT	LINCOLN AVENUE LAND AT, NEXT TO CHERTSEY ROAD, TWICKENHAM	0.133	Cabinet authority obtained 27.04.09 for transfer to Paragon for nil consideration. Planning obtained for 2 x 3 bed houses. Sale completed 21.03.2011.	£0		
0201	HP&R R	CRAIG ROAD GARAGE SITE, HAM	0.177	Offer from Paragon (Richmond Churches Housing Trust) approved by Cabinet, subject to planning permission. Planning application to be submitted following pre-planning public consultation. Re-development with either (a) 2 x 3 bed houses for social rent or (b) 2 x 3 bed houses and 1 x 2 bed bungalow proposed. Cabinet authority obtained 27.04.09 for transfer to Paragon for nil consideration. Planning permission yet to be obtained and contracts not yet exchanged.	Move back year	Move back a year	£0
0206	Tedd	PRINCES ROAD, REAR OF NO. 1, TEDDINGTON	0.071	Contracts exchanged, 06.05.10, for sale of site to Paragon (Richmond Churches Housing Trust) for development with 1 x 3 bed house for social rent. Completion expected shortly.			x
3152		AMENITY LAND, REAR OF 291 WALDEGRAVE RD, TWICKENHAM	0.059	Contracts exchanged, 06.05.10, for sale of site to Paragon (Richmond Churches Housing Trust) for development with 1 x 2 bed bungalow for social rent. Completion expected shortly.			x
PROPERTIES WHERE DISPOSAL ANTICIPATED ARISING FROM ACCOMMODATION STRATEGY							
0025	ES	OLD MORTLAKE COURT HOUSE, SHEEN LANE, EAST SHEEN	0.301	One building at the site is currently in use by Children's Services and is required for 3 years. A scheme for redevelopment of the whole site has been prepared, and a planning application will be submitted in due course, in preparation for future sale. Site also being considered for a free school.			
0129	TR	RICHMOND ROAD NO 1/3, TWICKENHAM	0.165	Currently used for Council purposes and to include within review of Accommodation Strategy. Consider sale for redevelopment purposes when no longer required for Council accommodation.			Move back year
0155	SR	PARKSHOT RD-OFFICES, RICHMOND	0.422	Building of Townscape merit in a Conversation Area. Examine planning issues and sale for redevelopment/ refurbishment. Discussion required with Court Service on any implications on services.			x
0359	ST	CLIFDEN COLLEGE-LBR TRAINING, CLIFDEN ROAD, TWICKENHAM		Agreement to purchase the freehold of the whole of this site for construction of a new school(s). The Council's existing leasehold interest in the Teachers Curriculum Centre and Employee Training Centre at the site will merge with the freehold.			
0508	SM&N T	CENTRAL DEPOT, LANGHORNE DRIVE, TWICKENHAM	8.717	Service requirements for use of this site are still under review. It is considered likely that the site will continue to be required for operational purposes for the foreseeable future.			Move back year
FURTHER RECEIPTS OUTSIDE OF/ADDITIONS TO 2007/2010 ORIGINAL PROGRAMME							
		LAND ADJ TO 22 NORMAN AVENUE, BUTTS FARM, HOUNSLOW		Sale of land to adjoining owner for garden purposes only. Sale completed 30.06.10	£3,600		

0170	BINGHAM HOTEL-61/63, PETERSHAM ROAD, RICHMOND		Sale to tenant completed 09.04.10	£1,850,000		
0544	11 BELL LANE, TWICKENHAM		RHP option agreement exercised and property sold with vacant possession. Completed 11.10.10	£336,000		
NEW PROPERTIES UNDER SALES/REINVESTMENT PROGRAMME 2010-2013				Receipts anticipated Year ending 31 March 2011	Receipts anticipated Year ending 31 March 2012	Receipts anticipated Year ending 31 March 2013
OPERATIONAL						
0014	25 KINGSTON LANE, TEDDINGTON		Used for temporary housing. Complete temporary use and sell with vacant possession, if possible.		Move back year	x
0023	GRIMWOOD CENTRE, GRIMWOOD ROAD, TWICKENHAM	0.8	Currently used by PLD services for Garden Gang and Sunshine Café. Potential for further use and considered for Council offices but would involve considerable expenditure.			Move back year
0024	MEREWAY DAY CENTRE, MEREWAY ROAD, TWICKENHAM	0.563	Surplus to requirements and temporarily being used for storage of furniture. Architect commissioned to obtain planning permission for residential redevelopment. Scheme prepared and pre-planning consultation to take place shortly. Also being considered as a site for a free school.		Move back year	x
0169	YORK COTTAGE - NO 2 SYON ROAD, TWICKENHAM	0.116	Currently used to provide Trade Union accommodation. Release of property to be considered as part of accommodation strategy for Civic Centre complex and within the footprint of the Twickenham Area Action Plan. Relocation of Trade Union to alternative accommodation.		Move back year	x
0405	HAMPTON HILL LIBRARY, WINDMILL ROAD, HAMPTON HILL	0.17	New library constructed and opened in leased premises. Sale of existing library to fund. Planning permission for residential redevelopment obtained. Property marketed by auction 27.10.11. Discussions with bidders further to auction and sale agreed at reserve price. Sale completed 25.11.11.		£500,000	
0483	KEW MEADOWS PATH-BOAT CLUBS	0.326	Retain in current use. Consider longer term development opportunity for Mortlake Anglian Boat Club. Vacant possession obtained and building demolished for health and safety reasons. Short term letting of open space to adjoining boat club. Estimate assumes sale for new boathouse facility only. Discussions taking place with Putney Town Rowing Club.			x
0052	LITTLE HOUSE, HAM CLOSE, HAM	0.022	Premises in temporary Council use. Opportunity for redevelopment in context of the Ham Uplift programme.			Move back year
0342	HAM & PETERSHAM YOUTH CENTRE, HAM CLOSE, HAM	0.610	Consider opportunity for redevelopment in context of the Ham Uplift programme.			Move back year
0369	WOODVILLE RD, CARETAKER'S HOUSE FOR MEADLANDS SCHOOL	0.088	Consider opportunity for sale in context of the Ham Uplift programme.			Move back year
0453	BUCKLANDS ROAD LAND, TEDDINGTON	0.365	Consider for possible sale to adjoining owners. Ecology area at present - could be more accessible open space.			Move back year
0463	THE GARTH - LAND AT, PENSFORD ROAD, KEW	0.180	Overgrown Metropolitan Open Land. Consider sale to adjoining owners.			Move back year
0570	MARSH FARM ROAD, PARKING, TWICKENHAM	0.101	Development potential.			Move back year
4002	KING GEORGES FIELD, HAM, CHNG. ROOM, HAM STREET, HAM	0.210	Formerly Ham House stables. Changing rooms in poor order. Alternative use value. Consider for disposal as residential conversion or to National Trust, subject to replacement facilities (new pavilion at UPRN 0404). If not possible, retain in current use and improve facilities.			Move back year
4033	EAST SHEEN CEMETERY LODGE, SHEEN		Vacant 3 bedroom house adjacent to entrance to East Sheen Cemetery. Previously occupied by Head of Cemeteries Service. Surplus to requirements and property sold.	£805,000		
15045	LAND ADJ HAM CLOSE, HAM	3.069	Grassed public open space. Consider opportunity for redevelopment in context of the Ham Uplift programme. Assume nil receipt as space will require to be replaced.			Move back year
15046	4 WALDEGRAVE ROAD, TEDDINGTON		Offices currently occupied by a voluntary organisation (RAID) and accessible transport unit. RAID have a lease from the Council which has expired. Building was adapted by the Council to improve accessibility and use by disabled people. Will be considered as commissioning of services takes place and as part of the Council's Accommodation Strategy.			
NON OPERATIONAL						
0138	EEL PIE ISLAND BOATYARD PREMISES, TWICKENHAM RIVERSIDE	0.175	Annual income. Considering sale to existing tenant. Development potential of site examined. Sale of opportunity by auction proposed.		x	

0150		PARK RD NO. 12, Hampton Wick - Dance Studio	0.039	Terms agreed for sale to tenant. Contracts yet to be exchanged, but expected shortly.		x	
15005		WARWICK RD/EDWIN ROAD, TWICKENHAM	0.027	Sale for development, subject to planning. Has potential but needs to be considered. May be opportunity for sale to adjoining owner.		Move back year	x
0012		KINGS ROAD-CHILDREN'S NURSERY, KINGS ROAD, RICHMOND	0.175	Annual income. Sale to tenant agreed. Contracts yet to be exchanged but with solicitors.		x	Move forward year
0116		HILL FIELD LAND (ROSE OF YORK/PETERSHAM Hotel), PETERSHAM ROAD, RICHMOND	0.922	Annual income. Explore disposal if marriage value can be released.			Move back year
0165		GARDEN COTTAGE, ORLEANS RD, TWICKENHAM	0.298	Consider sale as soon as vacant possession obtained and assuming no legal complications. Receipt would belong with the Orleans Gallery Trust.			
0167		MILLFIELD ROAD INDUSTRIAL LAND, MILLFIELD ROAD, HANWORTH	0.9	Vacant land currently held for possible relocation of activities from Central Depot. Access rights (needed for industrial use) through land held by Hounslow Council but limited to Council use. Changes to designation in LDF sought to make available for housing use. Access rights reserved for this purpose through adjacent site sold for social housing. Value indicated if sold for industrial (assuming access issues can be resolved).			x
0172		HOBART HALL HOTEL, PETERSHAM RD, RICHMOND	0.622	Negotiations have taken place with the tenant for sale of the freehold interest. Cabinet approval obtained and sale completed.	£1,150,000		
0368		ATHELSTAN HOUSE, PERCY ROAD, HAMPTON	0.224	Consider if required for Council education provision. If not, consider disposal on open market, subject to existing tenancy.			x
0435		STRAWBERRY HILL GOLF COURSE, WELLESLEY ROAD, TWICKENHAM	31.693	Review for disposal of long leasehold interest if return on capital receipt exceeds rental income.			Move back year
3036		SHEEN LANE, 16-26 - LAND AT, SHEEN LANE, EAST SHEEN, SW14	0.163	Petrol filling station site. Council own freehold subject to long lease. Examine potential for joint disposal with tenant for redevelopment.			x
15010		SILVER BIRCHES 2-6 MARCHMONT RD, RICHMOND	0.728	Cabinet approval to proceed with relocation of the care home on the Avenue Centre site. As scheme progresses, proceed with residential redevelopment proposals. Receipt unlikely to be achievable until new home constructed and Silver Birches vacated. Not anticipated during this programme.			
0043		LAUREL DENE, OLD HOUSE, HAMPTON ROAD, HAMPTON HILL		Leased to Care UK as part of PFI agreement. Negotiations for disposal of joint interests with 80% of sale proceeds to Council.		Move back year	x
0183 & 15048		HAMPTON ENFRANCHISEMENTS		Opportunity sales.	£10,000	x	x
4048		NORTH AND SOUTH LODGE, 155/155A PETERSHAM ROAD, RICHMOND		Statutory enfranchisement. Sale complete.	£1,300		
					ESTIMATED RECEIPTS 20010/13 PROGRAMME		
					NEW PROPERTIES AND THOSE ROLLED FORWARD FROM 2007/10 PROGRAMME		
ESTIMATED TOTAL					£6,623,466	£3,322,500	£12,495,000

APPENDIX A

July 2013 UPDATE

FOR GENERAL RELEASE

Sales/Re-investment Programme 2013-2016

Ref No	Ward	Properties	Site Area in Acres	Comments	Anticipated Receipts under the 2013-2016 Programme				Service/ Current Use
					Receipts anticipated Year ending 31 March 2014(Cabinet November 2012)	Updated estimated receipts - year to 31 March 2014	Updated receipts anticipated Year ending 31 March 2015	Updated receipts anticipated Year ending 31 March 2016	
PROPERTIES BROUGHT FORWARD FROM 2010-2013 PROGRAMME									
0017	HAMPTON WICK	THE AVENUE CENTRE, NORMANSFIELD AVENUE, TEDDINGTON	1.299	To be used to relocate the Elizabeth Fitzroy Home currently on a lease from the Council at Silver Birches, Richmond (see below). Reprovision is of 10 bed home plus 6 independent living units. Sale of the remainder for residential redevelopment. Contract close to finalisation with Fitzroy. Pre-planning advice on scheme now obtained, with reduced density required. Issue of loss of community use of site to be addressed. Now proposed that the residential element of the scheme is wholly affordable housing, instead of a commuted affordable housing sum being payable at Silver Birches. Revised figure reflects wholly social housing residential element. The selected Housing Association will work with the Council's architects to finalise the scheme prior to public consultation and planning submission.	x		x		Vacant surplus property
0029	SOUTH RICHMOND	MEADOWS HALL, CHURCH ROAD, RICHMOND	0.249	Site now vacant as Age UK have relocated to Day Centre, Aragon Road, Twickenham. Potential for development with a voluntary sector hub explored and rejected on cost. The Meadows Hall site now to be sold for wholly residential redevelopment, subject to planning. Architect appointed to draw up scheme for submission for residential planning permission to be in keeping with the area and maximise the development potential/value of the site. Issue of loss of community use will need to be addressed. Site will be marketed once planning permission obtained - receipt this financial still assumed, but may roll forward to next financial year. Consideration also being given to benefits of sale of site for wholly affordable housing.	x		x		Vacant surplus property
0497	HAM PETERSHAM & RICHMOND RIVERSIDE	TERRACE GARDENS FORMER PUBLIC CONVENIENCES, PETERSHAM ROAD, RICHMOND	0.050	Consider residential alternative uses for redundant WC, and long leasehold sale. Residential use is being re-examined with planning, with a view to submission of planning application prior to sale. Any receipt is subject to use that may be achieved. Architect appointed to draw up scheme for submission for residential planning permission. Site will be marketed once planning permission obtained.				x	Parks and Open Spaces

0503	SOUTH RICHMOND	FRIARS LANE CAR PARK, FRIARS LANE, RICHMOND	0.383	The LDF proposes the site for residential use and there is a planning brief for the site. The site is proposed for sale for private residential development. Architects have been appointed to seek to obtain planning consent for development of the site prior to remarketing. A scheme has been prepared and pre-planning public consultation has taken place. A new architect to be instructed to draw up scheme for submission for residential planning permission more in keeping with the area whilst maximising the development potential/value of the site. Site will be marketed once planning permission obtained, unlikely this financial year - receipt rolled forward to 2014/15 .				x		Highways/ car parks
0346 & 0042	FULWELL & HAMPTON HILL	FORMER TEDDINGTON YOUTH CENTRE & STRATHMORE CENTRE, STRATHMORE ROAD, TEDDINGTON	1.546	Site, comprising the Strathmore Centre and former Youth Centre (currently in use by Scamps). Building in temporary use by Stanley Schools during remodelling of these. The Council is supportive of continued provision by Scamps and alternative premises will need to be identified or reprovided, but if in Council premises arrangements will need to be on a commercial basis in line with commissioning process. Free school not now likely on this site - architect to be appointed to draw up scheme for submission for residential planning permission in keeping with the area and maximise the development potential/value of the site. Scheme may include re-provision of premises for Scamps (at market rent). Site will be marketed once planning permission obtained. Consideration also being given to benefits of sale of site for wholly affordable housing .	x			x		Community facility
0441	SOUTH RICHMOND	OLD TOWN HALL, WHITTAKER AVENUE, RICHMOND	0.170	Potential amalgamation with Richmond library. Examination of feasibility of relocation of two Richmond libraries on one site to be undertaken, and potential of Old Town Hall building for Museum / art gallery use with potentially sale of part for alternative use, subject to planning. Figure can't be quantified at this stage. Appoint architect to look at feasibility of amalgamation options at the lending library, The Green, Richmond.				x		Library
0520	TEDDINGTON	NORTH LANE DEPOT EAST, NORTH LANE, TEDDINGTON	0.086	Building demolished, site reconfigured and hoarded off. Possible site for relocation of other facilities, if required. Anticipated receipt reflects sale for social housing. Linkage to Elleray Hall dependent upon outcome of ACS commissioning. Feasibility studies undertaken.				x		Vacant surplus property
0208	HAM PETERSHAM & RICHMOND RIVERSIDE	LAND TO THE REAR OF MEAD ROAD, HAM	0.106	Ecology issues delayed sale of the site. Further ecology study commissioned which indicated that site can be developed. Discussions taking place with Paragon for development of 'Mansell Project' homes . Planning permission yet to be obtained and terms for new project to be agreed. Terms agreed and Authority obtained. Consultation with Ward Members has taken place.	x		x			Land
0201	HAM PETERSHAM & RICHMOND RIVERSIDE	CRAIG ROAD GARAGE SITE, HAM	0.177	Planning application to be submitted following pre-planning public consultation. Re-development with either (a) 2 x 3 bed houses for social rent or (b) 2 x 3 bed houses and 1 x 2 bed bungalow proposed. Cabinet authority was obtained 27.04.09 for transfer to Paragon for nil consideration. Access issue to adjoining property delaying sale. Planning permission yet to be obtained. Proposed for sale to Paragon for further special needs supported living development, similar to Mead Road. Authority in principle obtained				x		Lock up Garages

0129	TWICKENHAM RIVERSIDE	RICHMOND ROAD NO 1/3, TWICKENHAM	0.165	Currently used for Council purposes. Sell for redevelopment purposes when no longer required for Council accommodation. Shell confirm they are not proposing changes/ redevelopment of adjoining filling station. Electoral services move agreed. Architect to be appointed to draw up scheme for submission of planning application to maximise development opportunity and value, prior to disposal. Consideration also being given to benefits of sale of site for wholly affordable housing .				x		Council offices
0014	HAMPTON WICK	25 KINGSTON LANE, TEDDINGTON		Previously in use for temporary housing. Sold on open market. sale completed 24 May 2013.		x		x		Vacant surplus property
0024	SOUTH TWICKENHAM	MEREWAY DAY CENTRE, MEREWAY ROAD, TWICKENHAM	0.563	Surplus to requirements and temporarily being used for storage of furniture. Architect scheme prepared to obtain planning permission for residential redevelopment requires revisions. Progressing a sale was delayed whilst school use was considered, but not required for this purpose. Receipt reflects full market value. Site not required free school, but being considered for school use- if not, architect to be appointed to draw up new scheme for submission for residential planning permission to be in keeping with the area and maximise the development potential/value of the site. Consideration also being given to benefits of sale of site for wholly affordable housing .		x		x		Vacant surplus property
0138	TWICKENHAM RIVERSIDE	EEL PIE ISLAND BOATYARD PREMISES, TWICKENHAM RIVERSIDE	0.175	Terms agreed for sale to tenant with restriction to boatyard uses. If sale does not complete by 31 March 2013 disposal will roll forward to 2013/14 year. Not now proposed for disposal - new lease to be granted to tenants.		x		N/A		Land containing building leased out and used for boat building
0150	HAMPTON WICK	PARK RD NO. 12, HAMPTON WICK - DANCE STUDIO	0.039	Terms agreed for sale to tenant. Contracts yet to be exchanged, but expected shortly. If sale does not complete by 31 March 2013 disposal will roll forward to 2013/14 year. Sale completed, March 2013.		x				Building leased for use as a dance studio
0167	HEATHFIELD	MILLFIELD ROAD INDUSTRIAL LAND, MILLFIELD ROAD, HANWORTH	0.9	Vacant land. Access rights (needed for industrial use) through land held by Hounslow Council but limited to Council use. Changes to designation in LDF sought to make available for housing use. Access rights reserved for this purpose through adjacent site . In advance of LDF changes, Registered Providers invited to bid for site, subject to planning for social housing use. Offers received. Offer from RHP accepted, authority obtained and legal instructed. Price net of \$106 indicated, but final figure may vary depending on final scheme and certain costs. Completion of sale expected this financial year, subject to planning.		x		x		Land
0368	HAMPTON	ATHELSTAN HOUSE, PERCY ROAD, HAMPTON	0.224	Discussions taking place for potential sale to existing tenant. If not, consider disposal on open market, subject to existing tenancy. Tenant has not progressed discussions and sale of investment subject to tenancy to be progressed once lease renewal completed.		x		x		Building leased out for use as School
15010	SOUTH RICHMOND	SILVER BIRCHES 2-6 MARCHMONT RD, RICHMOND	0.728	Cabinet approval to proceed with relocation of the care home on the Avenue Centre site. Residential redevelopment proposals being worked up. Receipt unlikely to be achievable until new home constructed and Silver Birches vacated. Contract close to finalisation with Fitzroy. Pre-planning advice on scheme now obtained, with reduced density required. Now proposed that the Avenue Site residential element will be for wholly affordable housing, instead of a commuted affordable housing sum being payable at Silver Birches. Revised anticipated receipt reflects this. The selected Housing Association is working with the Council's architects to finalise the scheme prior to public consultation and planning submission.					x	Building leased for use as residential care

0043	FULWELL & HAMPTON HILL	LAUREL DENE, OLD HOUSE, HAMPTON ROAD, HAMPTON HILL	0.662	Leased to Care UK as part of PFI agreement. Disposal of joint interests with % of sale proceeds to Council being progressed. Revised terms reflecting condition of property agreed with Care UK. Works taken and marketing of property taking place. Sale likely to be subject to planning permission.	x	x			Vacant surplus property
NEW PROPERTIES UNDER SALES/REINVESTMENT PROGRAMME 2013-2016									
0008	TWICKENHAM RIVERSIDE	ROSSLYN ROAD NO 11, TWICKENHAM	0.334	Occupied by St Christopher's - service contract and Lease expire 19 June 2014. Fully used at present. Garage at side demolished as structurally unsafe - examine potential opportunity for redevelopment of this plot. Consider disposal of whole if service provided elsewhere. Value assume sale for residential use. Service position to be reviewed.			x		Childrens care
0134	TWICKENHAM RIVERSIDE	YORK STREET NO 42, TWICKENHAM	0.133	Part of main operational campus. As Council staff base becomes smaller, this building could be sold or leased out.				x	Council offices
0573	KEW	HIGH PARK ROAD ARCHES	0.124	Land under-utilised. Limited potential. Could be sold off on a long lease if use can be found.			x		Highways/ car parks
0183 & 15048	HAMPTON NORTH	HAMPTON ENFRANCHISEMENTS		Opportunity sales under enfranchisement legislation.	x	x	x	x	Residential leased part of Hampton Nurseryland site
RING FENCED RECEIPTS									
0311	WEST TWICKENHAM	WALDEGRAVE SCHOOL LAND/ CARETAKERS HOUSE		Cabinet have approved sale of vacant caretakers house and tennis courts area to help fund 6th form provision. Funds are ring fenced for this purpose. Offer accepted and progressing.	x	x		x	School land/ caretakers house
0302	HAM PETERSHAM & RICHMOND RIVERSIDE	GREYCOURT SCHOOL CARETAKERS HOUSE		Cabinet have approved sale of vacant caretakers house to help fund 6th form provision. Funds are ring fenced for this purpose. Awaiting instruction from Service to proceed to market. Consideration also being given to benefits of sale for affordable housing .	x	x			School caretakers house
0303	TWICKENHAM RIVERSIDE	ORLEANS PARK CARETAKERS HOUSE		Cabinet have approved sale of caretakers house, if vacated, to help fund 6th form provision. Funds are ring fenced for this purpose. Consideration also being given to benefits of sale for affordable housing .				x	School caretakers house
0353	HAM PETERSHAM & RICHMOND RIVERSIDE	STRATHMORE SCHOOL, MEADLANDS DRIVE	1	Potential sale for residential redevelopment if the service is relocated to other premises. Funds would be ring fenced for re-provision. Consideration also being given to benefits of sale of site for wholly affordable housing .				x	Special School
DISPOSAL ADDED TO THE PROGRAMME (Cabinet June2013)									
No UPRN	TWICKENHAM RIVERSIDE	82 QUEENS ROAD, TWICKENHAM		Subject to completion of purchase from RHP under option agreement. Property can then be sold with vacant possession. Awaiting formal service of option notice from RHP.		x			RHP option property
					ESTIMATED RECEIPTS 2013/16 PROGRAMME				
ESTIMATED TOTAL					£11,560,000	£6,215,000	£18,130,000	£7,060,000	
TOTAL ESTIMATE OVER 3 YEARS, CURRENT PROGRAMME									£31,405,000
PROPOSED ADDITIONS TO THE PROGRAMME									
0469	HEATHFIELD	TWICKENHAM CEMETERY LODGE		Vacant surplus property.		x			Cemetery caretakers house
No UPRN	TEDDINGTON	105 QUEENS ROAD, TEDDINGTON		Subject to completion of purchase from RHP under option agreement. Property can then be sold with vacant possession. Awaiting formal service of option notice from RHP.		x			RHP option property

APPENDIX FOUR

LONDON BOROUGH OF RICHMOND UPON THAMES

CABINET

DATE: THURSDAY 15th MARCH 2018

REPORT OF: JOINT DEPUTY LEADER - ENVIRONMENT, BUSINESS AND COMMUNITY

TITLE: ASSET MANAGEMENT UPDATE REPORT

WARDS: (All Wards);

KEY DECISION?: YES/

IF YES, IN FORWARD PLAN?: No

For general release

1. MATTER FOR CONSIDERATION

- 1.1 This paper sets out a proposed high-level approach to the management of the Council's property assets, recommends a way forward on a number of major sites and seeks agreement to a new procedure for the sale of surplus assets.

2. RECOMMENDATIONS

Cabinet recommended to

- (i) Agree the proposed high-level strategic approach to managing the Council's assets outlined in paragraphs 3.1 - 3.2.
- (ii) Agree the proposed disposals procedure attached at Appendix A
- (iii) Agree the recommendations for individual projects outlined in paragraphs 3.8 - 3.30.

3. DETAILS

Strategic objectives for property assets

- 3.1 To codify the Council's strategic approach to assets, a Corporate Asset Strategy will be developed over the next 12 months and at this initial stage it is considered useful to consider some high-level objectives for assets, which also align with those parts of the Council's 2016-2019 Corporate Plan that relate to property. These are
- (a) to ensure value for money in the management, maintenance and use of land and buildings, including income generation;

- (b) To support and enhance service delivery, ensuring user satisfaction and meeting broader Council objectives;
- (c) To ensure the Council meets all its statutory obligations and that buildings are fit for purpose, in terms of location and condition; and
- (d) To ensure that the procurement of works for buildings ensures sustainable design and that buildings are maintained and managed in a way that maximises their energy efficiency.

3.2 More specifically, the use of assets should be targeted to meet clear service and policy objectives, for example

- (i) Raising revenue and capital receipts to support service delivery
- (ii) Improvements to our town centres
- (iii) Meeting the demand for school places and supporting parental choice
- (iv) Delivery of affordable housing
- (v) Supporting voluntary sector partners

Approach to the disposal of surplus assets

3.3 When considering property assets that are potentially surplus to requirements there are two key issues that need to be considered. Firstly, before they are declared surplus, a thorough assessment is undertaken to ensure there is no immediate or medium-term service requirement. Secondly, if they are declared surplus that the process of disposing them is clear and meets the Council's financial and wider objectives.

3.4 A proposed Disposal Procedure is attached at Appendix A. The Procedure will ensure that the Council's approach to disposals is clearly defined, complies with statutory requirements and is competitive and transparent.

Overview of disposals programme

3.5 The current estimate of capital receipts (in part contingent on the decisions contained elsewhere in this report) is attached in the confidential Appendix B

3.6 The Director of Resources has commented that as well as the generation of receipts being important for funding the existing extensive capital programme receipts generated in year can be used to fund non-capital costs associated with efficiency programmes including the SSA. Current proposals assume that the Council will fund the majority of remaining restructuring, IT and building works from such funds.

- 3.7 Updates on a number of key properties together with recommendations on the proposed ways forward are considered below

Meadows Hall, Church Road, Richmond (South Richmond)

- 3.8 Meadows Hall is a former day centre (shown in a plan at Appendix C) which is currently vacant apart from occasional use when the car park is used to house a temporary building as a polling station. The property has been identified as part of the Council's sale programme and remains surplus to the Council requirements.
- 3.9 Initial discussions have been undertaken with Paragon Asra Housing Association ("Paragon") about them acquiring and developing the site. In line with the proposed Disposals Procedure is now recommended that the site be openly marketed for affordable housing with Paragon being invited to bid.
- 3.10 It is recommended that in line with the proposed Disposals Procedure that
- (a) The site is formally declared as being surplus to the Council's operational requirements
 - (b) A planning brief is prepared that will cover the proposed use and design of any future development.
 - (c) The site is openly marketed using the two-stage process outlined in paragraph 2.4 of the Disposals Procedure and Paragon be invited to bid.
 - (d) That the Joint Deputy Leader – Environment, Business and Community, in consultation with the Assistant Director, Property Services, is given delegated approval to agree terms and conclude the sale of the land provided that the terms proposed represent market value (reflecting the restriction on the sites use to affordable housing).

Friars Lane Car Park (South Richmond)

- 3.11 The sale of this site (shown on the plan at Appendix D) has been previously approved by Cabinet. The site has considerable constraints – it is bounded by a number of Listed Buildings, is located in a flood risk zone and is protected by a flood defence wall on one boundary. These factors all limit the scale and nature of any development and hence the potential capital receipt. The car park currently produces a substantial income and before any final decision is made on whether to sell the site the financial benefits of selling the site against retaining it for its income will be fully explored.
- 3.12 It is recommended that the financial implications of sale are identified and a further report is brought to Cabinet to firmly recommend either sale or retention.

Former Teddington Youth Centre & Strathmore Centre, Strathmore Road, Teddington (Fulwell and Hampton Hill)

- 3.13 The Council has been working with Paragon to develop a scheme that would provide affordable housing and a replacement nursery (currently provided by SCAMPS). The reprovision of the nursery building is a planning requirement. The sites are shown at Appendices Ei & Eii.
- 3.14 Before the scheme can proceed it was necessary to agree a design solution for the nursery building which would be retained by the Council with the intention of it being leased to SCAMPS. An acceptable design has now been agreed for the nursery which places it prominently on Stanley Road and allows the development of the remaining site to progress in parallel.
- 3.15 Due to the level of detailed design undertaken by Paragon and the need to maintain momentum for this site's sale and development it is recommended that Paragon be retained to acquire this site (assuming acceptable terms can be agreed) and that therefore the site is not openly marketed. This is an exception to the proposed Disposals Procedure but is considered reasonable in all the circumstances. It is recommended that
- (a) The site is formally declared as being surplus to the Council's operational requirements
 - (b) Officers finalise the design of the nursery and then agree terms with SCAMPS for their new lease at a market rent.
 - (c) Paragon be asked to progress its design and submit a final offer to the Council that is then independently assessed by the Council's valuers.
 - (d) That the Joint Deputy Leader – Environment, Business and Community, in consultation with the Assistant Director, Property Services, is given delegated approval to agree terms and conclude the sale of the land provided that the terms proposed represent market value (reflecting the restriction on the sites use to affordable housing).

Garden Cottage, Orleans House (Twickenham Riverside)

- 3.16 At a Cabinet meeting on 19 November 2015, members considered a report in regard to the disposal of Orleans House Garden Cottage (shown on the plan at Appendix F) and resolved –
- (a) That further to the security of planning permission, the property is offered for sale by auction, and that approval be given to the sale of the Council's interest in the property to the highest bidder at auction in excess of the agreed reserve figure.*

- (b) Delegate authority to the Assistant Director of Environment to agree the reserve figure in consultation with the Deputy Leader and Cabinet Member for Finance to agree the reserve figure*
- (c) That the capital receipt from the sale of the property be ring-fenced for Orleans House Gallery.*

3.17 The property is vacant, in poor repair and is surplus to the Council's operational requirements. Given the sensitive location of the subject property, the Assistant Director, Property Services is of the view that rather than obtaining full planning permission and selling the property at auction, it would be preferable to progress the sale based on a private treaty sale. The sale will be supported by a Planning Brief and will entail a two-stage process that is designed to ensure a focus on design and maximise value. It is recommended that

- (a) The site is formally declared as being surplus to the Council's operational requirements
- (b) A planning brief is prepared that will cover the proposed use and design of any future development
- (c) The site is openly marketed using the two-stage process outlined at 2.4 of the Disposals Procedure.
- (d) That the Lead Member for Planning and Strategic Development, in consultation with the Assistant Director, Property Services, is given delegated approval to agree terms and conclude the sale of the land provided that the terms proposed represent market value

North Lane Depot and Car Park; Elleray Hall And 4 Waldegrave Road, Teddington (Teddington)

3.18 The depot and car park are surplus to operational requirements. Elleray Hall is currently occupied as a day centre for the elderly and 4 Waldegrave Road accommodates RAIDS and RUILS – two local voluntary organisations. Plans of the properties are attached as Appendices G, H, I & J.

3.19 These sites are being considered as part of a feasibility study/options appraisal exercise with a view to delivering a new fit for purpose community building in Teddington. Included within the feasibility study are Elleray Hall, 4 Waldegrave Road and the former North Lane depot and car park. These proposals have been subject to extensive discussions with the groups and recent wider engagement with the users and the public. There are two principal options which are to locate the new hub building either at 4 Waldegrave Road or on the site of Elleray Hall.

3.20 Prior to these proposals there had been ongoing discussions with the Park Lane Doctors Surgery to explore the possibility of delivering a new doctors'

surgery on the North Lane sites. In early August 2017, the Council made the Practice a comprehensive offer which Officers believe would be capable of delivering the new surgery. The proposal showed a clear route to the delivery of a new surgery on the North Lane sites, subject to Cabinet approval, and a clear and unequivocal commitment from the Council to support the surgery's aspirations.

- 3.21 The Practice rejected this proposal in early September 2017 and advised that it intended to pursue its interest in the proposed Udney Park development. Notwithstanding this rejection the Council kept its offer open for a further two months until 31st October 2017 – no further response was received.
- 3.22 In absence of a GP use the proposal is that the North Lane site be sold in the open market for D1 use, possibly as a nursery. This option would not preclude the Practice bidding for the site should its other option not come to fruition.
- 3.23 It is recommended that
- (a) the current position in relation to the Park Lane doctors' surgery is noted,
 - (b) agree the proposed direction for a creation of a multi-use "hub" on either the Waldegrave Road or Elleray Hall sites, with the remaining sites being sold in the open market to meet the costs of the new building.
 - (c) Note that further public consultation will be undertaken and a further report brought to Cabinet with a final recommendation of the preferred option and its funding.

Strathmore School

- 3.24 This site was vacated in December 2017 (and is shown on the plan at Appendix K). It had originally been thought that this site would be surplus to operational requirements and would be sold to help fund the REEC project. Achieving for Children has since identified that the site might be suitable to provide additional Special Education Needs (SEN) provision. The preparatory work in preparing the site for sale has therefore been put on hold.
- 3.25 AfC will be undertaking a design/feasibility exercise to determine what the site is able to support and if necessary, establish a business case. Options will be sensitively designed to reflect the surrounding area. It is recommended that
- (a) AfC explore the potential to establish a SEN provision on the site and a further report is brought to Cabinet on the proposal to either establish a SEN on the site or on the proposed timing and approach of the sale of the site.

Richmond Old Town Hall/Richmond Lending Library

- 3.26 In 2015 the Council commissioned a study of these two buildings with the aim of considering the potential to improve the service offer and the scope to deliver additional arts, cultural and library service opportunities. Any proposal will be dependent on generating sufficient funding to cover any adaptation works required and overall be revenue-neutral.
- 3.27 Further work is required but there could be scope (for example) to look at options that consolidate library uses at the Richmond Lending Library at Little Green which could free up space at the Old Town Hall to facilitate a wider cultural offer. A key objective could also be to ensure the Richmond Museum is more visible and accessible.
- 3.28 It is recommended that a feasibility study be commissioned to review options to improve the library, cultural and museum offer across the Old Town Hall and Richmond Library sites.

Hampton Square

- 3.29 In 2013 the Council commissioned a study to explore options for a wider generation or improvement of Hampton Square. Officers from Property Services have reviewed these previous proposals and believe they are financially unviable and therefore undeliverable. Options for further area regeneration, beyond the Uplift Programme to create Hampton Square itself, are further constrained as some of the key assets needed for a comprehensive review are either owned by or leased to third parties.
- 3.30 Despite these constraints there may still be scope for further improvements and it is recommended that a feasibility study is commissioned to identify any opportunities for further improvement around Hampton Square.

Funding and capacity

- 3.31 To progress the above and other key cases considerable external consultancy support is required. The range and level of support differs for each case but typically architects, planning consultants, valuers and considerable legal and technical due diligence.
- 3.32 There is no dedicated consultancy budget at present and this is limiting the pace and scale of progress that is possible.
- 3.33 A breakdown of the estimated costs by project are set out in Appendix B which totals £613,000 (excluding Richmond OTH & Library). In the event of a capital budget being approved or a sale(s) being achieved where these costs can be off-set against capital. If though a scheme should be significantly amended or cancelled, then these costs will remain a revenue cost. It should be noted that there is no revenue budget identified to meet such costs.

- 3.34 It is also suggested that an “administration fee” of 4% be applied to capital receipts and that certain professional fees (such as design) are recovered from purchasers. This will slightly reduce the capital receipt but cover the costs of sale and generate some revenue to support future projects.
- 3.35 This programme is an ambitious one however it is considered that there is sufficient officer capacity at present to manage the agreed projects. If new projects, such as Richmond Old Town Hall are to be progressed it may be necessary to employ additional, fixed term staff to ensure they can be delivered and this would form part of any business case.

Conclusion

- 3.36 This report sets out the recommended actions required to ensure robust decision making and effective delivery of future disposals. It also identifies the resources required to ensure that projects are successfully delivered.

4. FINANCIAL IMPLICATIONS

- 4.1 Where disposals are based on historic decisions each of these should be reconfirmed as being in the best financial interests of the Council before disposal progresses. These will need to be reviewed and confirmed in conjunction with the Director of Resources on a case by case basis.
- 4.2 The revised projected receipts are in excess of those anticipated in the Capital Programme reported to February 2018 Cabinet, which did not assume any receipts after 2018/19. Any new receipts in excess of those previously considered will be used to reduce the need to borrow to support the Programme.
- 4.3 Capital Receipts can only be used to fund capital expenditure under proper accounting practice. However, there are two exceptions enabled by Government. One is where there is one-off spend to fund efficiency projects which is covered by the Flexible Use of Capital Receipts policy and the other is the ability to charge revenue disposal costs (e.g. advertising, legal fees etc.) up to 4% of the value of the final receipt against the anticipated receipt.
- 4.4 Feasibility costs are deemed to be revenue costs until such time as a capital project progresses. If any disposal of assets does not conclude the abortive costs incurred will remain as revenue expenses. It is therefore necessary to identify revenue resources to fund any such costs that can't be legitimately capitalised. It is highly likely that costs incurred in preparing an asset for sale will fall into a different financial period than any subsequent receipt from the disposal. As a result, it will be necessary to keep the disposal pipeline under review and regularly consider both the capital and revenue impacts.

- 4.5 Where capital receipts have been ring fenced for certain purposes as part of the decision to dispose the level of resources actually ring-fenced and therefore available will need to be net of any disposal costs charged against the capital receipt to ensure no additional financial pressure falls to the Council.

5. PROCUREMENT IMPLICATIONS

- 5.1 All sales will be undertaken in accordance with the Disposals Procedure and best practice to ensure the Council's obligation to obtain the best price reasonably obtainable is achieved.

6. LEGAL IMPLICATIONS

- 6.1 The council holds land for various purposes relating to the discharge of its functions. Where the land is no longer required for such purposes, the Council can declare such land surplus to requirement subject to concluding a proper and reasonable analysis of whether the land is required for any other purposes of the council. Such process requires the council and its officers to come to a decision acting reasonably in a *Wendesbury* reasonable sense, i.e. that the decision takes into account all relevant matters and disregards all irrelevant matters and is not so unreasonable that no other local authority could have come to that decision. This paper identifies that any decisions relating to declaring land surplus to requirement shall take into account council objectives, policies and legal duties. The Council is also required to take into account its fiduciary duty when making such decisions and this report sets out the obligations to be discharged in this respect.
- 6.2 Generally, where land is declared surplus to requirement following a due and reasonable assessment of whether the land is no longer required for the purposes for which it is held, the Council is empowered by section 123 of the local Government Act 1972 to dispose of land held by them in any manner they wish but not for a consideration less than the best that can be reasonable obtained. It is anticipated that the disposals strategy will satisfy this requirement. Where land is held for a specific statutory purpose e.g. education, any proposed disposal will need to adhere to any legislative requirements for disposal, such as secretary of state consent.
- 6.3 The Council members, cabinet and officers are obliged at all times to act in accordance with their fiduciary duty, i.e. to act with reasonable care, skill and caution and with due regard to the interests of the taxpayers. In view of the fiduciary duty and the general requirement of reasonableness, the Cabinet should approve the recommendations only if they consider, on a rational basis and having fully considered the officers' advice, the identified benefits of the matters contained in this report are such that they outweigh the identified risks and that those risks are not, in themselves, unreasonable.

7. CONSULTATION AND ENGAGEMENT

7.1 There has been consultation over the Teddington proposals. Where specific consultation is considered necessary this will be undertaken but it is expected that generally on the sale of land that consultation is largely undertaken via the planning process.

8. WIDER CORPORATE IMPLICATIONS

8.1 POLICY IMPLICATIONS/CONSIDERATIONS
These proposals will support the Council’s aim in terms of ensuring assets are properly used and bring a number of underused or disused sites into beneficial use.
8.2 RISK CONSIDERATIONS
The sale of sites contains risks in terms of market conditions but also ensuring sales are managed effectively to ensure the early possible completion and maximization of capital receipts. The Disposals Procedure and the general best practice exercised by officers will minimise these risks.
8.3 EQUALITY IMPACT CONSIDERATIONS
None at this stage but will be considered for those proposals where there is a direct impact on service users or the wider public (such as Teddington proposals or the proposed SEN provision at Strathmore School)
8.4 ENVIRONMENTAL CONSIDERATIONS
All development that arises from the sale or use of these sites will meet the Council’s Planning Standards in relation to environmental issues.
8.5 DIGITAL IMPACT ASSESSMENT/CONSIDERATIONS
There are no specific digital considerations associated with this report.

9. BACKGROUND INFORMATION

10. BACKGROUND PAPERS

11. APPENDICES

- Appendix A Disposals Procedure
- Appendix B CONFIDENTIAL – Capital receipts estimates
- Appendix C Site plan – Meadows Hall

Appendix D	Site plan – Friars Lane car park
Appendix Ei	Site plan – Nursery site adj Strathmore Centre
Appendix Eii	Site plan – Strathmore Centre site
Appendix F	Site plan – Garden Cottage, Orleans Road
Appendix G	Site plan – North Lane East Car Park
Appendix H	Site plan – Former North Lane depot
Appendix I	Site plan – Elleray Hall
Appendix J	Site plan – 4 Waldegrave Road
Appendix K	Site plan – Strathmore School

12. CONTACTS

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LONDON BOROUGH OF RICHMOND

PROCEDURE FOR THE SALE OF SURPLUS PROPERTY

1. Identification of surplus property

- 1.1 Property will be identified as being potentially surplus to the Council's requirements by either a service department no longer requiring it for operational use, through a process of property review or as being identified as being under used or unused.
- 1.2 The fact that an individual service department no longer needs a property does not in itself make the property surplus. Departments must advise the Assistant Director, Property Services about potentially surplus property who will then consult service departments [and partners] about whether the property could meet their current or future service needs
- 1.3 Any decision confirming a property as surplus to operational requirements will need to be approved by the Property Programme Board (PPB).
- 1.4 After clearance by PPB but prior to a decision by Cabinet Lead Members will be consulted on the proposal.

2. Deciding on the method of disposal

- 2.1 The Assistant Director, Property Services (ADPS) shall determine the most appropriate method of sale. This will be a matter of professional judgement based on the type and location of the property and the prevailing property market. (This will always be subject to the council meeting its legal requirements, e.g. where a disposal requires outputs such as social housing or community benefit it may need to be governed by Public Procurement Regulations rather than a straight land sale).
- 2.2 The general presumption is that the method of sale should require the open invitation of competitive bids, unless the ADPS considers that an alternative method of disposal would be appropriate. Exceptions to this method of sale are likely to involve a special purchaser [see definitions] and examples are:
 - (i) Sale to a sitting tenant
 - (ii) Sale of an access which would enable a purchaser to release development value locked up in other property
 - (iii) Sale to an adjoining owner or sale of a part-interest in a property where amalgamation of interests could enable substantial "marriage value" to be realised.

These examples are given on the basis that the ADPS considers that negotiations with one party would produce a higher figure or, alternatively, a service department feels that non-financial considerations that fall within the Council's "well-being" powers justify a sale [see definition]. In all cases where the sale is not subject to open competition a valuation must be

obtained from an external valuer to confirm that the Council has met its requirements to obtain the best terms reasonably obtainable.

2.3 The methods of disposal that may be used are (subject to 2.1 and 2.2 above)

- (a) Sale in the open market
- (b) Formal tender
- (c) Auction
- (d) Negotiation subject to statutory powers

2.4 In some cases, it may be appropriate for a sale to be undertaken on the basis of a two-stage process which would entail:

- (a) Scheme design/architectural competition in order to shortlist potential buyers and;
- (b) Subsequently seeking competitive financial bids, to include testing the robustness of the financial offer, the purchaser's experience of delivering similar developments and a timescale for delivery by the preferred developer.

3. Authority

3.1 Disposal of surplus property will be dealt with through the Cabinet or in accordance with delegated powers. Any report to Cabinet will provide a recommendation from the ADPS about the proposed method of sale and whether the sale should be freehold or long-leasehold.

3.2 Dependent on the nature or scale of the disposal, Cabinet will either be asked to delegate all matters relating to the sale to officers or offers may need to be reported back to Cabinet for final approval.

3.3 In all dealings with property matters it is essential that the highest levels of probity and confidentiality are maintained to ensure that best consideration is achieved under the Council's statutory duty.

3.4 The Council has both a fiduciary duty and statutory duty under S.123 of the Local Government Act 1972 (see definitions) to the residents of the Borough to obtain best consideration.

4. Responsibility for vacant properties once declared surplus and vacated.

4.1 From the date of the Cabinet decision, responsibility for the security and management of vacant and surplus property will transfer to the Property Services Division subject to sufficient budget being identified for this purpose either by the service department or corporately.

5. Sales process

- 5.1 When property is sold in the open market, the Council will ensure that the property is widely and openly marketed. It will also ensure the highest levels of probity and confidentiality during the sales process.
- 5.2 Sales by formal tender and auction and are largely regulated by the process that needs to be followed to achieve a contract.
- 5.3 When a sale in the open market is undertaken is used, the following process will be followed to ensure the Council's interests are protected
- (a) All offers are to be submitted in a prescribed form and in a pre-printed envelope or by agreed alternative secure method. In the event that offers are managed electronically then the offer process will replicate the requirements in (b)-(f) below
 - (b) Offers will be submitted by a fixed time and date
 - (c) Failure to meet any of the precondition or processes required by the Council may invalidate an offer.
 - (d) Offers will be returned to the Assistant Director, Property Services .
 - (e) Offers will be opened by the Assistant Director, Property Services or nominee in the presence of at least two other officers which shall include another senior manager. Offers will be recorded in a tender book and the tender book will be kept securely.
 - (f) Following receipt all offers will be held by the Assistant Director, Property Services. who will ensure they are kept securely.
 - (g) Evaluation of offers will be undertaken by officers who will consider the financial standing of bidders, the level of offer, the bidders' track record and any other relevant information.
 - (h) Following evaluation, officers will rank the offers in accordance of acceptability.
 - (i) Any discussions or negotiations with bidders are to be formally written up and notes placed on the file. Any negotiations for a land transaction above a capital sum of £250,000 would involve two members of staff, one of whom should be the ADPS or his/her named representative. Within three working days of the meeting, a file note recording the discussions should be placed on the relevant file
 - (j) Generally, pre-contract enquiries and a standard form of lease/transfer will be made available to bidders as part of the marketing process. Bidders will be required to exchange contracts within a prescribed number of days, normally 21, from the date of being provided with a contract. If exchange does not occur within the

prescribed timescale, the offer may be deemed to be withdrawn and the Council may accept an offer from the second ranked bidder.

6. Tenure – leasehold or freehold sale.

6.1 Whether to sell freehold or via long leasehold needs to be considered on a case by case basis. As part of the report to Cabinet recommending a property being declared surplus, the ADPS, will recommend whether the sale should be leasehold or freehold. This will include an assessment of the impact on value of the respective methods.

6.2 Examples where a freehold sale may be considered appropriate are

- (a) Where the level of capital receipt, over and above a leasehold disposal, exceeds the perceived benefit of a leasehold disposal (i.e. so that a leasehold disposal could not be reasonably justified).
- (b) For commercial transactions, where a developer or funder's reasonable requirements require a freehold transfer to facilitate a sale or regeneration.
- (c) Where it is necessary to sell a freehold to release additional value from a transaction (e.g. marriage value through bringing sites into single ownership).

6.3 Examples where a leasehold sale may be considered appropriate

- (a) Where the Council holds significant retained land (e.g. on or around housing estates) and may find a long-leasehold more beneficial in controlling and managing nuisance and use.
- (b) Where the Council seeks to share in a proportion of income as revenue rather than a capital receipt or wishes to retain ground rents or any commercial units.
- (c) Where the sale is to a partner for specific use and the Council wishes to retain additional control to ensure that use is maintained.

These lists are not exhaustive and other circumstances could apply.

6.4 Because of the potential effect on value the Council needs to ensure that each case is considered on its merits.

7. Other Offers

7.1 Any offer which, on the evidence available, is considered to be incomplete, insubstantial or in any other way defective, mischievous or frivolous shall be rejected by the Assistant Director, Property Services. after consultation with South London Legal Partnership/Legal Services.

7.2 Late Offers – Guidance from The Local Government Ombudsman recognises the difficulties facing Councils if a higher offer is received by the

Council after another offer has been accepted subject to contract, particularly in view of the obligation for Councils to achieve best consideration. Such difficulties will be less likely to occur if Councils ensure that exchange of contracts takes place quickly after the decision has been made to whom to sell the property.

- 7.3 Where it is clear that a private “auction” is developing, it is recommended that would be purchasers are given a specific date and time to reconsider and submit their highest and final offer. If the Council wishes to impose any conditions upon his acceptance, i.e. completion date, this should be made clear. It is also recommended that would be purchasers are informed that the successful bidder would be given a specific period in which to exchange contracts.
- 7.4 Issuing contracts to more than one prospective purchaser – The Law Society has issued a Practice Direction to solicitors to the effect that where a solicitor is instructed by the seller to submit a contract to more than one purchaser, the solicitor must disclose the sellers instructions to each of the prospective purchasers concerned. Although not normal practice for the Council, it will comply with this Practice Direction.

8. Reporting of offers

- 8.1 Where Cabinet is required to approve offers (currently for sales in excess of £500,000), in order to maintain the highest levels of probity, offerors' names and offers shall be anonymised in any open (Part A) report. This is considered necessary until contracts are exchanged to ensure that no spoiling bids are received at a later stage in the process which, though not sustainable, results in delaying the sale process. Members duty is to make the strategic decision to dispose and to take officers professional advice on disposal values. When there is no longer public interest in maintaining confidentiality, details may be disclosed. The Monitoring Officer shall advise in such matters.
- 8.2 Subject to the above, property disposals will generally be reported in the open part of the agenda to ensure transparency and openness for the public.

9. Transactions at less than market value

- 9.1 Approval must be obtained from or on behalf of the Cabinet to disposals or lettings which are proposed to be less than the unrestricted value as defined by the General Disposal Consent (England) 2003 and/or where State Aid issues may arise. The Assistant Director, Property Services shall seek the agreement of the relevant Service Director as to whether Cabinet should be recommended to accept a disposal at an under value. The report shall make the level of undervalue explicit and the Service Director will need to set out the well-being benefits to be derived and provide a statement that the well-being “value” matches or exceeds the value foregone.

- 8.2 The Council only has powers derived from the Housing Act 1985 to dispose of land to Registered Social Landlords at less than market value or under the terms of the Local Government Act 1972: General Disposal Consent (England) 2003. Other than these generally consented powers, the Council has to seek the consent of the Secretary of State to sell its assets at less than best consideration.
- 8.3 The Council must be able to demonstrate that it has acted reasonably in agreeing a sale at less than market value; that there was an appropriate decision making process and that regard has been had to the Council's statutory and fiduciary obligations. Decisions must be robust and defensible and the monetary or benefit assessment of impacts will require detailed individual assessment in every case.¹
- 8.4 The Assistant Director, Property Services will establish and keep under review a timetable for each disposal and will advise the PPB. The Assistant Director, Property Services shall provide a detailed report on an agreed basis to the Director of Finance on the progress of disposals for financial planning purposes.

9.0 The Crichel Down Rules

- 9.1 If land is acquired by Compulsory Purchase and is subsequently sold the Crichel Down Rules place an obligation on the acquiring authority to first offer the land back to the person it was acquired from (at market value). Although the rules primarily govern the procedure in regard to land acquired by Central Government it is considered best practice for local authorities to follow them. The Council will adopt this practice.

10. Planning Briefs and Advice Notes

- 9.1 Prior to sale, the ADPS will consider what level of certainty about planning is required to maximise value and to achieve the required level of control over future development. Greater planning certainty will both crystallise value and will increase the Council's chances of achieving a quicker, unconditional sale. Planning certainty can be achieved through obtaining planning permission or preparing a planning brief. It is expected that the norm will be a planning brief approach.
- 9.2 At a site specific level, Planning Briefs provide a valuable vehicle to establish clear principles for the future development of a site, to shape both the form and nature of uses

In general terms, unrestricted value is intended to be the amount which would be received for the disposal of the property where the principal aim was to maximise the value of the receipt. Apart from the inclusion of bids from a purchaser with a special interest it is defined in the same way as market value. For example, the valuer should take account of whatever uses might be permitted by the local planning authority insofar as these would be reflected by the market rather than having regard only to the use or uses intended by the parties to the proposed disposal.

- 9.3 A Planning Brief in particular for large sites which ideally has been the subject of public consultation and adoption as Council policy by a Cabinet provides a guide to a potential developer, officers and the appropriate Development Committee, of the Council's expectations for the future use of a site.
- 9.4 It is acknowledged however that no such documents can fetter the discretion of the development control process in determining a subsequent planning application. Officers will ensure that clear boundaries will be maintained to ensure that the Council exercising its disposal powers as landowner does not fetter its duties as Local Planning Authority.

Definitions

“Auction” - An auction quickly concludes completion and identifies the successful bidder who will sign a binding contract at the sale. It is particularly suitable for properties for which there is likely to be keen competition from a wide market of potential cash purchasers, or for properties of an unusual nature but for which there is likely to be a ready market. However, it is often inappropriate for properties where the majority of purchasers will prefer to submit offers subject to contract and to minimise the risk of abortive costs, such as development land, housing sites, etc.

“Fiduciary duty” Fiduciary duty has been described as a duty to act in *“a fairly business like manner with reasonable skill and caution”*

The relevant principles established from case law can be summarised as follows:

- a) Local authorities are under a special duty in the exercise of all their powers to consider the financial consequences for the rate and Council tax payers. This duty is analogous to the fiduciary duty owed by a person in the position of trustee.
- (b) In considering the financial consequences of a decision, an authority is required to conduct a balancing exercise between the interests of those who will benefit from the proposed measure and the cost to rate and Council tax payers.
- (c) Failure to have proper regard to their fiduciary duty renders a local authority decision liable to challenge on the grounds of illegality.
- (d) The fact that an authority may have an electoral mandate for their decision is irrelevant to the question of whether the act is ultra vires

“Formal Tender” – This method of disposal is appropriate for disposals in the open market particularly the disposal of development sites and is in most cases both effective and workable. It would normally necessitate the use of Standard Conditions of Sale together with Special Conditions upon which the bid would be made, with special pre-addressed envelopes bearing the closing date for submission of bids. A formal tender creates contractual certainty as, at the final stage, if an offer is accepted it constitutes a binding contract.

“Market Value” – the estimated amount for which a property should exchange on the date of valuation between a willing buyer and a willing seller in an arm’s length transaction after proper marketing wherein the parties had each acted knowledgeably, prudently and without compulsion.

“Sale in the open market” – This is a flexible method of securing offers of interest in property since it does not bind either party until completion of negotiations. Property is openly marketed and all offers have to be submitted by a fixed closing date. It does not preclude the purchaser or vendor from seeking to renegotiate more advantageous terms even when the sale is at a fairly advanced stage to take account of any changes in circumstances. Any risks inherent in this can be partly overcome by stipulating time limits for exchanging contracts. This method allows the Council to view a number of competing proposals on a site where the Council has no fixed policy as to exactly what

is required or wanted and where consideration can be given to detail to a number of options without contractual obligations to the parties involved.

“Special purchaser” - A purchaser to whom a particular asset has special value because of advantages arising from its ownership that would not be available to general purchasers in the market.

“Well-being powers”

The Council will need to meet its obligations in relations to the disposal of assets under Local Government Act 1972 and the *General Disposal Consent (England) 2003 disposal of land for less than the best consideration that can reasonably be obtained* (“the Consent”).

Under the Consent a local authority has to discretion to sell at an “undervalue” of up to £2,000,000. Undervalue is defined as *“the difference between the unrestricted value of the interest to be disposed of and the consideration accepted”*

Where an undervalue of less than £2,000,000 exists an authority can dispose at less than market value in pursuance of its “well-being” powers. The full definition from the Consent is:

“(a) the local authority considers that the purpose for which the land is to be disposed is likely to contribute to the achievement of any one or more of the following objects in respect of the whole or any part of its area, or of all or any persons resident or present in its area;

i) the promotion or improvement of economic well-being;

ii) the promotion or improvement of social well-being;

iii) the promotion or improvement of environmental well-being; and

(b) the difference between the unrestricted value of the land to be disposed of and the consideration for the disposal does not exceed £2,000,000 (two million pounds)”.

These are often referred to as the Council’s “well-being powers”