

Thurrock: A place of opportunity, enterprise and excellence, where individuals, communities and businesses flourish

Planning, Transport, Regeneration Overview and Scrutiny Committee

The meeting will be held at **7.00 pm** on **4 July 2017**

Committee Room 1, Civic Offices, New Road, Grays, Essex, RM17 6SL

Membership:

Councillors Barbara Rice (Chair), John Allen (Vice-Chair), Oliver Gerrish, Tom Kelly, Terry Piccolo and Peter Smith

Substitutes:

Councillors Tim Aker, Gary Collins, Clifford Holloway, David Potter, Joycelyn Redsell and Gerard Rice

Agenda

Open to Public and Press

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Queries regarding this Agenda or notification of apologies:

Please contact Charlotte Raper, Senior Democratic Services Officer by sending an email to Direct.Democracy@thurrock.gov.uk

Agenda published on: **26 June 2017**

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DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF

Breaching those parts identified as a pecuniary interest is potentially a criminal offence

Helpful Reminders for Members

- *Is your register of interests up to date?*
- *In particular have you declared to the Monitoring Officer all disclosable pecuniary interests?*
- *Have you checked the register to ensure that they have been recorded correctly?*

When should you declare an interest *at a meeting*?

- **What matters are being discussed at the meeting?** (including Council, Cabinet, Committees, Subs, Joint Committees and Joint Subs); or
- If you are a Cabinet Member making decisions other than in Cabinet **what matter is before you for single member decision?**



Does the business to be transacted at the meeting

- relate to; or
- likely to affect

any of your registered interests and in particular any of your Disclosable Pecuniary Interests?

Disclosable Pecuniary Interests shall include your interests or those of:

- your spouse or civil partner's
- a person you are living with as husband/ wife
- a person you are living with as if you were civil partners

where you are aware that this other person has the interest.

A detailed description of a disclosable pecuniary interest is included in the Members Code of Conduct at Chapter 7 of the Constitution. **Please seek advice from the Monitoring Officer about disclosable pecuniary interests.**

What is a Non-Pecuniary interest? – this is an interest which is not pecuniary (as defined) but is nonetheless so significant that a member of the public with knowledge of the relevant facts, would reasonably regard to be so significant that it would materially impact upon your judgement of the public interest.

Pecuniary

If the interest is not already in the register you must (unless the interest has been agreed by the Monitoring Officer to be sensitive) disclose the existence and nature of the interest to the meeting

If the Interest is not entered in the register and is not the subject of a pending notification you must within 28 days notify the Monitoring Officer of the interest for inclusion in the register

Unless you have received dispensation upon previous application from the Monitoring Officer, you must:

- Not participate or participate further in any discussion of the matter at a meeting;
- Not participate in any vote or further vote taken at the meeting; and
- leave the room while the item is being considered/voted upon

If you are a Cabinet Member you may make arrangements for the matter to be dealt with by a third person but take no further steps

Non- pecuniary

Declare the nature and extent of your interest including enough detail to allow a member of the public to understand its nature



You may participate and vote in the usual way but you should seek advice on Predetermination and Bias from the Monitoring Officer.

Vision: Thurrock: A place of **opportunity**, **enterprise** and **excellence**, where **individuals**, **communities** and **businesses** flourish.

To achieve our vision, we have identified five strategic priorities:

1. Create a great place for learning and opportunity

- Ensure that every place of learning is rated “Good” or better
- Raise levels of aspiration and attainment so that residents can take advantage of local job opportunities
- Support families to give children the best possible start in life

2. Encourage and promote job creation and economic prosperity

- Promote Thurrock and encourage inward investment to enable and sustain growth
- Support business and develop the local skilled workforce they require
- Work with partners to secure improved infrastructure and built environment

3. Build pride, responsibility and respect

- Create welcoming, safe, and resilient communities which value fairness
- Work in partnership with communities to help them take responsibility for shaping their quality of life
- Empower residents through choice and independence to improve their health and well-being

4. Improve health and well-being

- Ensure people stay healthy longer, adding years to life and life to years
- Reduce inequalities in health and well-being and safeguard the most vulnerable people with timely intervention and care accessed closer to home
- Enhance quality of life through improved housing, employment and opportunity

5. Promote and protect our clean and green environment

- Enhance access to Thurrock's river frontage, cultural assets and leisure opportunities
- Promote Thurrock's natural environment and biodiversity
- Inspire high quality design and standards in our buildings and public space

Minutes of the Meeting of the Planning, Transport, Regeneration Overview and Scrutiny Committee held on 7 March 2017 at 7.00 pm

Present: Councillors Barbara Rice (Chair), Peter Smith (Vice-Chair), John Allen and Oliver Gerrish

In attendance: Chris Atkinson, Head of Communications, c2c Rail
Andrew Millard, Head of Planning & Growth
Ann Osola, Head of Highways & Transportation
Brian Priestley, Regeneration Programme Manager
Paul Rogers, Programme Manager Major Schemes
Stephen Taylor, Programmes and Projects Manager
Colin Walker, Project Manager - A13 Widening
Jenny Shade, Senior Democratic Services Officer

Before the start of the meeting, all present were advised that the meeting may be filmed and was being recorded, with the audio recording to be made available on the Council's website.

33. Minutes

The minutes of the meeting held on the 5 January 2017 were approved as a correct record.

34. Items of Urgent Business

There were no items of urgent business.

35. Declaration of Interests

There were no declarations of interest.

36. Presentation on C2C Update Report

Chris Atkinson, Head of Communications at c2c presented the report to Members and report that:

- 1,600 more Thurrock station passengers now get a seat compared to September 2016.
- 85 per cent of Thurrock passengers were now seated despite the increase of 5.6 per cent of Thurrock passengers in the last six months.
- c2c trains are less crowded at their busiest periods.
- c2c punctuality was better now than last autumn.

Chris Atkinson commented on the latest Thurrock passenger numbers comparing them from March 2016 to February 2017 and explained the availability of seats at the AM and PM peak times.

The latest passenger satisfaction survey undertaken by Transport Focus on 30,000 c2c passengers indicated an 87 per cent of passengers were satisfied with the service with key crowding metrics being scored the best results for last three years.

Chris Atkinson stated that punctuality had been the main issue affecting satisfaction scores in September 2016. The 83 per cent punctuality satisfaction was c2c worst figure in recent times but was still far higher than the United Kingdom train operator average of 69 per cent.

Chris Atkinson informed Members that c2c had been purchased by Trenitalia who were Italy's main rail operator. He confirmed to Members that it was business as usual for c2c and passengers and that further announcements would likely to be made over the coming year regarding technology and ticketing.

Councillor Rice thanked Chris Atkinson for the report.

Councillor Gerrish commented on the levels of crowding especially at Barking Station and asked what steps c2c were putting in place to monitor this. Chris Atkinson stated that Barking to West Ham had always been the busiest area. C2c had to balance the needs of all passengers and continually monitored the situation.

Councillor Smith stated that the report did not seem to reflect the feedback received from passengers. Chris Atkinson explained that c2c had not become complacent. It had addressed the issues and improvements had been made. Compared to this time last year significant changes had been made to address overcrowding.

Councillor Smith questioned why the new trains had not been allocated to the Thurrock network. Chris Atkinson stated that c2c had been clear throughout that the new trains would not be coming into Thurrock and that the trains were designed for longer distance journeys. This had freed up more carriages for Thurrock which were standard 15 years old carriages.

Councillor Gerrish questioned whether the length of stopping time at Barking Station could be reduced based on feedback received from passengers. Chris Atkinson stated that 90 seconds was the intended time for the train to dwell to ensure sufficient time to allow passengers to get on and off the train. Barking Station was the busiest station and that c2c would continue to monitor these times.

Councillor Rice stated that Members found the coloured AM and PM peak seat availability tables useful and looked forward to future reports and updates.

RESOLVED

That the c2c Update Report will continue to be presented to the Planning Transport and Regeneration Overview and Scrutiny Committee on a six monthly basis.

Chris Atkinson left the committee room at 7.20pm.

37. A13 Widening - Scheme Update

Colin Walker updated Members on the progress on the A13 Widening scheme and requested comments that would be fed into the next stage.

The scheme included:

- Proposed improvements to A13 between junctions with A128 and A1014.
- Works to widen A13 Stanford le Hope Bypass from two to three lanes in both directions.
- The widened section of road will tie in with the existing three lane section of the A13 to the west of the A128.
- Works would include demolition and replacement of four bridges and reconfiguration of Orsett Cock roundabout with partial signalisation.

The need for the scheme:

- A13 was already congested at peak times and forecast to reach capacity in 2017.
- Continued congestion would inhibit Thurrock Council's plans for business development.
- The scheme would allow freight operations to perform competitively while residents and commuters can travel efficiently.
- The need for additional capacity as recognised during the development of London Gateway Port.
- Works were permitted under the London Gateway Port Harbour Empowerment Order 2008.

Colin Walker stated that the work would take place over a two year period and be planned to minimise disruption to road users during construction and that the award of detail, design and construction contracts would be awarded in March/April 2017 aiming for completion of works in October 2019.

Colin Walker confirmed that there will be a strong communication plan in place during the period of construction.

Councillor Smith asked what reassurances could be given to residents regarding noise levels. Colin Walker stated that low-noise surfacing would be used on the whole width of the entire road to alleviate noise and that noise barriers were already in place and would continue to be monitored by AECOM.

Councillor Gerrish asked what the speed limit would be during the period of works and what impact this may have on congestion. Colin Walker stated that

the speed limited would be set at 50 miles per hour and would only affect a four kilometre stretch of road. Good communications between the Council and the contractor have already taken place and work with Essex Council was in hand to look at those vehicles undertaking longer journeys and it would be the aim to keep the A13 flowing.

Councillor Allen asked what plans would be put in place to monitor noise and pollution on the A1013. Colin Walker stated that no plans for active monitoring were in place as established noise barriers were already in situ on this route and that the air quality would continue to be monitored through the existing air quality sites in Stanford le Hope. Colin Walker stated that the aim would be to keep all vehicles on the A13 during the period of the scheme and the project would encourage this by providing sufficient information for residents to plan their journey.

Councillor Rice stated that pollution and air quality would be a vital part of the communications that would be required to inform residents.

Councillor Smith urged that smart signage and the appropriate communications should be used to keep residents informed of any delays.

Councillor Rice welcomed the scheme but reiterated that communication should play a vital part in effectively keeping residents informed.

RESOLVED

That the Planning Transport Regeneration Overview and Scrutiny Committee note the progress on the A13 Widening scheme and provide comments to help inform the detailed design and construction phase.

38. Grays South: Delivering the Pedestrian Underpass

Andy Millard presented the Grays South Project which aims to transform Grays town centre, creating public squares and an underpass to replace the pedestrian level crossing in Grays High Street together with the development of modern retail and residential units.

The Council continued to work closely with Network Rail to develop the proposals and support the project through design and their approvals process although it had become apparent that they were unable to offer significant funding towards the delivery of the scheme.

For the project to progress the Council would meet most of the costs and a funding strategy had been developed drawing upon the existing commitments within the capital programme, available Section 106 funds, anticipated receipts from future development and funds from the Local Growth Fund.

In February 2017, the Council received notification that its bid for £10.8 million from the Local Growth Fund had been successful and that the Council would

receive the full payment requested to complete the funding package to deliver this project.

Councillor Rice congratulated Officers for this great news project and for securing the monies required.

Councillor Rice asked for reassurance from Officers that the Section 106 monies would be available. Brian Priestley stated that the Section 106 funds had already been received for this project.

Councillor Allen asked Officers whether the design of the underpass took into account the prevention of any anti-social behaviour, whether CCTV cameras would be installed and what facilities would be in place in the case of flooding. Andy Milliard stated that the project was not at this design point yet but these considerations would be taken into account.

Councillor Smith stated that this was a great project for Thurrock and asked Officers on the timescales for the project. Brian Priestley stated that the project would take about 5 years to complete following completion of agreement with Network Rail. A report will be presented to Cabinet in April seeking formal approval to proceed with the project.

Councillor Gerrish welcomed the project and was thrilled to see the project going forward and asked Officers to come back to committee to present the vision and design of the underpass and to update members on progress.

Councillor Gerrish asked Officers what the proposed time periods would be when the existing crossing would be closed. Andy Milliard stated that the Council was working closely with Network Rail and agreed it would be more amicable to keep the crossing open for as long as possible.

Councillor Rice stated that the Council had to meet the public's expectations and communication was vital for residents to be involved and kept informed.

RESOLVED

That the Planning Transport and Regeneration Overview and Scrutiny Committee are asked to comment on the approach to managing the delivery of the Grays South Project including;

- a) The division of roles which proposes that Network Rail lead technical design and construction of the underpass, access ramps and steps (elements which are on sensitive operational land) while the Council lead land assembly and design of the public realm;**
- b) The terms on which the Council will agree to this division of roles as set out in paragraph 3.6 of this report;**

- c) **The funding strategy which is based on current commitments in the capital programme, S106 funds, use of development receipts from Council land, and the grant from the Local Growth Fund;**
- d) **Land assembly based on an approach that keeps land acquisition to the minimum necessary and is based on negotiated settlement with Compulsory Purchase used as a last resort.**

Brian Priestley left the committee room at 8.10pm.

39. Stanford-le-Hope Transport Interchange - Scheme Update

Paul Rogers, Programme Manager for Major Schemes, updated Members on the progress made on the £12.05 million station and bus interchange improvement scheme at Stanford Le Hope including the proposed design and programme of works.

The project objectives were:

- Develop an interchange that will connect bus, rail, cycle, taxi and pedestrian modes of transport at Stanford le Hope station.
- Expand capacity at Stanford le Hope station and ticket gate line.
- Provide improvements to public transport infrastructure and service reliability to new housing developments.
- Help curb traffic growth and minimise growth in transport emissions in the area.

The scope of project was:

- Two car passenger drop off positions with landing island.
- Two taxi rank positions with landing island and shelter.
- Protected pedestrian walking routes.
- Two drop off and one pick up position.
- 84 new cycle parking spaces.

The new station building would have:

- Integrated waiting facilities.
- Passenger toilets.
- Integrated passenger footbridge and lifts with public access.
- Level access from London Road to both station buildings.
- Real-Time customer information system for shuttle bus services.

Councillor Rice asked Officers what the difference in distance would be for residents using the old and the new footbridge. Paul Rogers confirmed that pedestrians would have to walk a further 15 metres.

Councillor Rice stated that this was a very impressive and a much needed project for Stanford le Hope and another success story for Thurrock. Councillor Rice congratulated Officers for securing the monies required.

Councillor Smith stated this was a fantastic project which would be great for residents and great for the borough. Councillor Smith urged Officers to make Thurrock proud when undertaking this project and to bring the station into the 21st Century.

Councillor Rice indicated that communication with residents was vital to help this project proceed.

RESOLVED

That the Planning Transport Regeneration Overview and Scrutiny Committee note the progress of the Stanford Le Hope scheme together with the proposed design and timescale for delivering the scheme.

40. Work Programme

The Chair stated that this was the last Planning Transport Regeneration Overview and Scrutiny Committee for this municipal year and that the work programme was now complete.

The Chair thanked Members and Officers for their contribution and their continued support to the Planning Transport Regeneration Overview and Scrutiny Committees.

The Chair asked Members if there were any items to be added or discussed for the work programme for the next municipal year.

RESOLVED

- 1. That the item on Local Plan Update be presented to the Planning Transport and Regeneration Overview and Scrutiny Committee early in the next municipal year.**
- 2. That the item on c2c be presented to the Planning Transport and Regeneration Overview and Scrutiny Committee on a six monthly basis.**
- 3. That the item on Health Hubs in Thurrock be presented to the Planning Transport and Regeneration Overview and Scrutiny Committee.**

The meeting finished at 8.27 pm

Approved as a true and correct record

CHAIR

DATE

**Any queries regarding these Minutes, please contact
Democratic Services at Direct.Democracy@thurrock.gov.uk**

4 July 2017	ITEM: 5
Planning, Transport and Regeneration Overview and Scrutiny Committee	
Thurrock Design Guide – Residential Alteration and Extension Supplementary Planning Document (SPD)	
Wards and communities affected: All	Key Decision: Key
Report of: Monica Qing, Principal Planning Officer	
Accountable Head of Service: Andy Millard, Head of Planning and Growth	
Accountable Director: Steve Cox, Corporate Director of Environment and Place	
This report is Public	

Executive Summary

Thurrock Design Guide for Residential Alteration and Extensions SPD (RAE) is one of a series of design-related policy document produced by the Council with ambition to raise development and environmental quality cross the Borough. Linked to the overarching Design Guide that was adopted in March, the standards and guidance within RAE will replace 1997 Local Plan Annex that has been used by the Council’s Planning service for 20 years. As an adopted Supplementary Planning Document the RAE would be a ‘material consideration’ in determining planning applications.

The Council conducted a 6-week public consultation on the draft RAE and received both formal and informal responses from local residents, statutory consultees and interest groups and as well as from internal colleagues who will be using the policy document to manage future developments. Overall, the consultation feedback has been very positive and the document has been amended to incorporate and respond to the relevant comments.

1. Recommendation(s)

1.1 Members note the current status and progress on the production and adoption of the RAE Design Guide and provide comments on the consultation process that will inform the production of the final document.

2. Introduction and Background

2.1 Thurrock has one of, if not the largest and most ambitious growth programmes in the country, with over £6bn of investment driving the creation

of 26,000 new jobs and 20,000 new homes over the next 20 years. With that many additional people choosing Thurrock as a place to live, work and play the need to strengthen the identity of Thurrock: the place and ensure that all new development contributes towards the creation of healthy communities and sustainable development has never been greater.

- 2.2 The RAE will play a critical role in reinforcing the importance of place and improving the design quality of all residential alterations and extensions that require planning permission. In broad terms the RAE sets out the main design principles focusing on people's home improvements and equally project's potential impacts to their neighbours and wider community that should be considered by applicants when they are working up their proposals.

3. Issues, Options and Analysis of Options

- 3.1 The RAE interprets both relevant national and local planning policies providing local residents, agents and officers with meaningful details of what is expected with regards to the home alterations and extensions in Thurrock. It includes requirements for assessing the site context that aspire to strengthen the identity of place and provides specific guidance and standards that relates to ten common RAE project types including

- Front Extensions & Porches
- Rear Extensions
- Side Extensions
- Roof Alterations
- Additional Storeys
- Outbuildings
- Front Gardens
- Subdivision
- Change of Use
- Home Business

- 3.2 In March 2017, Full Council agreed to undertake a 6-week consultation on the first draft of the RAE. During the consultation period, the Planning team received numerous responses from local residents, statutory consultees and interest groups and series of informal comments from internal colleagues in areas such as Development Management and Enforcement. All the responses received agree that the RAE will be helpful to get the best outcome through the design and application process, and most people think the Guide has covered all the issues related to making alterations to or extending a home although there were suggestions by that a few technical elements of the draft document can be better clarified or improved. A summary of the consultation responses and Officers' responses are attached to this report in Appendix A.

- 3.3 The RAE has been amended in response to relevant comments following the consultation. The main changes were spell checking, adjusting the details of certain standards, improving the clarity of a few technical elements through either additional illustration or rewording.

- 3.4 The illustrations and photos in the RAE play an important role for the users to understand the technical standards so the final version of the document will be desktop published in both print-friendly style and chapter by chapter based on project type to keep the reasonable quality of the imageries.

4. Reasons for Recommendation

- 4.1. Thurrock Borough Local Plan Annex (adopted in September 1997) is a 20 year-old policy document. A full update is needed to better comply with the current national policies, industry standards and design approaches.
- 4.2. In developing the RAE the Planning service has undertaken in-depth research, including an assessment of the Council's existing guidance, a comparative study of national publications and best practice in the UK, and a series of internal and external workshops with both officers in Development Management and industry experts to ensure that the guidance is fit for purpose and future-proof.
- 4.3. The draft RAE has received great support from the public who wish to prevent negative impacts of poor quality extensions to them and to their local communities during 6-week consultation. The Planning service also received positive feedback from both industry experts and local agents. The final document has been refined based on the comments received. The adoption of the document will give the RAE a policy status as a Supplementary Planning Document to the Local Plan Core Strategy and Policies for the Management of Development. This means it can be used by Officers and Members as a material consideration in the determination of RAE planning applications

5. Consultation (including Overview and Scrutiny, if applicable)

- 5.1 A draft of RAE was published for public consultation from 10th April 2017 to 23rd May. The purpose of the consultation was to obtain the views of local residents, agents and the industrial experts on the approach and any other matter that they felt that the document needed to address. During the consultation period the draft Design Guide document was made available to view at thurrock.gov.uk/urbandesign with comments being encouraged through the Council's consultation portal or on Comment Forms which were available on request at the Civic Offices and in libraries across the Borough. Council Officers also attended local agents panel workshops and organised a residents drop-in events to allow people to learn more about the Draft RAE.

6. Impact on corporate policies, priorities, performance and community impact

- 6.1 The RAE will help the Council in substantially raising the quality of residential alteration and extension developments that require Planning Permission in the borough. It strengthens corporate policies and priorities particularly in creating a high quality places, improving health and well-being and promoting and protecting the environment.

7. Implications

7.1 Financial

Implications verified by: **Laura Last**
Management Accountant

The costs associated with adoption of the RAE will be met from within the existing Local Plan budget.

7.2 Legal

Implications verified by: **Vivien Williams**
Principal Regeneration Solicitor

The RAE has been prepared in accordance with Regulation 14 of the Town and Country Planning (Local Development) (England) Regulations 2012 and the Council's adopted Statement of Community Involvement. The guidance within the Design Guide supplements adopted policies within the Council's Core Strategy as such it has not been subject to a separate Sustainability Appraisal. Once adopted, the RAE will be used as a material consideration in the determination of planning applications.

7.3 Diversity and Equality

Implications verified by: **Natalie Warren**
Community Development and Equalities Manager

The RAE has been subject to a Community and Equality Impact assessment to assess the borough-wide equality improvements through better design solutions.

7.4 Other implications (where significant) – i.e. Staff, Health, Sustainability, Crime and Disorder)

The RAE Design Guide sets out Council's requirements regarding assessing the context of a site and the key design principles and objectives for safe, healthy and sustainable developments.

8. Background papers used in preparing the report (including their location on the Council's website or identification whether any are exempt or protected by copyright):

- Design Strategy SPD - <https://www.thurrock.gov.uk/urbandesign>
- 1997 Local Plan Annex - <https://www.thurrock.gov.uk/borough-local-plan/thurrock-borough-local-plan>

9. **Appendices to the report**

- Appendix 1 – Report of Consultation
- Appendix 2 – Design Guide for Residential Alteration and Extension

Report Author

Monica Qing
Principal Planning Officer

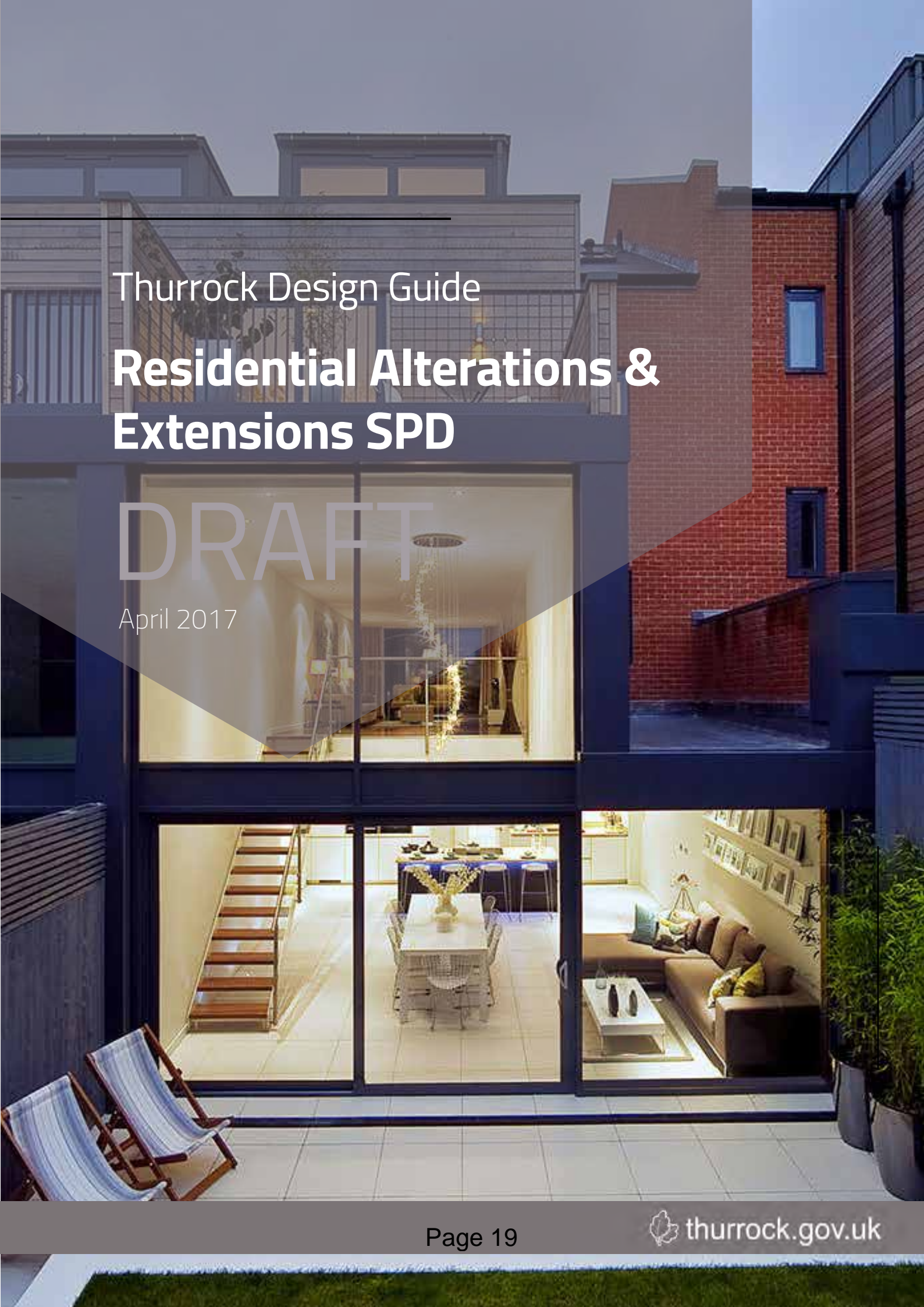
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Thurrock Design Guide

Residential Alterations & Extensions SPD

DRAFT

April 2017



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1. Introduction

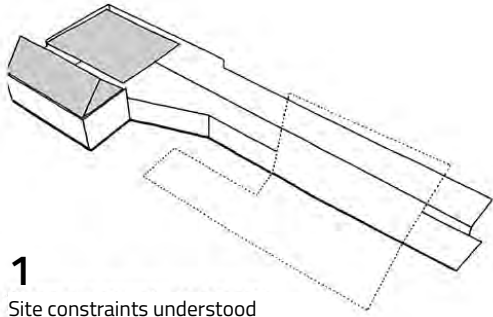
Our homes have a vital importance to our identity and quality of life, and cumulatively they have an equally important role in shaping how our towns and landscapes look, and feel. This Guide has been published by Thurrock Council to provide advice to residents who wish to expand or alter their home, or to convert other buildings into homes. Our intention is that, by offering clear guidance and design standards, we can help to protect and enhance the quality of Thurrock's built environment for all.

The Council has planning policies that determine the kind of development it can support and wants to achieve. The policies are available via the Council's website¹, and should be consulted if you wish to make a planning application for your extension, alteration or conversion. You can also look up your address using the Council's on-line map² to see what area-specific constraints are relevant to your home.

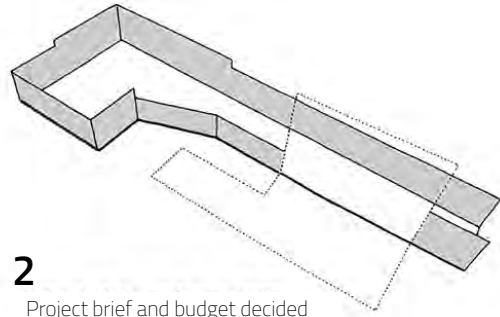
This publication offers guidance to both planning officers and applicants on how to comply with the policies and achieve the best possible residential environment.

When developing a proposal, you will need to balance your own needs and that of your family with the needs and rights of your neighbours and what is also best for the wider community. This Guide has been structured to help you achieve this balance.

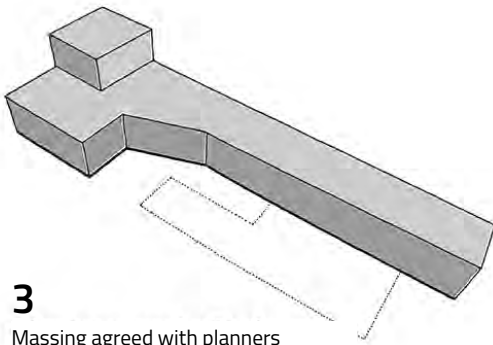
The Guide begins with advice about good design process and all the things that residents will need to consider when planning and building their extension or alteration (Section 2). It then explores the particular character of Thurrock and how alterations and extensions may differ depending on where they are (Section 3). Then, we outline some general design principles for all residential alteration, extension and conversion projects (Section 4), before giving more detailed, project-specific guidance and standards (Section 5). The Guide ends with advice about how to seek further information (Section 6) to assist your project, a glossary (Section 7) explaining the meaning of technical terms used in this Guide, and a standards chart (Section 8) containing all the crucial guidance and standards set out in this Guide.



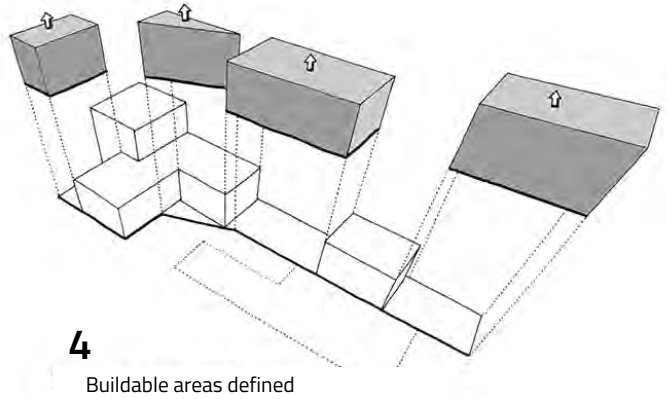
1
Site constraints understood



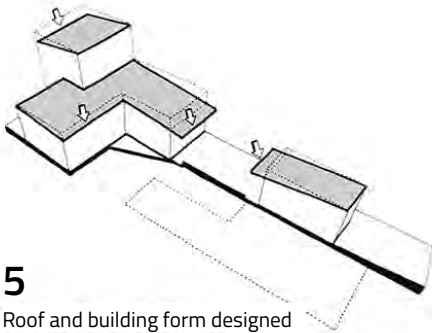
2
Project brief and budget decided



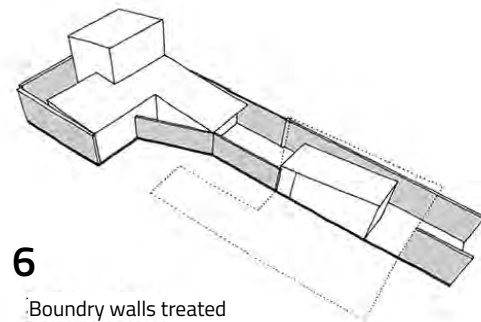
3
Massing agreed with planners



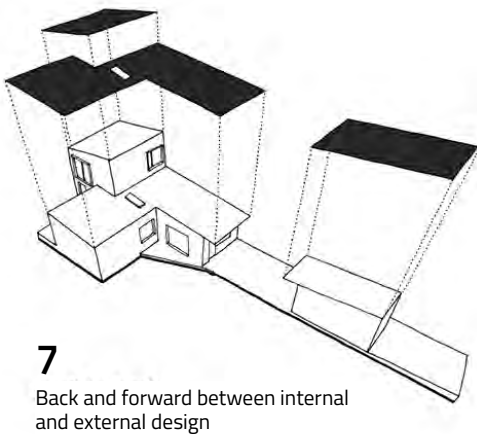
4
Buildable areas defined



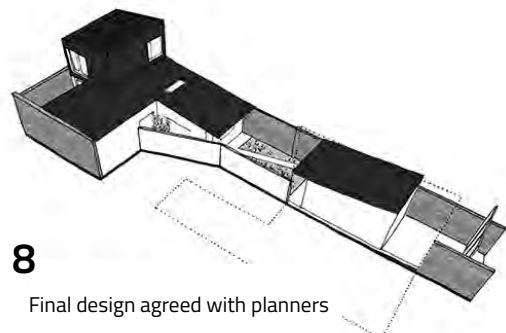
5
Roof and building form designed



6
Boundary walls treated



7
Back and forward between internal
and external design



8
Final design agreed with planners

2. Design Process

Design is a process, however large or small your project is. This section offers some principles for achieving a good design process and therefore a well-designed extension or alteration. It is not exhaustive – see Section 6 for advice on where to get further information or assistance.

PERMITTED DEVELOPMENT OR PLANNING PERMISSION?

The first thing to think about is the best process for building your extension, alteration or conversion. In the UK, there are two main routes for this, Permitted Development and Planning Permission, and your decision about which to choose may have a big impact on the size and character of your project. It is always advisable to contact the Council's planning team for advice on which route to choose.

Permitted Development (PD) is a set of rules that allows the public to alter or create buildings without needing to seek permission from the local planning authority. The scale and complexity of what can be built under PD are limited, and the rules for this are set nationally.

If you choose to build under PD rules, you should make sure that the development complies with these national rules, but you do not need to seek formal approval before building your project.

Many people choose, for peace of mind or to resolve any potential disputes, to seek a Certificate of Lawful Development from the Council that proves that their project is lawful.

Permitted development does **NOT** apply in all places and to all buildings, including:

- residential buildings that are not single houses, such as blocks of flats or houses converted into flats;
- where PD rights have been removed by Article 4 such as many Listed Buildings;
- buildings where there are 'conditions' in place relating to prior planning permissions.

In some places, such as in the Green Belt or in Conservation Areas, Permitted Development may be different or suspended entirely, and you should check whether any of these situations apply to your home both to aid in choosing the best route and to establish any restrictions that may be in place that will impact upon your project. See Section 3 for more on this.

The rules for PD are set nationally and therefore change occasionally in ways that are outside

of the Council's control. See Section 6 for advice on how to find and interpret current PD legislation.

If you think that your proposed extension or alteration is larger or more ambitious than PD allows, or if PD does not apply or is limited in your local area, you will need to seek planning permission from the Council. This will involve producing a planning application, including drawings of the project³, for review by the Council, from whom you need planning permission before work can commence on site. The Council may also reject the application or propose conditions for how the project is built and how its impact on its surroundings can be managed.

Although the guidance and standards in this Guide are intended primarily for residents who choose to gain planning permission for their extension or alteration project, and will also be used by planning officers and their colleagues to assess individual applications, a lot of its contents will be equally applicable to residents who choose the PD route.

Whichever route you choose, please note that a separate Building Control approval may be needed for any project. Please contact the Council's Building Control team to understand more about this process.

PROFESSIONAL HELP

Working with a good architect or designer can be invaluable in helping to make the best possible residential extension or alteration, and although the cost of paying design fees can be seen as an extra, the added value can, often offset this cost. For example, avoiding a refusal on design grounds saves you time and money. Higher design and built quality rewards you with styles that last and higher property value.

The Council recommends that residents use a suitably qualified and experienced professional (such as a qualified architect) to prepare your planning application, but it is generally best to engage with them earlier than this so that they can help turn your requirements into a brief and advise on the best planning or construction process for your project.

The Royal Institute of British Architects offers a 'Find an Architect' service⁴ that allows residents to search for architects by location and by specialism, and the ARB Architects Register⁵ has a public database of all registered architects in the UK.

Whatever your intentions for your project, and whether you intend to develop a scheme using PD or planning permission, we also advise that you consult with the Council's planning team as early as possible in your development of the project. There is a charge for pre-application services but the advice you receive can be vital in creating a better quality scheme and one that better relates to planning policy.

FUNDING

A clear budget is as important to achieving a good quality project as getting the design right. An extension can cost about 1500-3000 per square meter but unpredictable factors, such as the weather or availability of materials, can affect costs.

Employing professionals such as an architect or a qualified quantity surveyor can help ensure that a project stays in budget without compromising quality. The Royal Institute of Chartered Surveyors offers a 'Find a Surveyor' service⁶ to help find a local qualified professional to help with your project.

3. Examples of drawings available at: <https://www.thurrock.gov.uk/householder-planning-applications/overview>

4. Find an Architect service available at: <https://www.architecture.com/FindAnArchitect>

5. ARB Architects Register available at <http://www.architects-register.org.uk>

6. Find a surveyor service available at: www.ricsfirms.com/search



An examples of innovative design proposal by McLaren.Excell

DESIGN QUALITY

The Council wishes to encourage the best quality design in all applications it receives. In general, the Council will seek to ensure the standards of quality to be achieved in way that conforms to current planning policy, whilst also encouraging excellent design that exceeds minimum standards.

The Council advocates good quality innovative design regardless of the scale of a project, and schemes will be considered on their merits in relation to both their immediate and wider context.

Existing alterations and extensions that were built under previous guidance will not necessarily be acceptable justification for poor design or projects that do not comply with the new standards.

The guidelines and examples offered in this document are not exhaustive and may not be relevant in every case. If you believe that your proposal differs from these guidelines but demonstrates an innovative, contemporary and sustainable design approach that is appropriate to the context of your proposal, you will be given opportunity to explain in detail with supporting drawings the reasons for departing from the guidelines. Each application will be considered on its own merits and tested against the planning policies outlined in the Local Plan.

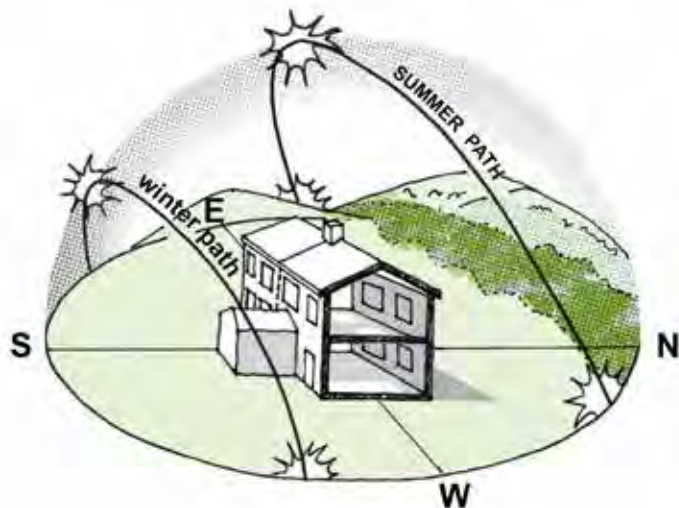
SITE & CONTEXT

When beginning to design your extension or alteration, or when talking to an architect or designer about what you need, the site and the existing building(s) are fundamental. Thinking about the particularities of your site will help to create extensions or alterations that preserve or enhance the positive qualities of your home as well as ensuring that the new or changed spaces are as good as they can possibly be. What is positive about the house and site that should be preserved or enhanced? What is negative that should be corrected or resolved as part of the works?

Daylight: Another aspect of 'site' to consider is sunlighting and daylighting, and the impact your project could have on the daylight received in your garden, home and within the extension itself, as well as any impacts on your neighbours' light. Observe how the different areas of the home are lit at different times of the day and year and how this might be impacted – for the better or for the worse – by the proposed development.

Ground Level: If there is a difference between your plot and external ground levels then this may increase the impact of your extension on the daylight and privacy of your neighbour. In cases where the level difference between properties is particularly significant you may be required to either: a) reduce the maximum height of your extension or b) set in your extension from the boundary c) alter or restrict external ground level.

Location: Another crucial consideration is where your home is located in Thurrock. The local context should play a key role in determining not only the scale or shape of what you build, but also its character and materials. In Section 3 of this Guide, we have provided a map of Thurrock that will help you locate your home and make decisions about how your location should shape your project. This will include practical considerations, such as which materials to build with, as well as any development restrictions that may be in place, such as Conservation Areas.



The relationship between sun, house orientation and daylight



Consider some common minimum dimensions for a comfortable home

INSIDE-OUT

Whilst the majority of standards and guidance in this Guide are concerned with the exterior of the home and the impact of extensions or alterations on its context, as a design process it is important to first consider the internal arrangement. Thinking about the whole home, including how existing rooms may be affected by any extensions, can result in a better layout. Think about how you use the spaces that you currently have, and what could be improved about their arrangement. For example, do you spend a lot of your time in the darkest part of the ground floor of your home? Could you reconfigure the home so that the best part of the house is where you spend the most time? You then need to go back and forth between the internal arrangement and external appearances to ensure they are balanced.

The nationally described space standard is a document provided by the Department for Communities that offers guidance on the minimum areas of new homes. Building Regulations 'Part M' offers guidance on how to achieve accessible new buildings.

TALKING TO THE NEIGHBOURS

If you apply for planning permission, your neighbours will be informed of the proposals and given the chance to view, comment on, object to or support them, and the planning documents you submit will be available to the public at the Council offices or on-line. Whilst you are not obliged to discuss your proposals with your neighbours before this formal process begins, the Council strongly advises that you do so as honest, clear communication from the start of a project has a better chance of achieving a good quality scheme. Explaining your ideas to neighbours in an informal way, and considering their comments, can help to create a smoother and more positive process for all in the long run.

ENERGY EFFICIENCY & SUSTAINABILITY

The Council wishes to encourage energy efficiency and sustainable development in even the smallest of projects, from choosing local or ethically-sourced materials through to high-technology solutions to minimise energy consumption or generate heat. You may wish to include details of your intentions regarding sustainability and energy use in your planning application.

The notes below provide some quick tips for achieving more sustainable proposals, whilst Section 6 contains some useful contacts to find out more about achieving a sustainable, energy-efficient project:

- Bigger is not always better. If the extension is too deep for natural light to penetrate, the resulting spaces may become dark and uncomfortable, with an effect on wellbeing.
- Invest in good quality materials. good quality windows and high performance insulation can reduce your home's energy consumption. This may mean a higher initial outlay but long-term savings. New windows and doors will need to meet the current U-values required by the Building Regulations.
- The same design can work completely differently depending on your building orientation. Large south-facing glazing might result in overheating, for example, if no shading is provided.
- Careful planting of trees and shrubs can improve the visual appearance and environmental quality of a home, for example by protecting open space from a busy road. Well-landscaped houses tend to have a significantly higher market value too.
- Think about drainage and water run-offs. Green roofs can be an attractive solution whilst reducing rainwater run-off and wherever possible paving should be permeable. Hard-landscaped private gardens contribute to flash-flooding in local areas.
- Energy can be collected from naturally replenished resources, such as wind or sunlight. Systems which use renewable energy can increase the energy efficiency of a home and reduce energy bills.



This rear return extension by Sam Tisdall features strong environmental strategy: the glass box contributes by acting as a solar collector, with hot air distributed throughout the house by a heat recovery system; a green roof offers attractive view from upper level of the extension; solar water heating and photovoltaic panels were installed and a recycled water tank placed in the old cellar provides water for the garden.



2. Thurrock

However small or insignificant you consider your extension or alteration, it is important to understand its context in order to ensure good quality design and appropriate development. Amongst other considerations, proposals will be assessed in how well they respond to their context. The requirements for contextural considerations do not, however, suggest that designs that closely mimic past architectural languages are necessarily appropriate. The Council will equally support good quality designs that respond positively to the context in a contemporary way .

THURROCK

Thurrock is closely associated with the Thames. Development, and Thurrock's larger settlements, have tended to occur near the river and adjacent to key industrial sites such as Tilbury Port.

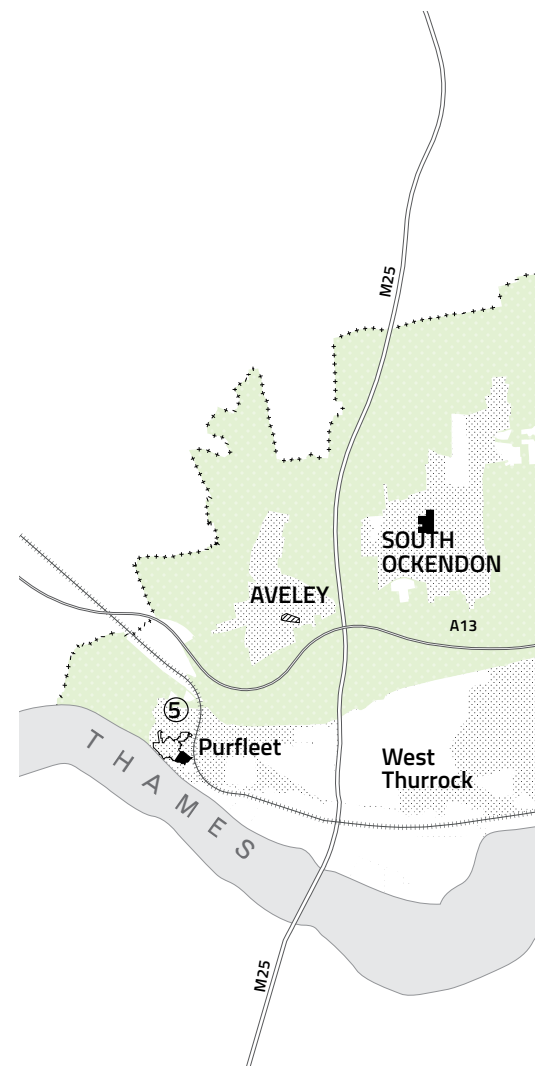
Many of Thurrock's settlements have their roots in ancient parishes and many survive as villages or hamlets. Others grew in the 19th and 20th centuries into more significant settlements, often in relation to Thames-side industry. At the start of this period, development included terraced houses for port workers and larger homes for wealthier families in areas such as 'the Avenues' in Grays.

Significant areas of residential estates have been built since then. They have a highly varied character, from low-density interwar bungalows to Modernist townhouses and tower blocks and late 20th century private houses such as at Chafford Hundred. Some of these estates and the housing on them are of local, national and international heritage value, such as the Bata Estate at East Tilbury.

65% of Thurrock is designated as 'Green Belt', which means that development, including residential extensions or alterations, is more tightly controlled in order to preserve the shape, scale and character of the area's established settlements.

Thurrock Council has set out a series of 'place typologies' in its Design Strategy SPD – this Guide refers to these types as a way of helping you understand the context of your project. Please also refer to the Design Strategy SPD, available via the Council's website, for more on these place types.

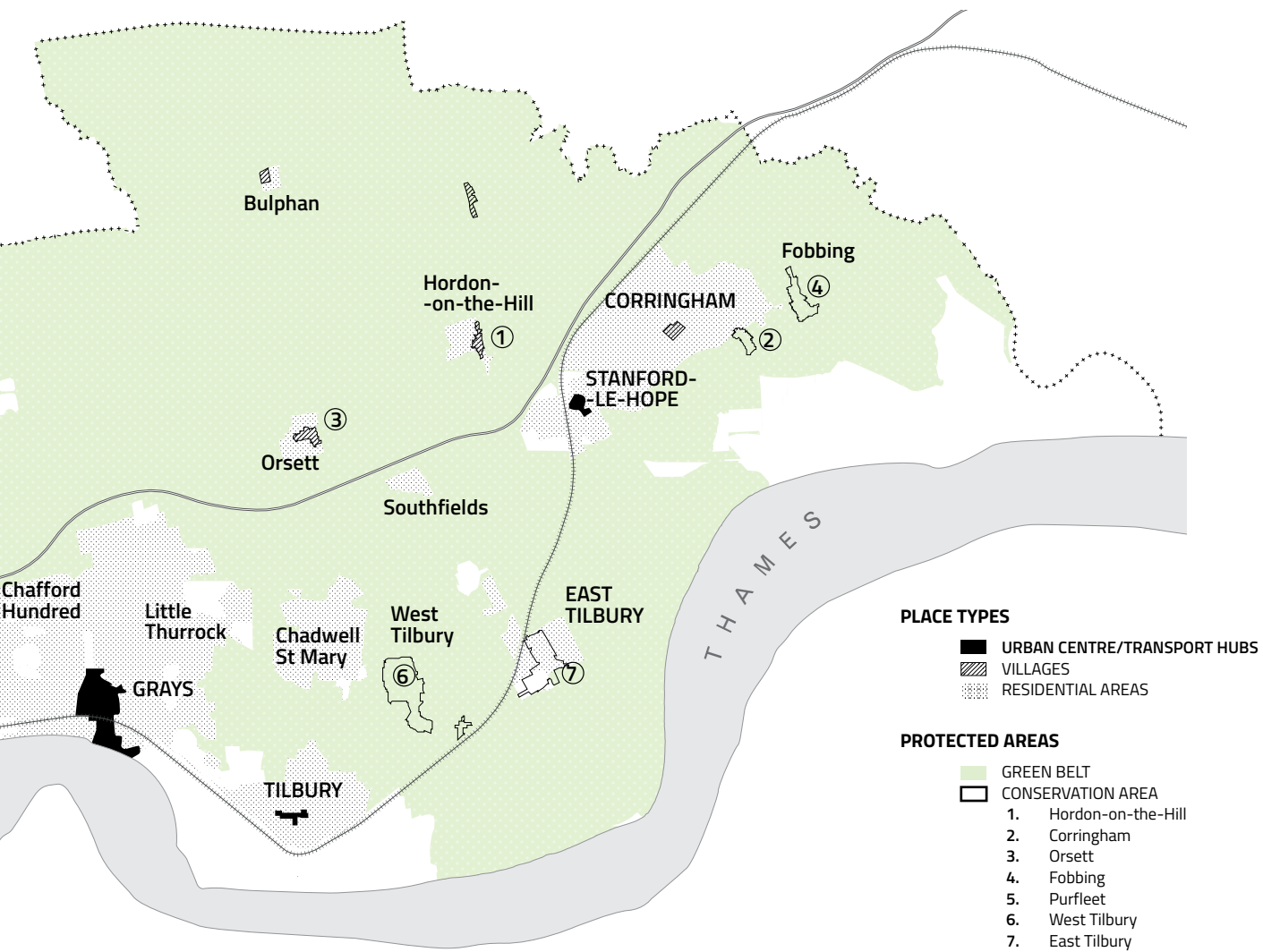
Your home is likely to be located in three of the five place typologies outlined in the Design Strategy: Urban Centres & Transport Hubs, Residential Areas and Rural Locations. The map and accompanying notes present a simplified version of Thurrock's setting and types of place, as well as showing Conservation Areas. The right design response to a project's context



will depend a great deal on where your project is in relation to the type of place in which it is situated as well as whether or not the project is in a Conservation Area or near Locally Listed Heritage Assets.

Urban Centres & Transport Hubs

Thurrock has five urban centres, the largest of which is Grays. Urban centres are mixed-use locations which serve as a focus for retail, commercial, community and education uses, with good accessibility particularly by foot, cycle and public transport. These are places where an increase in residential development, in principle, will generally be encouraged, particularly if close proximity to public transport can be demonstrated. Close attention should be paid to the established character of the urban centre in which your project is situated.



Rural Locations

Thurrock's Rural Locations contain several villages, Green Belt and Residential frontages. The Green Belt in Thurrock is protected and maintained through the principles set out in Government guidance. There are a number of localities within the Green Belt, identified by the Council as Established Residential Frontages, where there can be some relaxation of normal Green Belt Policy. Each of Thurrock's villages has a particular rural character, reflected in the layout and appearance of its buildings and spaces, and this character should be considered if you are proposing a project there.

Residential Areas

Thurrock's residential areas vary from nineteenth century terraces on the fringes of urban centres through to early twentieth century detached villas (e.g. at Grays), post-war, low-density suburban estates (e.g. at Corringham) and more recent, higher-density housing estates such as at Chafford Hundred. The majority of Thurrock's residents live in these housing-dominated areas and each has a particular character.



An example of rear extension by Diseño Interior Bruto

4. Design Principles

If you are considering an alteration or extension to your home, you will need to balance your own needs and that of your family with the needs and rights of your neighbours and what is best for the wider community.

This section of the Guide includes a number of standards grouped into these three categories – home, neighbour and community – to help you find a way of balancing all of these needs and constraints in a way that makes the best possible alteration or extension project.

4.1 HOME

These standards are about ensuring that the quality of your home – for you and for any future residents – is maintained and improved by the proposed extension or alteration. They should be closely followed for all residential extension or alteration projects except in circumstances where the proposal breaches any design principles concerned with Neighbours (4.2) and with the wider Community (4.3).



A **subservient** approach

CONSIDERATIONS

The new extension or alteration should respect and respond positively to the character of the original dwelling such that its character is maintained or enhanced. There are different ways to achieve this.

Subservient: This would include making the addition smaller and lower than the existing house and setting back from the prominent outer wall so that it appears subordinate to the main house. If this approach is taken, the materials used should complement the materials used in the main house but need not match them.



A **seamless** approach

Seamless: Another approach is to make the addition look like part of the original house, matching the materials and continuing the form of the existing building. In projects adopting this approach, there is a particular need to ensure that factors like materials and window details and proportions have been carefully considered to ensure a seamless final development.



A **special** approach

Special: Finally, there are cases in which the extension or alteration deliberately differs from the existing dwelling, whether by using the most up-to-date materials, method of construction or design ideas in the technical and aesthetic sense. The Council welcomes such proposals if a positive relationship with the existing dwelling and its context is achieved (see the rest of the chapter and Section 5 for more details).



An extension which transforms the organisation of the ground floor of the dwelling,
Emily Greeves Architects

Extensions or alterations should be designed so that new rooms benefit from adequate daylighting and existing rooms do not have their amount or quality of daylighting reduced. This may influence the shape, size, proportion and location of windows. Rooflights can help to bring light into the middle of a dwelling and provide light to rooms with reduced light as a result of extensions or alterations.

Extensions or alterations should ensure that they provide an environment which is usable, accessible and welcoming to people of all abilities. Building Regulations requires that new construction should not be less accessible than the existing building [<https://www.gov.uk/government/collections/approved-documents>].

Extensions or alterations should be secure. Design advice is provided by the Police Secured by Design website [www.securedbydesign.com]. In general, it is advisable that windows and doors should meet British Standard BS7950 and any ironmongery should meet PAS23/24.

Extensions or alterations should be designed so that internal floor to ceiling heights are adequate for a good quality internal environment. Residents should take into account internal surfaces and floor finishes when working out the final floor to ceiling height.

It is worth noting that simply 'adding a room' to the existing dwelling is not always the best solution. Thinking about the whole home, including how existing rooms may be affected by any extensions, can result in a better layout.

It is important to think not only about the extension or alteration in relation to the home, but also in terms of its impact on your external amenity, i.e. any gardens, yards or other open space associated with your home. Whilst some extension or alteration projects will inevitably result in a reduced amount of this amenity space, the Council will expect proposals to demonstrate that an acceptable amount and quality of amenity space is preserved, with adequate daylight and access to the home.

4.1.1 The extension or alteration should respect and respond positively to the character of the original dwelling such that its character is maintained or enhanced.

Area of curtilage (m²)	Proportion buildable
up to 100	40%
100 — 500	30%
500 — 1000	20%
>1000	10%

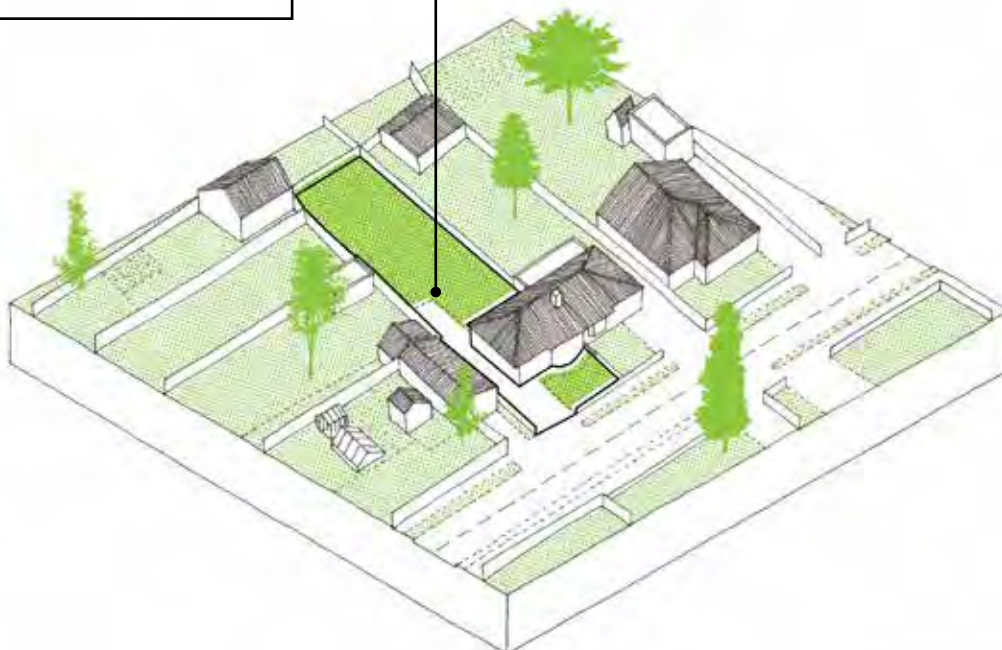
4.1.2 An alteration, extension or outbuilding should function well for its intended use, and adequate daylight and natural ventilation should be maintained to the new construction and to the existing building where the addition is attached.

To calculate the curtilage, subtract the footprint of the original house and any original outbuildings from the total land area of the plot (see Case Study 1 & 2). This standard must be applied in conjunction with other standards in the the Guide., Those standards may further reduce the buildable areas.

4.1.3 As a result of the proposed extension or outbuilding, the total area of the curtilage covered by buildings should not exceed the following proportions, and the remaining garden should be usable and fit for purpose.

4.1.4 Extensions and alterations should comply with Approved Document M of the Building Regulations, including ensuring that extensions and alterations are no less accessible than the existing building.

This bungalow, in a residential area like Corringham, has a plot of 500-1000m² so its owners can build on up to 20% of the plot which is not already occupied by the dwelling (Standard 4.1.3)



Case Study 1
Interpreting Standard 4.1.3 to extend a property with a large plot



Case Study 2

Interpreting Standard 4.1.3 to extend a property with a medium-sized plot



Project

This is a plan of the example above. Minus the original dwelling and its original garage, the plot is 211m², meaning that an area of 63m² (30%) can be added, subject to other planning policies and standards. Here are three possible approaches.

Approach 1 - Rear Extension

You could propose a single rear extension of up to 62m². This example connects the dwelling to its garage.

Approach 2 - Outbuilding associated with existing garage

You could propose a single outbuilding of up to 62m², in this case expanding the existing garage. This approach might be particularly suitable for creating space for a hobby or start-up business.

Approach 3 - Combined rear and side extensions

You could propose to extend to the side and rear of the property, with a total combined area of 62m². Such an approach would lead to a larger retained rear garden.

4.2 NEIGHBOUR

These standards are intended to ensure that changes to your property do not adversely affect your neighbours' enjoyment of their own properties.

CONSIDERATIONS

The rooms of a dwelling can be divided into 'habitable rooms' (which are occupied for long periods of time, such as bedrooms, living rooms or kitchen-diners) and 'non-habitable rooms' (such as bathrooms or separate kitchens). Habitable rooms are more sensitive to overlooking and overshadowing than non-habitable ones. Extensions or alterations should be careful not to have an overbearing impact on adjacent properties, with particular attention to habitable rooms and their windows.

Two-storey extensions and outbuildings typically have a larger impact on neighbours; particular care should be taken to minimise their impact on neighbours' amenity, daylight, and overlooking.

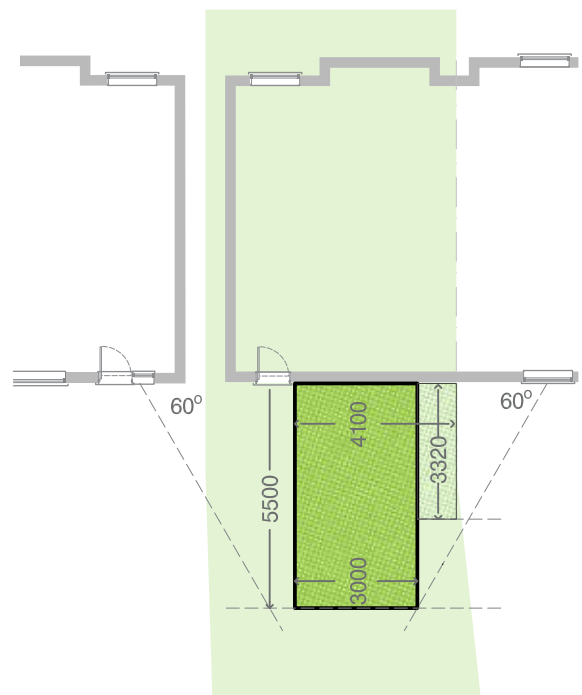
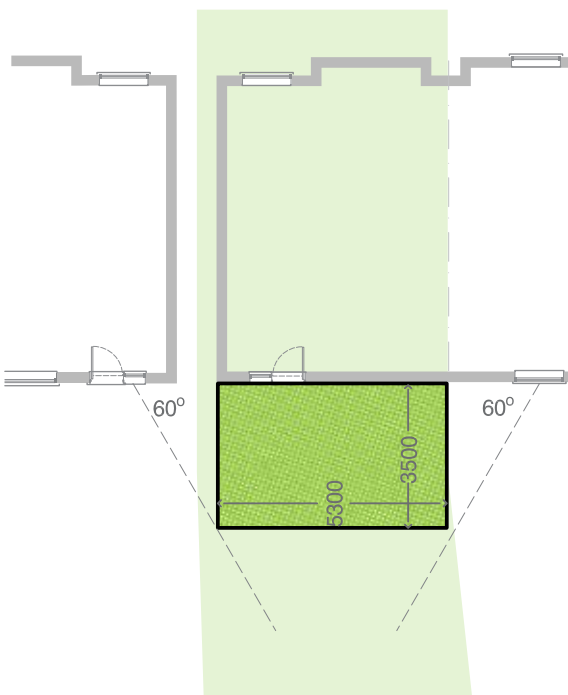
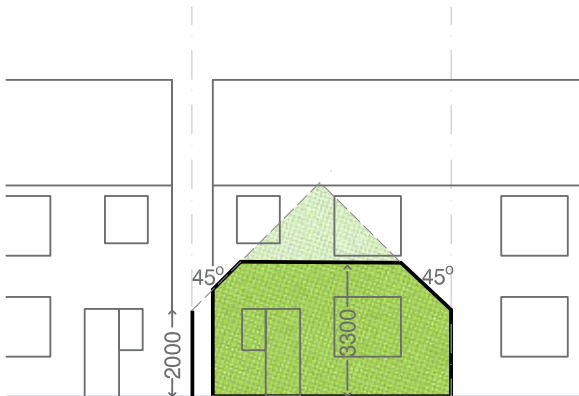
It is essential that privacy is maintained between dwellings. Designs should ensure that privacy (which works both ways) is not compromised by new developments, for example windows overlooking a neighbour's garden.

In fulfilling guidance about overlooking and overbearing impact, you should also avoid creating awkward roof in an effort to comply with the standards, for example small pitches on the edge of extensions to comply with standard 4.2.2.

If you and your neighbour decide that you would both like to build an extension on the same side of the house, you may consider submitting a 'joint application'. This will remove the mutual impact of the extension. A planning permission on a joint application will normally be subject to certain conditions such as both extensions being constructed at the same time.



A joint application removes the impact of the extension on each other



Case Study 3

Interpreting 4.2.2 (a) and 4.2.3

Option 1 - 1 Storey Extension
45 degree from 2m at boundary

Option 2 - 2 Storey Extension
45 degree from middle of the closest window

4.2.1 Extensions and outbuildings should not have an overbearing impact on adjacent properties or cause them to be excessively enclosed or overshadowed.

4.2.2 The height of an extension or outbuilding should not normally exceed the following limits:

(a) a vertical plane inclined at 45 degrees from the boundary, starting at a level 2m above the

ground on the neighbour's side, or from the middle of closest ground floor window of a neighbouring property.

(b) a vertical plane inclined at 45 degrees from the top of a neighbouring building, where it is located on or next to the boundary.

(c) Taller buildings and extensions may be acceptable where two adjoining properties are being extended at the same time.

4.2.3 The depth and width of an extension or outbuilding should not normally exceed a horizontal plane inclined at 60 degrees from the middle of a closest ground floor window of neighbouring property.

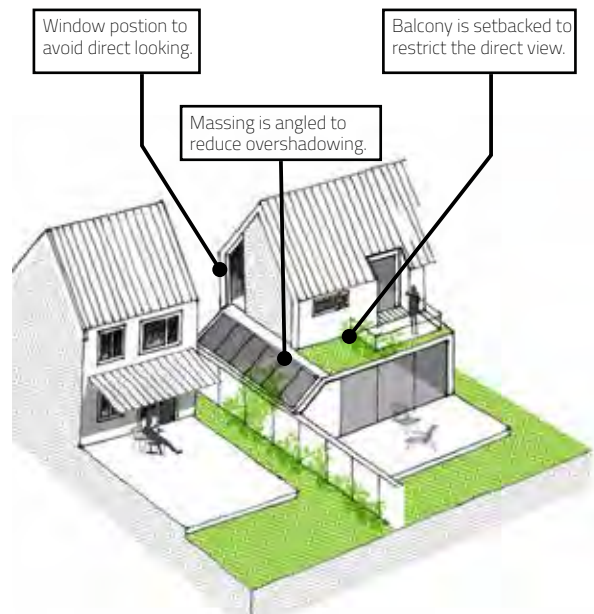
4.2.4 Two-storey extensions and outbuildings will normally be required to meet the following criteria:

- (a) The dimensions comply with standard 4.2.2 and 4.2.3.
- (b) The proposal demonstrates high quality design.
- (c) The roof form, if visible from a public realm, should be the sympathetic to the host building.

4.2.5 Windows in elevations that directly face a neighbouring property that would lead to overlooking should be avoided unless obscure glazed, and either fixed shut or restricted to an opening width of 100mm. Windows and glazed doors that are set back from the property boundary and well screened by boundary structures will normally be considered acceptable.

4.2.6 Where an extension or outbuilding is constructed on or up to a property boundary, no part of the construction should overhang or intrude into the adjacent property, including eaves and rain gutters.

4.2.7 Proposals which exceed the limits in 4.2.2 and 4.2.3 will be required to provide the extra design and technical information to demonstrate that they are acceptable in terms of design, amenity, daylighting, overlooking in relation to neighbouring properties. The extra information required will be based on each site condition but it will normally include professional shadow analysis, outlook and daylight analysis and realistic façade rendering(s).



A proposal featuring a variety of solutions to reduce the impacts on neighbor's privacy and daylight.

4.3 COMMUNITY

These standards are about ensuring that changes to your property do not adversely affect the community at large and the character of the built environment surrounding your home.

CONSIDERATIONS

The extension or alteration should respect and respond positively to the surrounding setting, so that its character is maintained or enhanced. A first step towards achieving this would be to locate your home using the Council's Planning Constraints map and to see what special policy designations, such as the Green Belt or a Conservation Area, may apply. Each of these will have an impact on what you can propose.

The map in Section 3 also illustrates a number of 'place types' that make up Thurrock's built environment. Consider what 'place type' your proposals sits within to help consider what kind of extension, alteration or conversion will be appropriate in that context. These place types will be taken into consideration by planners evaluating applications.

It is also important to consider the more immediate context of your proposal – the surrounding street, public space, square, close or landscape. What is the predominant character and organisation of the place and how might your proposal positively respond to this character? For instance, in most cases where there is a strong, repetitive architectural character to the homes in your area, proposals which damage this repetition will not be appropriate. In other locations where there is a great variety of architectural characters, a more varied approach is likely to be appropriate.

Extensions which address or are situated on street corners have a particular prominence in the street scene and may be more suitable for 'seamless' or 'special' design approaches than those within blocks or streets, in order to positively address the surrounding public spaces.

Satellite dishes and aerials tend to create visual clutter and can detract from the character of the street if located in a prominent position. In these situations, cable services and ground-level dishes in the back garden may be suitable alternatives.

Trees in close proximity to a proposed extension may be specially protected by Tree Preservation Orders or protected from felling and heavy pruning by virtue of being in a Conservation Area. It is advisable to check with the Council first if you intend to remove or undertake works to a tree to accommodate an extension.

The majority of land within Thurrock is designated as 'Green Belt', which means that development is more tightly controlled. If your home is within the Green Belt this is likely to have a significant impact on what will be appropriate, as identified in the standards below.

You should also consider the impact of your proposal on parking in the area. The extra accommodation may be refused if the required additional parking cannot be accommodated in an area where there're insufficient parking spaces. New parking spaces within your property are likely to need 'drop-kerbs' onto the property and this can have an impact on on-street parking. Conversely, a loss of space within your property, for instance to make way for an extension, can increase pressure on existing on-street parking. The impact of these questions on the acceptability of proposals will be considered in relation to parking demand in the local area, and you may wish to discuss this in your application, with reference to the 'place type' in which your proposal sits.

4.3.1 The form and scale of the extension or outbuilding should be appropriate to the original dwelling and the surrounding development pattern.



An example of corner plot side extension with design features respect its surrounding environment.

4.3.2 Corner plots require a distinct design approach that responds positively not only to the dwelling but also to the neighbouring houses and the street scenes.

4.3.3 The extra parking requirements and the impact of the proposal on on-street parking will be taken into account according to the Council's current policy.

4.3.4 If your project is in the Green Belt, the following restrictions apply:

(a) Where an extension is considered acceptable, it should be proportionate in size to the original dwelling. Extensions will be limited in size to the floor area of two reasonably sized rooms of the original dwelling. Any extension should be of a scale, size, siting and design, and of materials of construction, such that it does not harm the appearance of the original dwelling, the immediate locality and the countryside in general.

(b) There will be a presumption against extensions to dwellings that are not in permanent residential use, to temporary dwellings, and to dwellings nearing the end of their lives on sites where replacement would not be permitted.

(c) Extending the curtilage of a residential property in a way that involves an incursion into the Green Belt will not be permitted.

4.3.5 Satellite dishes and aerials should be sited in an unobtrusive position and should not be located on walls, chimneys or roofs that are visible from the street. Multiple dishes and aerials should be avoided. Cables should be run internally or up the rear wall in discrete positions and be coloured or painted to match the background wall.



NOTE ABOUT SEEKING PERMISSION

If you live in a flat, or a house converted into flats, you will need to seek planning permission for front extensions, porches, rear extensions, side extensions, roof alterations & extensions, additional storeys and outbuildings.

If you live in a house, planning permission may not be necessary for a small porch, rear extensions, side extensions, roof alterations & extensions and outbuildings, if your proposal complies with Permitted Development rules (see Section 2), but it is always advisable to check with the Council's Planning team before starting work. Additional restrictions apply to extensions to homes which are located in the Green Belt or in Conservation Areas.

5. Common Projects

In this section we explore ten common extension, alteration or conversion projects. Whatever your plans for your home, it is likely that they will be one of these common projects, or a combination of them.

Different kinds of projects have different kinds of impact: on your home, on your neighbours, and on your community. Accordingly, the guidelines and standards in this section are grouped, like the general design principles, into three categories: home, neighbour, community. Getting the balance right between these three considerations is the key to achieving a great extension, alteration or conversion.

The guidelines and standards for these common projects should be read (and used) in conjunction with the general design principles that apply to all projects in Section 4.

5.1 FRONT EXTENSIONS AND PORCHES

Porches and front extensions can have a big impact on the quality of life of a home and its market value because they not only fulfil multiple functions but also set the tone for your entire house.

Being located at the front means that they are subject to more restrictions under neighbour and community design principle than other forms of extension.

HOME

A front extension or porch should be carefully designed so as to create a sense of arrival while remaining a cohesive part of the exterior scheme.

A front extension or porch should function well for its intended use and maintain adequate daylight and natural ventilation to the interior of the existing house.

A porch should provide a welcoming and direct entrance route and sufficient circulation space, taking into account any coat storage and door swings. Porches and front extensions should complement the appearance of the existing building and should not normally merge with existing projections such as bay windows.

NEIGHBOUR

An insensitively designed or excessively large front extension or porch could have an overbearing or overshadowing effect on a neighbour's front garden and the interior of their home, or spoil the appearance of a semi-detached pair or terrace of houses.

COMMUNITY

Porches and front extensions are generally highly visible alterations that can change the character of a building and the street. They can have a particular impact where front gardens are an important characteristic of the area, and where the street has a regular pattern of buildings and a clearly defined building line (as in many streets of terraced and semi-detached houses).

5.1.1 Front extensions and porches should complement the character of the street, including any existing pattern of front extensions, and respect existing building lines, particularly where a strongly defined building line forms an important characteristic of the street.

5.1.2 Front extensions that are larger than porches will generally only be acceptable where the front garden is unusually deep and the extension does not break clear of existing building lines along the street. In areas where there is an irregular building line and properties are well set back with large front gardens, front extensions may be more acceptable.

5.1.3 In areas where entrance canopies or open porches form a particular feature of the original dwelling, these should generally not be enclosed as porches.



What a case officer would consider for front alterations and extensions on this street in Thurrock

5.2 REAR EXTENSIONS

Being located at the rear means they are less visible from public domain, and for this reason, the requirements for rear extensions, particularly single-storey, will be more relaxed in matching the design, fenestration or roof type of the existing building. A well-designed rear extension can radically improve the quality of life within the home with relatively little impact on your neighbours or wider community.

HOME

A rear extension is an opportunity to improve the quality of your living space, better connect the house with the garden, and bring more light to the centre of the main house. Think about orientation and daylighting in relation to the activities that the extension should provide and the times of day it will be occupied.

It is often desirable to have larger openings than are present within the existing house. Bear in mind the larger the openings, the more heat exchange. So it is important you invest in quality windows, doors and overall construction method to make your extension energy efficient.

A full rear extension offers a more integrated and comfortable space than a conservatory. The common problems with conservatories is their tendency to be too cold to use in winter and too hot at the height of summer. Making a conservatory into a full extension can integrate an otherwise isolated space as part of the house by opening up the exterior wall between them, although you may need planning permission for doing so. Most importantly it offers opportunity to make your house more comfortable and more energy efficient to use.



An angled glazing providing daylight to the extension without overshadowing the neighbor by Platform 5 Architect

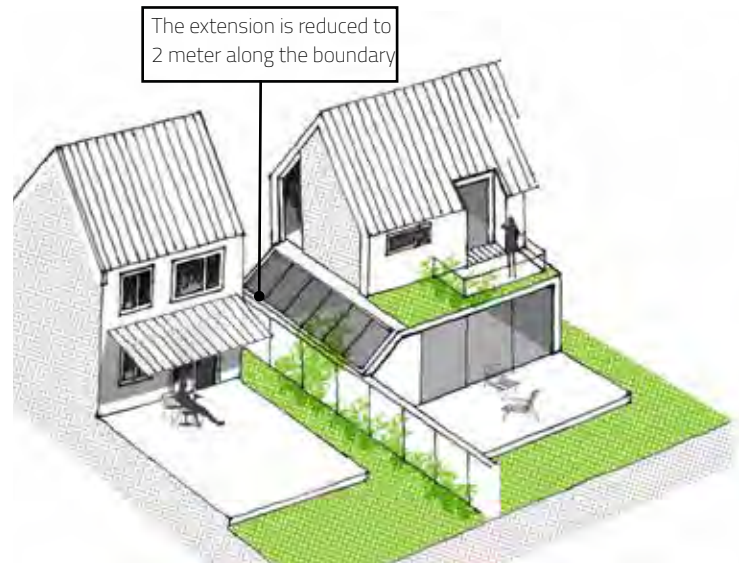


A contemporary rear extension following the historical extension pattern by Robert Dye

NEIGHBOUR

The design should create comfortable living spaces within the home while avoiding overshadowing and overlooking neighbouring properties or creating an overbearing impact.

Two-storey extensions are more visible and have a greater impact on neighbouring properties, therefore more restrictions apply. Two-storey rear extensions are often unsuitable at the rear of terraced and semi-detached properties because of the visual intrusion and overshadowing that would be caused to neighbouring properties. However, each case will be considered on its merits, and two-storey extensions may be acceptable where it can be demonstrated that there is no harm, subject to compliance with Standard 4.2.2 and 4.2.3.



An example of rear infill extension employs a variety of solutions to reduce the impacts on neighbour's privacy and daylight.

Flat roofs and monopitch (lean-to) roofs are considered acceptable in most circumstances for single storey rear extensions. Where a pitched roof is proposed, the ridge height should normally be lower than the cill of the first floor windows. To protect the privacy of adjoining owners, flat roofs should not normally be used as terraces or balconies.

A rear infill extension is a single-storey extension to a terraced house that has an existing two-storey rear projection, where the proposed extension fills the gap between the rear projection and the side boundary wall. Care needs to be taken with the height of the extension on the boundary where the neighbour has a small external space adjacent to the boundary wall.

5.2.1 Where a rear extension extends beyond a side wall of the building, standards associated with side extensions apply. (See Section 5.3).

5.2.2 Rear infill extensions should be as close to 2m in height along the boundary as reasonably

possible, where the boundary is an existing garden fence or wall of up to 2m in height.

COMMUNITY

Single storey rear extensions often have little or no impact on the street and are less visible from neighbouring properties. In some circumstances, rear extensions are visible from a public domain such as on a bend of a street or a corner plot, rear garden overlooking a park or raised highway. In these scenarios, more restrictions apply because they can have similar impacts to the character of the community as side or even front extensions.

5.2.3 Where rear extensions can be seen from a public realm, more restrictions apply including how well they complement historical pattern of the neighboring rear extensions, the treatment of the façade visible and roof form.

5.3 SIDE EXTENSIONS

HOME

A side extension can be an opportunity to alter the circulation and organisation of a home's ground storey, or in the case of unusually-shaped plots can have the same transformative impact on the home as a rear extension.

NEIGHBOUR

The design should create comfortable living spaces within the home while avoiding overshadowing or overlooking neighbouring properties or having an overbearing impact on them (see Section 4.2).

COMMUNITY

Side extensions can have a significant impact on the character of the street. The design should respect the architectural rhythm of the houses and the gaps between them. Side extensions should not visually join together semi-detached or detached houses in a way that gives the appearance of a terrace. Two-storey side extensions may be more acceptable at the end of a terrace, or for detached houses, where the context is more irregular and houses are spaced well apart.

If a side extension will be positioned on a corner plot, for instance at the junction of two roads, particular attention should be paid to how the extension will make a positive contribution to the corner, including considering landscaping and side façade.



Home & Neighbour: Best practice photograph
A proposal by Robert Dye feature an unconventional opening avoiding overlooking while providing a desired natural light

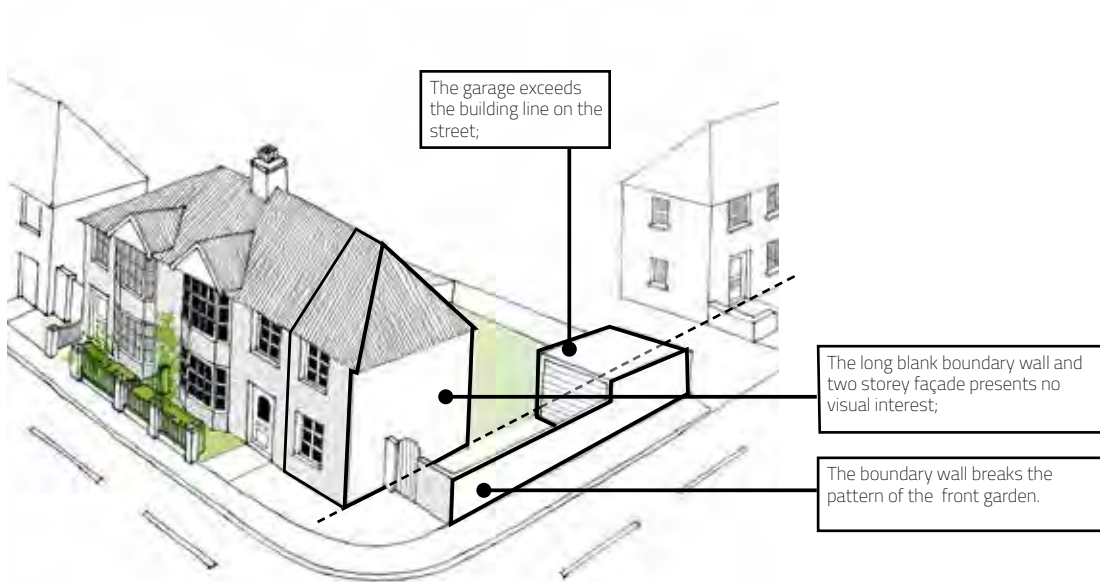


Community: Best practice photograph
A similar architectural approach is continued in this side extension by Sam Causer

The appearance of the extension from the street should be considered, with choosing between subservient, seamless or special depending on the particular context of the project (see Section 4.1).

'False pitched roofs', or tiled fascias applied to the façade of flat-roofed buildings to give the appearance of a pitched roof, tend to look awkward when viewed from the side and should generally be avoided.

5.3.1 A side extension should respect the context of the street, preserving gaps between buildings and rhythm of roof profile where these are characteristic of the area.



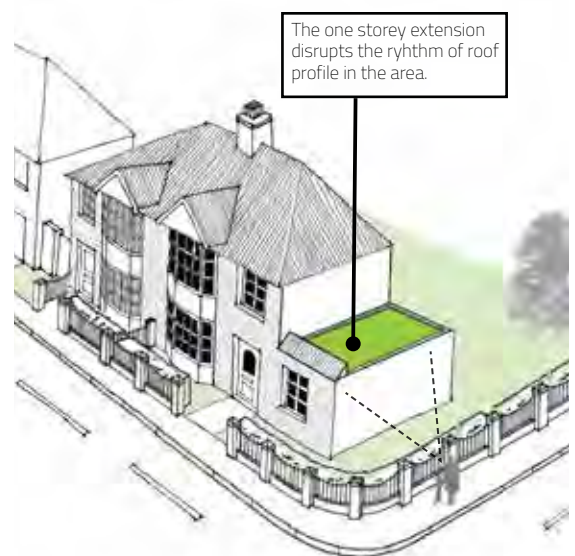
An example to avoid:

A corner plot side extension with negative impacts to its community. Compare this one with the positive example on page 29.

5.3.2 Two-storey side extensions are generally not considered acceptable where the existing layout of detached or semi-detached housing is protected townscape. They may be appropriate in the following circumstances:

- a) they are set back from the side boundary, if the impression of 'terracing' is avoided;
- b) they are on a corner plot and not further than the building lines of both streets;
- c) they are located in the areas where the Council encourages incremental changes or higher density.

5.3.3 Adding 'false pitched roofs' to the face of flat roofs should be avoided.



An example to avoid:

one storey flat roof side extension with a false pitched roof.

5.4 ROOF ALTERATIONS

HOME

A roof extension can be a cost-effective way of increasing space in the home. However, not all houses are suitable for conversion at roof level, due to limited headroom, insufficient area, modern trussed rafters, or lack of suitable supporting structure. In these cases, alteration may be expensive or technically difficult.

The main purpose of adding dormer windows is to bring daylight into the roof space. If an extra floor is created through raising the roof height or adding large box dormers on multiple sides of the roof, different guidance and rules (see 5.5 Additional Storeys) apply.

The layout of the storey below roof level requires careful consideration, as the addition of a stair and any necessary fire partitions tends to encroach on space, typically the bedroom area. Fire escape, structural supports and thermal insulation are important technical considerations that need to be considered early. All roof alterations will need to meet Building Regulations requirements for stairs and fire safety.

When applying for planning permission for roof extension projects, typical section drawings should be prepared and presented along with plans. These can help both you and the planners to understand the actual usable space within the dwelling.

NEIGHBOUR

Roof additions can cause problems of overlooking. Where dormer windows are

orientated towards a dwelling's own private garden, overlooking is usually indirect and is therefore acceptable. However, privacy can be an issue in high-density residential areas where overlooking has otherwise been minimized. Side-facing dormer windows will not normally be acceptable where they are orientated directly towards the private garden or window of an adjoining dwelling.

Larger roof alterations such as large 'box' dormers can appear overbearing from neighbouring properties, particularly when they occupy the full width or height of the roof slope, and tend to give a greater perception of overlooking than modest, traditional dormers.

Roof terraces and balconies can provide small but useful amenity spaces, but they can also cause overlooking or noise disturbance to neighbouring properties. Roof terraces and balconies are most suitable where dwellings are well-separated, and in high density areas where amenity space is limited at ground level and neighbouring gardens are already overlooked. Solid or obscure glazed balconies can help to provide privacy but tall screens can have an overbearing or overshadowing effect and should generally be avoided.

5.4.1 Large 'box' dormer windows occupying the full width or height of the roof slope will NOT normally be acceptable.



Avoid: an overbearing full-width box dormer to the rear slope of the house.



Best practice photograph

A successful roof alteration in a high-density urban context by Robert Dye Architects

5.4.2 Dormer windows should normally face the street or the property's own private garden so that any overlooking of adjoining gardens is indirect. Dormer windows should normally be avoided on side elevations facing neighbouring gardens or windows.

5.4.3 Roof terraces and balconies that would lead to a substantial increase in overlooking of other residential properties should be avoided.

COMMUNITY

Due to their prominent position on the building, roof alterations can have a significant effect on the appearance of a property and the wider street environment. The size of the proposed alteration, the prominence of the roof slope and the character of the surrounding area will be taken into account when considering whether a proposed roof alteration is acceptable.

Alterations that provide additional headroom tend to be more dominant and are generally unsuitable on prominent roof slopes, while alterations to provide daylight (for example, small dormer windows and roof-lights), are suitable in a wider variety of circumstances.

For corner plots, carefully designed dormer windows can create extra interest from streets but in certain contexts, dormer windows would not be appropriate on the street-facing elevation of a property, regardless of design. Some areas of semi-detached or terraced houses are characterised by long runs of unbroken roofs, and the introduction of front dormers would be uncharacteristic and visually disrupting. Semi-detached pairs of houses can also be harmed when the roof of one house is enlarged by a dormer window or hip-to-gable conversion in a way that makes the pair appear unbalanced.

Solar panels are encouraged in principle. Unobtrusive models such as integrated solar panels (panels that do not project above the roof tiles) and photovoltaic roof tiles are recommended. Solar panels should preferably be located away from street-facing roof slopes.

5.4.4 Roof conversions and additions will only be acceptable where high quality design is employed, where additions are in scale with the existing roof, and where the addition does not spoil the existing roof form.

5.4.5 On street-facing roof slopes and on side and rear roof slopes that are visible from the street, rooflights and small dormer windows may be acceptable, but large 'box' dormers and hip-to-gable conversions will generally not be acceptable. The design should follow design guidelines set out in the table 1 below. On rear roof slopes that are not visible from the street, 'box' dormers may be acceptable where they meet the guidelines in the table below and do not cause unacceptable overlooking, overshadowing or overbearing impact.

5.4.6 Where the house forms part of the semi-detached pair or the house is at the end of a terrace, it is not normally acceptable to change the overall form of a roof, for example from a hipped to a gabled roof. In some circumstances, such changes may be acceptable where they restore the symmetry of the pair or the terrace.

5.4.7 Solar panels are encouraged in principle. Where they are visible from the street, solar panels mounted at an angle on supporting frames on flat roofs should generally not be visible above the height of any surrounding parapet walls.



A hip-to gable extension with no regards to the existing hipped roof profile of its streets.



Best practice photograph
An award winning project by Robert Dye Architects

Dormer Windows and Roof Lights

Dormer windows often look best if they are no wider than the windows in the façade below and located in line with them. Dormer windows should not normally be wider than their heights unless it can be demonstrated that this approach is appropriate to the original building. Dormers should be set away from hips, verges and below the original ridge lines.

The fascia to either side of the dormer window should generally be kept as thin as possible and there should not be areas of cladding around or below the window unless it can be demonstrated that this approach is appropriate to the original building. The glazing proportions, detailing and frame colour should generally reflect those of the main house.

Roof-lights can be less obtrusive than dormer windows and are generally suitable in more circumstances, although it is important to carefully consider the size and layout of the roof-lights in relation to the scale of the roof and the arrangement of windows in the façade below. Roof lights that lie in the same plane as the roof tiles tend to be the least obtrusive but are not the only acceptable type. Balcony convertible roof-lights should pay attention to overlooking.

Street-facing roof slope

The proposed dormers should follow the guidance in the first column of table 1.

Two proposals, a single dormer and multiple dormers in this example, are within the dimensional limits, align with the existing window of the dwelling and borrows from the form and character of the dwellings' existing openings.

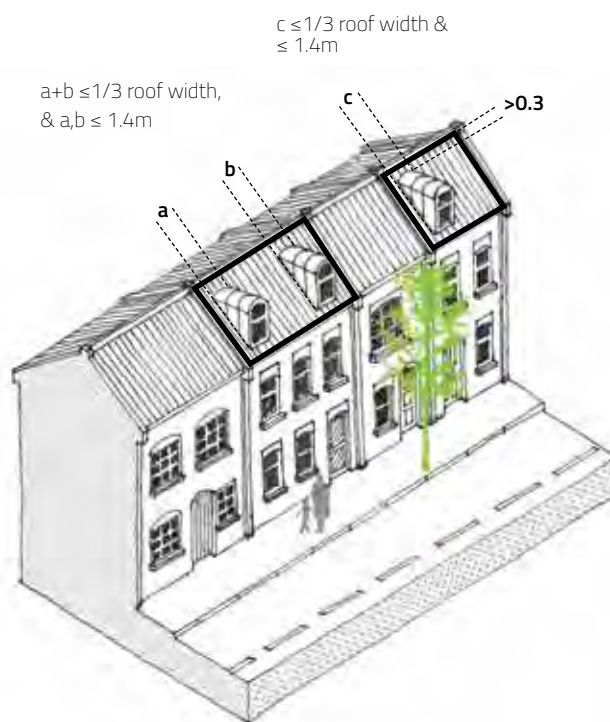


Table 1: Dormer Windows and Roof-Lights

Street-facing roof slope prominent side roof slope	Visible but less prominent side or rear roof slope	Rear roof slope that is not visible from a public space
<p>Dormer window may not be acceptable regardless of design.</p> <p>Box dormer unacceptable except where this is characteristic of the original architecture of the area.</p>	<p>Dormer window acceptable where the proposal avoids overlooking.</p> <p>Modest box dormer may be acceptable subject to size restrictions.</p>	<p>Dormer window acceptable in principle where the proposal avoids overlooking, subject to size restrictions.</p>
<p>Dormers should not occupy more than one third of the width of the roof.</p> <p>Maximum width of individual dormer 1.4m.</p>	<p>Dormers should not occupy more than one half of the width of the roof.</p> <p>Maximum width of individual dormer 2m.</p>	<p>Dormers should not occupy more than three-fifths of the roof width if the height exceeds three-fifths of ridge-to-eave distance; or not occupy more than three-fifths of the ridge-to-eave distance if the total width exceeds three-fifths of the roof width.</p>
<p>Top of dormer window to be at least 0.3m below the roof ridge.</p> <p>No plane of a dormer should be within 0.6m of a hip line or verge.</p>		
<p>Roof-lights may not be acceptable in sensitive settings.</p>	<p>Roof-lights generally acceptable in principle, where design and layout are considered acceptable.</p>	<p>Roof-lights generally acceptable in principle, where design and layout are considered acceptable.</p>

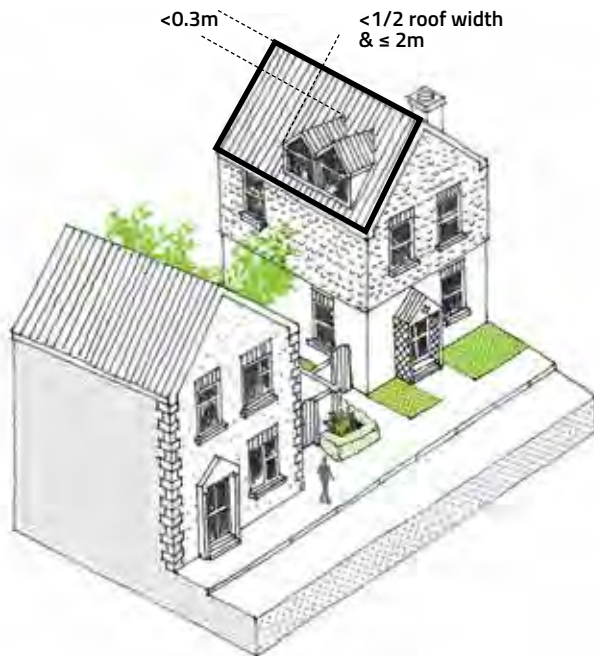
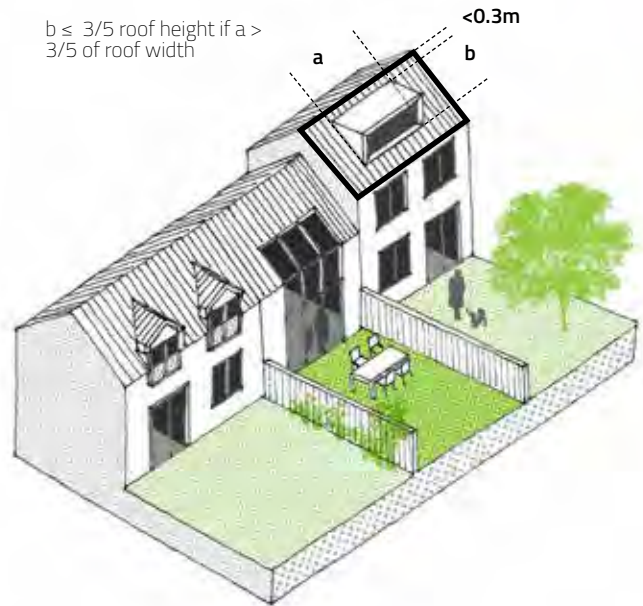
Rear roof slopes (invisible from the public realm):

The proposed dormers should follow the guidance in the third column of table 1.

This example shows three types of roof alterations to the rear slopes and among which a box dormer is subject to more dimensional limits.

$a \leq 3/5$ roof width if $b > 3/5$ of roof height OR

$b \leq 3/5$ roof height if $a > 3/5$ of roof width



A visible but less prominent side roof

The proposed dormers should follow the guidance in the second column of table 1.

A double dormer design is proposed so each dormer has a similar width to that of the original windows. The total width of two dormers is less than 2m wide, up to 1/2 of the width of the roof. The design also has a pitch similar to that of the dwelling's roof.

5.5 ADDITIONAL STOREYS

Extending a building upwards by adding an extra storey can sometimes be preferable, both visually and functionally, to retrofitting multiple dormer windows to the roof.

In the case of a detached bungalow, adding large dormer windows on multiple sides of the roof can spoil the appearance of the house, while the sensitive conversion of the building into a two-storey house can be visually more cohesive, as well as creating better rooms internally.

HOME

Bear in mind that this method of adding space can be one of the most costly and complex, where the building's existing structure is not capable of taking an extra storey, and the new construction will be required to meet Building Regulations requirements for new-build dwellings even if the rest of the property currently does not comply.

The options presented in Section 4.1 (**subservient, seamless or special**) are very relevant for additional storeys. Any of these approaches may be appropriate for additional storeys, but with a particular focus on how the 'whole' building will feel once the development is complete, considering proportion, scale and character. Continuing the character and materials of the floor below and extending the external walls in the same plane is often an appropriate approach for a well designed building. When an existing building is of a low quality, the Council encourages other innovative design solutions that can enhance the existing appearance.

For the wellbeing of the future tenants, the Council does not encourage the approach of adding more storeys with low ceiling height.

5.5.1 Where an additional storey is proposed, the dwelling as a whole will be expected to meet the nationally described space standard and council's other planning policies for new-build dwellings.

NEIGHBOUR

Increasing the height of a building can have an overbearing impact on neighbouring gardens or cause overshadowing or overlooking. There will generally be more scope to add an extra storey where neighbouring properties are higher, and where the property is well separated from neighbouring houses.

The appearance of a terrace or semi-detached pair of houses can be damaged when a storey is added to one property without a careful design.

Additional storeys will only be acceptable where they do not disrupt the unity of a series of dwellings or buildings, for example within a terrace or sequence of semi-detached homes.

5.5.2 Where an additional storey is proposed, design features that would result in excessive overlooking, overshadowing or noise disturbance should be avoided.

COMMUNITY

In general the taller a building becomes, the greater the visual impact it has to the community. Therefore the level of weight the Council will give to design increases depending on the impacts of the additional storeys.



Best practice photograph

An innovative example for an additional storey by Studio Webb Architects

Applications will be considered on a case-by-case basis, but some areas may be better suited than others to additional storeys. These include areas within or immediately around town centre locations (see the Council's Planning Constraints map and the summary map in Section 3) where the Council's planning policies encourage higher density.

In an area where there is no detectable unity in building height and profile, the Council welcomes high quality innovative design in additional storeys to bring out place identity.

5.5.3 The roof of the new storey should complement the roof form of the surrounding houses.

5.5.4 Additional storeys will not be acceptable where the unity of a series of dwellings or buildings represent local distinctiveness, for example within a terrace or sequence of semi-detached homes.

5.6 OUTBUILDINGS

Outbuildings are the annexes to the existing dwellings. In another words, the houses and annexe will share services, access and parking, and gardens. If you wish to create a new dwelling which will be occupied independently, sold separately, or used for paying guests, you will need to apply for permission for subdivision (see section 5.7) in addition to construction of the outbuilding.

Where planning permission is required, only one outbuilding will normally be permitted in each garden, though officers will evaluate proposals on their merits.

HOME

New outbuildings should be carefully designed so that they form a positive relationship with the amenity or garden in which they are situated, and enhance or preserve its use for all residents. The maximum size of the outbuilding will usually be determined by its location and the size of the garden.

The location of the outbuilding should be considered in relation to its intended use. For example, it is more convenient to have easy access from the front door to the bicycle storage for frequent bikers.

If submitting a planning application for an outbuilding or outbuildings, it is a good idea to show the landscaping proposals on your drawings in order to demonstrate a positive relationship with adjacent open areas and gardens, and to show likely access arrangements.

The internal layout of an outbuilding is as important in its own right as that of the main house, particularly if it will be inhabited for long periods of time, such as for hobbies or for home working.

If the outbuilding is less than 15sqm in area and does not contain sleeping accommodation, it is not normally necessary to apply for Building

Regulations approval. However, you should ensure that any outbuilding that is intended to be used as incidental habitable space (for example as a home office or family room) has a suitable structural design and provides an appropriate level of thermal insulation, damp proofing, daylighting, ventilation and fire proofing.

5.6.1 A new garage should provide enough space to store a car, get in and out, and for garage doors to open outwards onto a private driveway. Garage doors should not open outwards over the public highway. Garage spaces, car ports and under-croft parking will only be considered as suitable for parking if they meet the minimum internal dimensions:

Garage Space	3m width x 7m depth per space
Car Port/Under-croft parking	3m width x 5m depth per space

NEIGHBOUR

The location and scale of outbuildings should be carefully considered so that they have minimal impact on neighbouring properties. This might mean setting the building back from the main building line, aligning the outbuilding with existing outbuildings in the neighbour's property, or using the end part of the garden.

5.6.2 New outbuildings should be situated to minimise the impact on neighbouring dwellings.



Best practice photograph:
A garden pavilion containing a small office alongside garden storage space by
Platform 5 Architects

COMMUNITY

Outbuildings can improve the appearance of a neighbourhood, by concealing parked cars, bins or garden equipment, or through their quality of design, but sheds and outbuildings that are excessively large or sited unsympathetically can also have a cluttering and visually harmful effect.

If you want to create an independent dwelling such as 'granny annexe', you must apply for planning permission because outbuildings that are used as independent dwellings can fall below the standards required for new-build homes or are otherwise unfit for purpose. They may also lead to an increase in traffic and parking, disturbance of neighbours.

To avoid your proposed outbuildings later becoming used as independent dwellings without going through the application process, you will be required to demonstrate that they are dependent on the main dwelling. This may be demonstrated through the clear sharing of facilities with the main building, including garden space, kitchen and bathroom facilities, and site access. You may also be asked to

demonstrate that the occupant of the annexe is a dependent relative, domestic employee, or non-paying guests.

5.6.3 The use of outbuildings is restricted to ancillary residential functions, including use as a home office, private garage or storage. Outbuildings should not be designed in a way that would facilitate their use as independent dwellings or commercial premises. A clear dependency should be retained at all times with the existing dwelling.

5.6.4 Outbuildings and annexes will only be acceptable where the area and height of the building is modest in proportion to the site, and where the plot is a sufficient size to accommodate a separate building without restricting the usefulness or quality of the open space or garden.

5.6.5 Detached garages will not generally be acceptable in front gardens unless the site is large and exceptional design solutions are proposed.

5.7 FRONT GARDENS

Some types of changes to front garden will require planning permission, for instance if you are making a new access into the garden across the footpath or pavement.

If you are not in a Conservation Area or subject to a Tree Preservation order, paving over a front garden does not require planning permission in some circumstances. As ever, please check with the Planning team before starting work.

HOME

The front garden forms the first impression of your home. In many areas, front gardens contribute significantly to the characters of properties and subsequently property values.

Whereas providing parking spaces might be a practical need, paving the entire front garden can have a devaluing effect on your house, and creating extra parking spaces should be balanced against preserving landscape. Royal Horticultural Society offers some simple design solutions for getting a parking space into the gardens large or small on their website⁷.

If there's no direct access to the side or rear of the house, a bin storage area should be considered when you alter your front garden. You should maintain convenient access to your bins while making them as unobtrusive as the area possibly allows.

NEIGHBOUR

Some property types have historically joint garden without fences in between the property boundaries. Making changes to your garden in such circumstances can harm the value of your neighbour's property. There may be a covenant from the original developer that limits changes. If your neighbour makes objections to your proposal, it may require the intervention of the planning service.

You may have to notify all affected neighbours if you intend to carry out building work that involves one of the following:

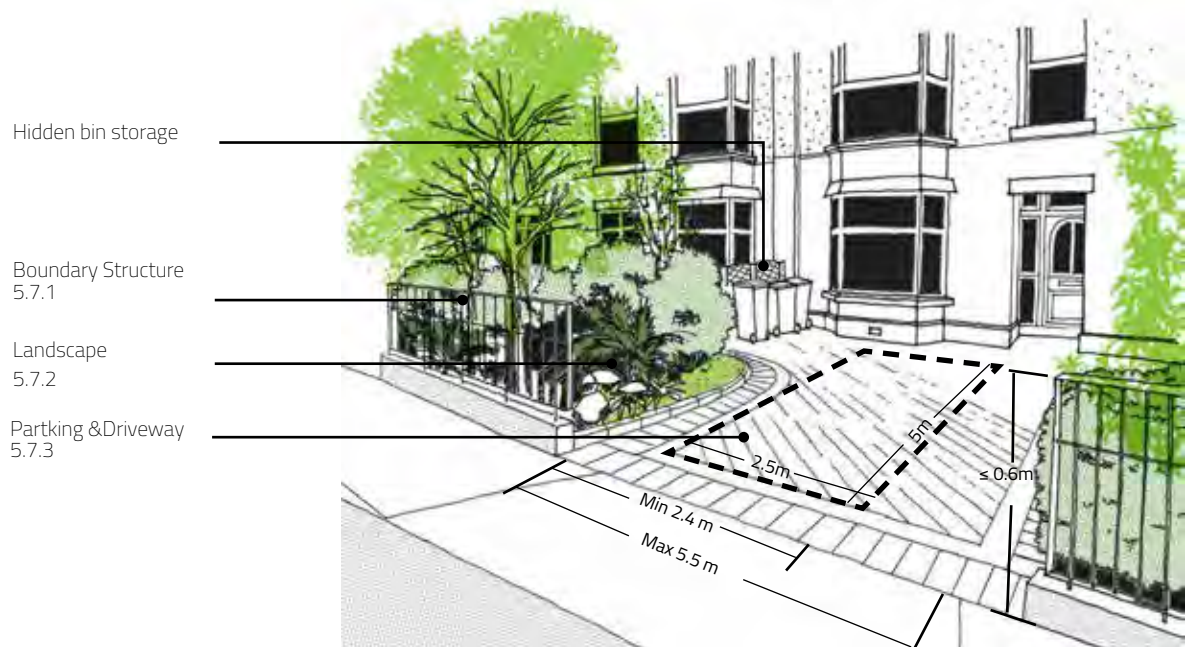
- **building a free standing wall, or a wall of a building, up to or astride the boundary with a neighbouring property**
- **work on an existing wall or structure shared with another property**
- **excavating near a neighbouring building**

COMMUNITY

Front gardens and boundary structures (walls, fences, hedges and railings) are important elements that define the character of the street environment. Streets where the design of boundary structures changes frequently, often have a disorderly, cluttered appearance. New boundary structures should generally respect the dominant boundary style along the street and protect original boundary structures, hedges and trees.

Paving over a front garden to create a car parking space can harm the character of the street and contribute to problems with surface water run-off, while access to the new space

7. RHS <https://www.rhs.org.uk/advice/profile?PID=738>



An example implementing the guidelines for creating a new drive way in front garden

can remove street parking for others. Hard surfacing, particularly non-porous surfaces, should be kept to a minimum in front gardens, to allow for the maximum area of porous surfaces and planting. The Council's car and cycle parking standards indicate what is considered to be a suitable level of off-street parking in different contexts.

5.7.1 Alterations to boundary structures and gardens at the front of a property (including the introduction of a parking space) should respect and enhance the character of the street and disturb the least original walls, fences, railings, hedges and trees.

5.7.2 Front gardens should generally provide the maximum area of soft landscaping and sustainable urban drainage and the minimum of hard surfacing (particularly non-porous surfaces).

5.7.3 The minimum size for a single parking space within a front garden is 5m x 2.5m excluding the area needed to open garage doors and gates or access bins. The car should fit entirely within the front garden. The height of walls, hedges and fences should be 0.6m or below near the pavement for visibility. The length of the dropped kerb should be kept to a minimum. A 2.5m width is generally sufficient. When a site is restricted, a minimum 2.4m width will be accepted. For creating more than one parking space, a maximum 5.5m dropped kerb will be accepted by the Council.

5.8 SUBDIVISION

Subdividing existing residential properties to create two or more self-contained dwellings can broaden the range of housing types in areas dominated by family housing.

In designing conversion projects, size and layout are vital considerations. It is also important to consider a wide range of design issues affecting the quality of the home, including daylight and ventilation, access, soundproofing, privacy, amenity space, and arrangements for parking, refuse and recycling. Further advice on these issues may be found in Thurrock's guidance for new-build housing.

Subdividing a dwelling into multiple dwellings will always require a planning application. All of the dwellings that result from the subdivision will be expected to comply with Thurrock's design standards for new residential. This is the case even where the existing building does not currently comply with new-build housing standards. Bear in mind that Building Regulations for new-build dwellings will also apply to all new dwellings that are created as a result of the subdivision of a residential property.

HOME

All new dwellings created as a result of subdivision should meet the same minimum space standards as new homes. The nationally described space standard provides a clear indication what is considered appropriate and fit for purpose for the internal area of new homes. Not all houses are large enough to be subdivided, and the Council wishes to avoid conversion projects that result in flats that are so small that they are compromised in terms of use or well-being.

When planning the dwelling layout, it is important to make sure that all habitable rooms have a good outlook and good levels of daylight and ventilation. Direct overlooking between

neighbours within the proposed development should be avoided ,

Privacy from noise is as important as visual privacy. Wherever possible, rooms of the same use should be placed above one another to help reduce noise transmission from living rooms to bedrooms. Approved Document E of the Building Regulations sets out the technical requirements that will need to be met for soundproofing in separating walls and floors. Acoustic tests will normally be required on completion of the work.

Access and internal circulation are important design considerations. Each new dwelling should have its own separate entrance, which may either be external or from a shared hall, and internal circulation spaces should not be cramped. External staircases and additional entrance doors in the front elevation can harm the appearance of a property, where it forms part of a regular pattern of houses. Refuse and recycling containers should be located in a place that is convenient and accessible both from the dwellings and from the collection point.

5.8.1 Planning permission for the subdivision of a residential property into two or more self-contained dwellings will only be granted where all of the following requirements are met:

- a) all of the proposed dwellings meet Thurrock's most up to date design standards for new-build housing.**
- b) each new dwelling has a gross internal area of at least 50 sqm and a bedroom separate from the main living room with a minimum area of 11.5 sqm.**
- c) the new accommodation is self-contained, all habitable rooms are provided with a good outlook and good levels of daylight and ventilation, and the design makes suitable provision for privacy, acoustic separation, access, circulation, and refuse and recycling.**

NEIGHBOUR

Subdividing a house can increase the potential for overlooking or noise disturbance to neighbouring homes, as well as neighbours living above or below each other within the subdivided house. The design considerations to minimise these impacts are demonstrated in section 4.2. Bear in mind that the existing house would then be treated as a neighbouring property when assessing impact.

The restrictions on overlooking or noise is generally more relaxed if a project is above, below, next to the uses insensitive to such disturbance(such as commercial buildings), and in a high density area.

COMMUNITY

A large number of residential conversions concentrated in a small area can change the character and appearance of a street, and lead to pressure on local amenity including, but not restricted to, car parking. This pressure will be more acceptable in some areas than others, so you should always check the location of the project and the most current planning policy in relation to this type of place (see Section 3).

5.8.2 Planning permission for the subdivision of a residential property into two or more self-contained dwellings will normally only be granted where not more than 20% of the houses on the street have already been subdivided into multiple dwellings. This standard may not apply in particular places where the Council wishes to encourage incremental changes.

5.8.3 The parking requirements for the additional dwellings created through subdivision are the same as the Council's most current parking

standards for new build (see table 3).

5.8.4 Proposals in the Green Belt for the subdivision of a dwelling into two or more self-contained dwellings will be required to show that the work can be accomplished without the need for any further extensions or additions to the building or its curtilage, and that any alterations are appropriate to the character of the existing building and the surrounding area.

Table 3: Minimum Parking Requirements

	Studio/1 bedroom		2 or 3 bedroom		4 or more bedroom	
Accessibility	M	L	M	L	M	L
Vehicle	1	1.25	1.5	2	2	3
Bicycle	1	1	1	1	1	1
Visitor	0.25					

Medium accessibility (M)

Within 400m walking distance of a bus stop facility that has a bus service with a frequency of at least 30mins; within 1km walking distance of a main line train station; within 1km walking distance of a designated Town Centre.

Low accessibility (L)

All areas outside the walking distances of the medium accessibility criteria

5.9 CHANGE OF USE

Converting a non-residential building such as an agricultural barn, shop or church to a residential dwelling can offer the opportunity to create generously-sized rooms and a unique or unconventional home. However, they can also present particular design challenges. Buildings that were not originally intended for domestic use typically have deeper plans and taller spaces that can be hard to subdivide into domestic-scaled rooms, without sacrificing daylight or natural ventilation to parts of the building.

The change of use of a building or part of a building to residential use will normally require a planning application. In coming to a decision on the application, the Council will consult their local planning policies and consider the value of the existing use to the surrounding area, including any loss of employment. In Conservation Areas, the use of the building may also have particular historical significance that may restrict its conversion.

The current regulations governing Permitted Development allow the conversion of offices, some shops and sui generis uses to residential use in some areas without the need for planning permission. If you wish to pursue this form of conversion, it will be necessary to inform the Council first through a 'prior notification' application. Permitted Development rights may have been removed by 'Article 4 Directions', or by conditions attached to previous planning consents at some locations – you should use the planning constraints map [thurrock.maps.arcgis.com] to check whether constraints may affect your development plans.

HOME

The design should respond positively to the character and layout of the existing building and its original use. This may entail a 'subservient', 'seamless' or 'special' approach to the character of the alterations (see Section 4). Choosing which will depend a lot on the character of the existing building.

Thinking of alternative ways that the new domestic uses of the building might be arranged within existing rooms can help to unlock new possibilities for the design. Introducing new windows in an existing façade, for example where an additional storey is created within a tall room, can be one of the most difficult design challenges of conversion projects.

NEIGHBOUR

Conversion projects may be surrounded by other non-residential buildings. Care should be taken to ensure that the new residential use does not constrain the operation of neighbouring businesses and community facilities, such as through sensitivity to noise.



Best practice photograph:

A pub is re-purposed into a retail space with new flats added by McLaren.Excell

COMMUNITY

Proposals for change of use will not be permitted unless the Council is satisfied that any consequential loss or impact on utility, community facilities, infrastructure or emergency services is fully mitigated.

5.9.1 Proposals for change of use of a building to residential will only be considered acceptable where all of the following requirements are met:

- a) the proposal is consistent with Thurrock planning policy**
- b) the design responds positively to the character and layout of the existing building and streetscene**
- c) the proposal will not constrain the operation of neighbouring community or businesses uses.**

5.10 HOME BUSINESS

Home businesses make an important contribution to the economy, and working from home can be a flexible way to start a new business or combine work and family life. Many more people are now able to combine working from home for part of the time with commuting to their place of employment, and indeed the growth of internet sales has allowed small businesses to thrive in locations not traditionally thought of as places of commercial activity.

You are not likely to need planning permission to use part of your home for a business if your answers to the following questions are 'NO', but you should check with the planning team before starting work.

- Will your home no longer be used mainly as a private residence?
- Will your business result in a marked rise in traffic or people calling?
- Will your business involve any activities unusual in a residential area?
- Will your business disturb your neighbours at unreasonable hours or create other forms of nuisance such as noise or smells?

HOME

If you plan to extend your home, convert a garage or add an outbuilding to accommodate work space, the standards in the other sections of this document will apply and a planning application may be necessary.

NEIGHBOUR

Restrictions on home businesses will generally only apply where the business causes nuisance to other people. This can happen when staff,

customers or goods movements generate additional traffic and parking, and when work gives rise to noise that causes disturbance to others. In these cases, the Council will investigate any complaints and may bring enforcement action.

COMMUNITY

Where the home business employs other people, serves customers from the home or requires the frequent delivery or collection of goods, this can give rise to additional traffic and parking demand, that can cause problems in some circumstances. For instance:

- Restrictions on having a shop, café or takeaway business (use class A1, A3, A4, A5).
- Restrictions on running a hotel or B&B or letting through Airbnb.

Some types of businesses are less well suited than others to residential areas. For example, using an outbuilding as a vehicle repair garage or for commercial storage or light industrial activities can involve storing flammable, toxic or hazardous materials, give rise to fumes or excessive noise, or detract from the appearance and residential character of the street.

5.10.1 Businesses run from residential properties should not cause nuisance to neighbours through additional vehicle movements, additional on-street parking, noise disturbance, the storage of flammable or hazardous materials, or by detracting from the appearance of the street environment.

6. Find Out More

Thurrock Council's local planning policies relate to national planning policies. These national policies can be found at the gov.uk website, and guidance on their interpretation is also available here.

The **Planning Portal** offers guidance on 'Permitted Development' which may help you choose whether this is the right route for your project or not. Thurrock Council's Development Management team is available to discuss your project, whatever route you propose to follow to develop it, and are contactable via dm@thurrock.gov.uk.

The Royal Institute of British Architects (RIBA) offers a '**Find an Architect**' service that allows residents to search for architects by location and by specialism, and the Architects Registration Board (ARB) maintains a public database of all registered architects in the UK.

The Royal Institute of Chartered Surveyors offers a '**Find a Surveyor**' service (www.ricsfirms.com/search) to help find a local qualified professional to help with your project.

The Department for Communities and Local Government publishes guidance on ways to meet the statutory **Building Regulations** here:

www.gov.uk/government/collections/approved-documents

For queries regarding **Building Control** applications, please contact the Thurrock Building Control team via Building.Control@thurrock.gov.uk

For advice on **sustainability**, the following websites are useful sources of information:

www.cen.org.uk
www.bre.co.uk/greenguide
www.livingroofs.co.uk
www.saveenergy.co.uk
www.greenenergycentre.org.uk
www.fsc-uk.org

For further advice on improving **energy efficiency** in your home and the availability of grants, contact your local Energy Efficiency Advice Centre on 0800 512512.

Location Plans for planning applications [provide link to Ordnance Survey or council website]

Advice on designing for **building security** is provided by the official Police website, Secure by Design [www.securebydesign.com]. Secure by Design focuses on crime prevention at the design, layout and construction stages of homes and commercial premises and promotes the use of security standards for a wide range of applications and products.

Advice on the **Party Wall Act** and Party Wall procedures may be found at www.gov.uk in the section 'Party Walls and Building Work'. The Party Wall Act regulates work carried out on or near to a boundary, whether or not the work needs planning permission. It is always advisable to check before you start work.

7. Glossary

Article 4 Directions These are put in place by the Council in certain areas to remove normal Permitted Development rights, meaning that planning permission will be required.

Building Regulations Nationally-set regulations intended to ensure the health and safety of people in and around all types of building.

Curtilage A legal term describing the area of land associated with a dwelling within the property boundaries. This area excludes the dwelling but may include garages and other non-habitable outbuildings.

False-pitched Roofs Roofs designed to appear pitched from the front of the dwelling or from the street, but which actually conceal a flat or shallow-pitched roof.

Green Belt A land-use designation designed to restrict development within certain areas, usually in order to control where development happens and to preserve the form and organisation of settlements. Around 13% of England is Green Belt, and around 60% of Thurrock is.

Ground Level The surface of the ground immediately adjacent to the dwelling in question. Where ground level is not uniform (eg if the ground is sloping), then the ground level is the highest part of the surface of the ground next to the dwelling.

Habitable Room Any room used or intended to be used for sleeping, cooking, living or eating purposes; not including spaces such as hallways, utility rooms, bathrooms and similar spaces which are not typically occupied for extended periods of time.

Listed Building A building or structure that has been judged to be of national historical or architectural interest. Listed buildings are subject to stringent legislation regarding their transformation. See Listed Building Consent.

Listed Building Consent Permission required from the Council for the demolition of, or material alterations, both internal and external, to a listed building or within the curtilage or setting of a listed building.

Original Dwelling This term means the house as it was first built or as it stood on 1 July 1948 (if it

built before that date).

Party Walls You must tell your neighbours if you want to carry out any building work on or near your shared property boundary, or 'party wall'. The Party Wall Act (1996) gives you and your neighbours rights and responsibilities in relation to work on or near to party walls and other party structures, such as separating floors within a block of flats.

Permitted Development (PD) The set of rules that allows the public to alter or create buildings without needing to seek permission from the local planning authority. The scale and complexity of what can be built under PD are limited, and the rules for this are set nationally.

Rear infill A particular kind of extension that 'fills-in' a space to the rear of a terraced dwelling, in cases where the original dwelling has, as part of its original design, a room or rooms extending out into the garden, which is known as an 'outrigger'. This design is typical to Victorian terraced houses.

Roof Pitch The angle of a roof, measured from 0 (flat).

Tree Preservation Order (TPO) A Tree Preservation Order is an order made by the Council, giving legal protection to trees or woodland. A TPO prevents cutting down, uprooting, topping, lopping, willful damage or destruction of trees (including cutting roots) without the Council's permission.

Two reasonably sized rooms This figure is expressed as floorspace [sqm] and is calculated from the dwelling as originally constructed. Take the average internal floorspace of the habitable rooms in the original dwelling [excluding bathrooms and circulation areas] and multiply that figure by two.

U-values U-value is used to measure how effective elements of a building's fabric are as insulators. It is a rating of how much heat that can pass through the structure such as windows and doors.

8. Standards Chart

4.1 DESIGN PRINCIPLES – HOME												
4.1.1	The extension or alteration should respect and respond positively to the character of the original dwelling such that its character is maintained or enhanced.											
4.1.2	An alteration, extension or outbuilding should function well for its intended use, and adequate daylight and natural ventilation should be maintained to the new construction and to the existing building, where the addition is attached.											
4.1.3	<p>As a result of the proposed extension or outbuilding, the total area of the curtilage covered by buildings should not exceed the following proportions, and the remaining garden should be usable and fit for purpose.</p> <table border="1"> <thead> <tr> <th>Area of curtilage buildings</th> <th>Maximum proportion of curtilage covered by (sq m)</th> </tr> </thead> <tbody> <tr> <td>up to 100</td> <td>40%</td> </tr> <tr> <td>100 — 500</td> <td>30%</td> </tr> <tr> <td>500 — 1000</td> <td>20%</td> </tr> <tr> <td>>1000</td> <td>10%</td> </tr> </tbody> </table>	Area of curtilage buildings	Maximum proportion of curtilage covered by (sq m)	up to 100	40%	100 — 500	30%	500 — 1000	20%	>1000	10%	To calculate the curtilage, subtract the footprint of the original house and any original outbuildings from the total land area of the plot.
Area of curtilage buildings	Maximum proportion of curtilage covered by (sq m)											
up to 100	40%											
100 — 500	30%											
500 — 1000	20%											
>1000	10%											
4.1.4	Extensions and alterations should comply with Approved Document M of the Building Regulations, including ensuring that extensions and alterations are no less accessible than the existing building.											
4.2 DESIGN PRINCIPLES – NEIGHBOUR												
4.2.1	Extensions and outbuildings should not have an overbearing impact on adjacent properties or cause them to be excessively enclosed or overshadowed.											
4.2.2	<p>The height of an extension or outbuilding should not normally exceed the following limits:</p> <p>a) a vertical plane inclined at 45 degrees from the boundary, starting at a level 2m above the ground on the neighbour’s side, or from the middle of closest groundfloor window of a neighbouring property.</p> <p>b) a plane inclined at 45 degrees from the top of a neighbouring building, where it is located on or next to the boundary.</p> <p>c) Taller buildings and extensions may be acceptable where two adjoining properties are being extended at the same time.</p>	The curtilage calculated from the dimensions of standard 4.2.2 & 4.2.3 cannot exceed the limits set in 4.1.3. Other standards in the guide may also further deduct the buildable area/height.										
4.2.3	The depth and width of an extension or outbuilding should not normally exceed the limits formed by a horizontal plane inclined at 60 degrees from the middle of a closest groundfloor window of neighbouring property.											

4.2.4	Two-storey extensions and outbuildings will normally be required to meet the following criteria: a) The height of the extension complies with standard 4.2.2 and 4.2.3. b) The proposal demonstrates high quality design c) The roof form, if visible from a public realm, should be sympathetic to the host building.	
4.2.5	Windows in elevations that directly face a neighbouring property that would lead to overlooking should be avoided or obscure glazed, and either fixed shut or restricted to an opening width of 100mm. Windows and glazed doors that are set back from the property boundary and well screened by boundary structures will normally be considered acceptable.	
4.2.6	Where an extension or outbuilding is constructed on or up to a property boundary, no part of the construction should overhang or intrude into the adjacent property, including eaves and rain gutters.	
4.2.7	Proposals which exceed the limits in 4.2.2 and 4.2.3 will be required to provide the extra design and technical information to demonstrate that they are acceptable in terms of design, amenity, daylighting, overlooking in relation to neighbouring properties. The extra information required will be based on each site condition but it will normally include professional shadow analysis, outlook and daylight analysis and realistic façade rendering(s).	

4.3 DESIGN PRINCIPLES – COMMUNITY

4.3.1	The form and scale of the extension or outbuilding should be appropriate to the original dwelling and the surrounding development pattern.	
4.3.2	Corner plots require a distinct design approach that responds positively not only to the dwelling but also to the neighbouring houses and the street scene.	
4.3.3	The extra parking requirements and the impact of the proposal on on-street parking will be taken into account according to the Council's current policy.	
4.3.4	If your project is in the Green Belt, the following restrictions apply: a) Where an extension is considered acceptable, it should be proportionate in size to the original dwelling. Extensions will be limited in size to the floor area of two reasonably sized rooms of the original dwelling. Any extension should be of a scale, size, siting and design, and of materials of construction, such that it does not harm the appearance of the original dwelling, the immediate locality and the countryside in general. b) There will be a presumption against extensions to dwellings that are not in permanent residential use, to temporary dwellings, and to dwellings nearing the end of their lives on sites where replacement would not be permitted. c) Extending the curtilage of a residential property in a way that involves an incursion into the Green Belt will not be permitted.	
4.3.5	Satellite dishes and aerials should be sited in an unobtrusive position and should not be located on walls, chimneys or roofs that are visible from the street. Multiple dishes and aerials should be avoided. Cables should be run internally or up the rear wall in discrete positions and be coloured or painted to match the background wall.	

5.1 FRONT EXTENSIONS AND PORCHES

5.1.1	Front extensions and porches should complement the character of the street, including any existing pattern of front extensions, and respect existing building lines, particularly where a strongly defined building line forms an important characteristic of the street.	
5.1.2	Front extensions that are larger than porches will generally only be acceptable where the front garden is unusually deep and the extension does not break clear of existing building lines along the street. In areas where there is an irregular building line and properties are well set back with large front gardens, front extensions may be more acceptable.	
5.1.3	In areas where entrance canopies or open porches form a particular feature of the original dwelling, these should generally not be enclosed as porches.	

5.2 REAR EXTENSIONS

5.2.1	Where a rear extension extends beyond a side wall of the building, standards associated with side extensions apply. (See Section 5.3).	
5.2.2	Rear infill extensions should be as close to 2m in height along the boundary as reasonably possible, where the boundary is an existing garden fence or wall of up to 2m in height.	
5.2.3	Where rear extensions can be seen from a public realm, more restrictions apply including how well they complement historical pattern of the neighboring rear extensions, the treatment of the façade visible and roof form.	

5.3 SIDE EXTENSIONS

5.3.1	A side extension should respect the context of the street, preserving gaps between buildings where these are characteristic of the area.	
5.3.2	Two-storey side extensions are generally not considered acceptable where the existing layout of detached or semi-detached housing is protected townscape. They may be appropriate in the following circumstances: <ul style="list-style-type: none"> a) they are set back from the side boundary, if the impression of 'terracing' is avoided; b) they are on a corner plot and not further than the building lines of both streets; c) they located in the areas that the Council encourages changes or higher density. 	
5.3.3	Adding 'false pitched roofs' to the face of flat roofs should be avoided.	

5.4 ROOF ALTERATIONS

5.4.1	Large 'box' dormer windows occupying the full width or height of the roof slope will not normally be acceptable.	
5.4.2	Dormer windows should normally face the street or the property's own private garden so that any overlooking of adjoining gardens is indirect. Dormer windows should normally be avoided on side elevations facing neighbouring gardens or windows.	
5.4.3	Roof terraces and balconies that would lead to a substantial increase in overlooking of other residential properties should be avoided.	
5.4.4	Roof conversions and additions will only be acceptable where high quality design is employed, where additions are in scale with the existing roof, and where the addition does not spoil the existing roof form.	
5.4.5	On street-facing roof slopes and on side and rear roof slopes that are visible from the street, rooflights and small dormer windows may be acceptable, but large 'box' dormers and hip-to-gable conversions will generally not be acceptable. The design should follow design guidelines set out in the table 1 provided within the design guidance. On rear roof slopes that are not visible from the street, 'box' dormers may be acceptable where they meet the guidelines in table 1 of this Guide and do not cause unacceptable overlooking, overshadowing or overbearing impact.	See Table 1 in page 42.
5.4.6	Where the house forms part of the semi-detached pair or the house is at the end of a terrace, it is not normally acceptable to change the overall form of a roof, for example from a hipped to a gabled roof. In some circumstances, such changes may be acceptable where they restore the symmetry of the pair or the terrace.	
5.4.7	Solar panels are encouraged in principle. Where they are visible from the street, solar panels mounted at an angle on supporting frames on flat roofs should generally not be visible above the height of any surrounding parapet walls.	

5.5 ADDITIONAL STOREYS

5.5.1	Where an additional storey is proposed, the dwelling as a whole will be expected to meet the nationally described space standard and council's other planning policies for new-build dwellings.	
5.5.2	Where an additional storey is proposed, design features that would result in excessive overlooking, overshadowing or noise disturbance should be avoided.	
5.5.3	The roof of the new storey should complement the roof form of the surrounding houses.	
5.5.4	Additional storeys will not be acceptable where the unity of a series of dwellings or buildings forms an important characteristic of the street, for example within a terrace or sequence of semi-detached homes.	

5.6 OUTBUILDINGS

5.6.1	<p>A new garage should provide enough space to store a car, get in and out, and for garage doors to open outwards onto a private driveway. Garage doors should not open outwards over the public highway. Garage spaces, car ports and under-croft parking will only be considered as suitable for parking if they meet the minimum internal dimensions:</p> <p>Garage Space 3m width x 7m depth per space</p> <p>Car Port/ under-croft parking 3m width x 5m depth per space</p>	
5.6.2	New outbuildings should be situated to minimise the impact on neighbouring dwellings.	
5.6.3	The use of outbuildings is restricted to ancillary residential functions, including use as a home office, private garage or storage. Outbuildings should not be designed in a way that would facilitate their use as independent dwellings or commercial premises. A clear dependency should be retained at all times with the existing dwelling.	
5.6.4	Outbuildings and annexes will only be acceptable where the area and height of the building is modest in proportion to the site, and where the plot is a sufficient size to accommodate a separate building without restricting the usefulness or quality of the open space or garden.	
5.6.5	Detached garages will not generally be acceptable in front gardens unless the site is large and exceptional design solutions are proposed.	

5.7 FRONT GARDENS

5.7.1	Alterations to boundary structures and gardens at the front of a property (including the introduction of a parking space) should respect and enhance the character of the street and retain original walls, fences, railings, hedges and trees as much as possible.	
5.7.2	Front gardens should generally provide the maximum area of soft landscaping and sustainable urban drainage and the minimum of hard surfacing (particularly non-porous surfaces).	
5.7.3	The minimum size for a single parking space within a front garden is 5m x 2.5m excluding the area needed to open garage doors and gates or access bins. The car should fit entirely within the front garden. The height of walls, hedges and fences should be 0.6m or below near the pavement for visibility. The length of the dropped kerb should be kept to a minimum. A 2.5m width is generally sufficient. For creating more than one parking space, maximum 5.5m of the dropped kerb will be accepted by the Council.	

5.8 SUBDIVISION

5.8.1	<p>Planning permission for the subdivision of a residential property into two or more self-contained dwellings will only be granted where all of the following requirements are met:</p> <ul style="list-style-type: none"> a) all of the proposed dwellings meet Thurrock's design standards for new-build housing. b) each new dwelling has a gross internal area of at least 50 sqm and a bedroom separate from the main living room with a minimum area of 11.5 sqm. c) the new accommodation is self-contained, all habitable rooms⁷ are provided with a good outlook and good levels of daylight and ventilation, and the design makes suitable provision for privacy, acoustic separation, access, circulation, and refuse and recycling. 	
5.8.2	<p>Planning permission for the subdivision of a property into two or more self-contained dwellings will normally only be granted where not more than 20% of the houses on the street have already been subdivided into multiple dwellings. <i>This standard may not apply in particular places where the Council wishes to encourage subdivision.</i></p>	
5.8.3	<p>The parking requirements for the additional dwellings created through subdivision are the same as the Council's most current parking standards for new build.</p>	See table 3 in page 51.
5.8.4	<p>Proposals in the Green Belt for the subdivision of a dwelling into two or more self-contained dwellings will be required to show that the work can be accomplished without the need for any further extensions or additions to the building or its curtilage, and that any alterations are appropriate to the character of the existing building and the surrounding area.</p>	

5.9 CHANGE OF USE

5.9.1	<p>Proposals for change of use of a building to residential will only be considered acceptable where all of the following requirements are met:</p> <ul style="list-style-type: none"> a) the proposal is consistent with Thurrock planning policy b) the design responds positively to the character and layout of the existing building c) the proposal will not constrain the operation of neighbouring community or businesses uses. 	
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5.10 HOME BUSINESSES

5.10.1	<p>Businesses run from residential properties should not cause nuisance to neighbours through additional vehicle movements, additional on-street parking, noise disturbance, the storage of flammable or hazardous materials, or by detracting from the appearance of the street environment.</p>	
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Credits

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4 July 2017		ITEM: 6
Planning, Transport and Regeneration Overview and Scrutiny Committee		
Grays Master Plan		
Wards and communities affected: Grays Riverside, Grays Thurrock	Key Decision: Key	
Report of: Brian Priestley, Regeneration Programme Manager		
Accountable Head of Service: Andy Millard, Head of Planning and Growth		
Accountable Director: Steve Cox, Corporate Director of Environment and Place		
This report is Public		

Executive Summary

Grays is identified in the Economic Growth Strategy and the Adopted Local Plan as one of the Growth Hubs in the Borough where regeneration and growth is to be concentrated.

A vision for Grays town centre was adopted by the Council's Cabinet in July 2013 and in March 2016 Cabinet adopted a Development Framework to provide the spatial context for implementing the Council's ongoing regeneration programme. Since adoption of the vision a number of projects referenced in the original programme have or are being implemented including the opening of South Essex College and the Magistrates Court business centre, beginning removal of the one-way system and the formation of the Grays Town Partnership which is promoting the town centre through the 'Love Grays' campaign. All these projects have helped diversify the local offer and attract additional footfall into the town. In addition growing market interest in Grays from the private sector continues to provide clear opportunities to further enhance the role of the town centre and its riverfront.

A key barrier to the regeneration of Grays remains the railway line which bisects the town and in particular the increasing frequency and duration of closures of the pedestrian level crossing. The Council has been working with Network Rail, C2C and other stakeholders for some time to develop proposals to close the existing level crossing and replace it with a new pedestrian rail crossing which will allow the free flow of pedestrians through an underpass regardless of railway operations. The recent announcement of over £10.8m funding from Government via the Local Growth Fund to secure the pedestrian crossing was reported to Cabinet in April 2017 and means that the Council is now in a position to progress plans for the implementation of the scheme which will further enhance the town centre and offer new opportunities for commercial development and for connection to the riverfront.

Furthermore, the Paramount Park proposals on the Swanscombe Peninsular in Kent provide potential opportunities for cross river boat connections from Grays.

Given the progress made in recent years and the combined opportunities that will be presented by private sector investment, a new approach to Council service delivery and asset management it is considered to be an appropriate time to refresh the masterplan to guide the next stage of growth and regeneration in Grays. This report reviews the progress that has already been made, highlights opportunities which have prompted the need for a review at this time and sets out the proposed approach to undertaking this refresh.

1. Recommendation(s)

1.1 Planning, Transport and Regeneration Overview and Scrutiny Committee are asked to comment on the proposed approach to updating the existing Masterplan for Grays set out in this report.

2. Introduction and Background

2.1 Grays is an important market town and the civic and administrative centre of Thurrock. The town has been identified in the Council's Economic Growth Strategy and in the Local Plan as one of six growth hubs in the borough – areas where regeneration investment and growth activity are to be concentrated.

The Council, through an extensive public and stakeholder consultation exercise, has developed the following vision for Grays.

“Building on its strengths as a Chartered Market Town, Grays will be an exciting, high quality destination for people to live, work, learn, shop and socialise. Reconnected to the River Thames, Grays will support growing resident, student and business communities throughout the day and entertain a diverse and vibrant population through the evening.

Cafés, bars, restaurants, shops and markets will combine with culture, entertainment and events in unique venues to provide a safe and attractive place for communities to meet and businesses to thrive.”

2.2 The vision was then distilled into four themes around which the regeneration programme was developed. These themes and a review of progress that has been made against each theme are set out below:

2.3 *Theme a - Building the local economy which would be based on a diverse retail and leisure offer, supply of housing and of business accommodation:*

- South Essex College Grays Campus has been completed and opened in September 2014;

- The former Grays Magistrates Court has been converted into business units. The Old Court House – as it is now known - opened in January 2015;
- The Grays Town Partnership which draws together local retailers and other key stakeholders to promote and improve the town centre has been established and is driving the 'Love Grays' campaign;
- The Council has appointed a Town Centre Coordinator to work closely with the Grays Town Partnership and with other stakeholders to drive improvements in the town centre and promote Grays to local residents;
- The market has been recognised as an important asset in Grays Town Centre and improvements have been made to the offer which will be built on later this year with the introduction of more specialist markets and a greater range of products on offer. Lessons from work in Grays will be used to inform a Markets and Busking strategy for the borough;
- The Council has worked with the private sector to secure the acquisition of the State Cinema by JD Wetherspoon who propose to open a restaurant and public house;
- A development framework to guide development of the town centre was agreed;

2.4 *Theme b - Making it easier to travel in to and move around the town centre:*

- Work has started to remove the one way road system and improve access to and around the town centre;
- In April 2017 Cabinet received a report outlining progress developing proposals for the replacement of the railway line with a pedestrian crossing. The report highlighted the recent £10.8m award of funding from the Local Growth Fund which completes the funding package for the scheme;

2.5 *Theme c - Enhancing the quality of the public realm:*

- The South Essex College facility has made a significant enhancement to the public realm and urban design quality in the New Road area.
- Work on the replacement of the railway pedestrian crossing recognises the key role that this will have on improving the public realm in this area.

2.6 *Theme d - Supporting Thurrock's communities through opportunities for community activities:*

- The Village Beach Festival was held at Grays Beach in 2015 and 2016 and the Grays Town Partnership has worked with the Council and South Essex College to host Christmas and other events which now form part of the 'Love Grays' campaign promoting the town centre ;

3. Issues, Options and Analysis of Options

- 3.1 Positive progress that has been made to date in revitalising Grays Town Centre. Whilst the regeneration programme as previously articulated is by no means complete new opportunities driven by Council service reviews and private sector interest are now being identified. There is a clear need for these new opportunities to be coordinated and ensure that they deliver the maximum benefit for Thurrock residents and it is therefore considered to be a prudent time to update the existing Grays Masterplan to take into account this changed context. It is anticipated that the proposed review will focus on the following core areas.

Exploiting maximum benefit from private sector development

- 3.2 There are clear indications of increasing market interest in Grays town centre from nationally recognised brands such as Costa Coffee and J D Wetherspoons. Additionally private sector proposals for residential development on sites close to the town centre are expected to come forward in the near future. A current Masterplan is required to enable a coordinated approach to achieving the Council's vision and maximising benefit from private sector development in and around the town centre.

Taking advantage of opportunities from revised Council Service Delivery

- 3.3 The Council has a clear strategy to consolidate civic functions where possible and to provide customers with a modern and digital based offer. A review of Council assets including the Thameside Complex, Civic Offices, Mulberry Square and Grays Beach may prompt changes to the approach set out in the current Development Framework. Additionally the Council owns a number of other sites around the town centre (for instance the Adult Community Education site at Richmond Road and most of the Manor Way Industrial Estate on Curzon Drive) which were not included in the previous Development Framework. Given the revised focus on using Council assets to support growth and regeneration it is considered that these sites should now be included in a revised Masterplan document.

Making it easier to travel in to and to move around the Town Centre

- 3.4 Proposals to replace the level crossing of the rail line will improve connectivity between North and South Grays and creates an opportunity to extend the

town centre towards the riverfront. Delivery of this project will also visibly change the public realm in Grays and therefore needs to be very closely managed. It is recognised that further improvements to accessibility in to and within the town centre are also needed. Proposals are underway to remove the one-way system and consider car parking facilities. A new masterplan should reflect the progress on these work streams.

Enhancing the public realm

- 3.5 A range of development opportunities in and around the town centre have been highlighted in this report. Whilst all the highlighted opportunities are positive for the Town Centre there is a risk of significant changes being brought forward in a piecemeal fashion. A refresh of the Masterplan provides an opportunity to address these issues and to provide design guidelines that can be applied to all projects affecting the public realm thereby securing a properly coordinated and higher quality approach.

Proposed approach

- 3.6 It is proposed to refresh and update the Area Concept Plans within the current Development Framework to reflect the emerging opportunities discussed above and to provide a Masterplan that can guide the next phase of regeneration in Grays town centre. The Masterplan will also reflect new opportunities such as those identified in the Connected Thurrock Digital and ICT strategy. It is anticipated that this stage of the review will be completed over the summer and presented to Cabinet in the autumn. A more detailed review would follow as part of the process required for the new Local Plan and to ensure compliance with planning policy and regulations relating to the formulation of Local Plans.

4. Reasons for Recommendation

- 4.1 The Council identifies Grays as one of the Borough's Growth Hubs where housing and employment growth are to be concentrated. Grays Town Centre faces significant pressures for development and growth and whilst opportunities exist there is a need to develop a coordinated approach to ensure that benefits are maximised. The current Masterplan has provided a framework which has secured significant improvements in Grays. These successes now need to be reflected in a new baseline which also takes into account the changed economic climate. The recommended action would provide a framework that builds on previous success, that can be incorporated in to the Local Plan and that provides clear and up to date context for the Council's ongoing planning and regeneration activities.

5. Consultation (including Overview and Scrutiny, if applicable)

5.1 None at this stage. The programme outlined in the report includes stakeholder engagement.

6. Impact on corporate policies, priorities, performance and community impact

6.1 The Council's Economic Growth Strategy and LDF Core Strategy identify Grays as a Growth Hub where regeneration activity will be focussed. The Council approved a vision for Grays town centre in 2013. The Masterplan will provide a current framework for the Council's regeneration activity in the area and will support the emerging Local Plan.

7. Implications

7.1 Financial

Implications verified by: **Laura Last**
Management Accountant

None. The cost of producing the Master Plans will be funded from existing departmental budgets.

7.2 Legal

Implications verified by: **Vivien Williams**
Planning and Regeneration Solicitor

None at this stage

7.3 Diversity and Equality

Implications verified by: **Natalie Warren**
Community Development and Equalities Manager

Diversity and Equalities issues will need to be addressed through a Community & Equality Impact Assessment informed and developed by appropriate Stakeholder Engagement.

7.4 **Other implications** (where significant) – i.e. Staff, Health, Sustainability, Crime and Disorder)

None

8. Background papers used in preparing the report (including their location on the Council's website or identification whether any are exempt or protected by copyright):

- Cabinet Report: Delivering the new Pedestrian Rail Crossing. Decision 01104419 April 2017.
- Cabinet Report: Grays Development Framework. Decision 01104368 March 2016.

9. Appendices to the report

None.

Report Author:

Brian Priestley
Regeneration Programme Manager
Regeneration

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4 July 2017	ITEM: 7
Planning, Transport and Regeneration Overview and Scrutiny Committee	
Tilbury Master Planning	
Wards and communities affected: Tilbury Riverside and Thurrock Park, Tilbury St. Chads, East Tilbury	Key Decision: Non key
Report of: Matthew Brown, Regeneration Programme Manager	
Accountable Head of Service: Andy Millard, Head of Planning and Growth	
Accountable Director: Steve Cox, Corporate Director of Environment and Place	
This report is Public	

Executive Summary

Tilbury is one of the six hubs in the borough where regeneration and growth are to be concentrated.

In December 2013 Cabinet adopted a vision for Tilbury which set out a series of aims and ambitions to inform the approach to regeneration in the town and surrounding area. Since 2013 progress has been made on a number of projects and private sector led initiatives including the creation of hundreds of jobs at London Distribution Park, new housing development on the St Chad's school site, the appointment of the Local Area Co-ordinator for Tilbury, the formal opening of the Tilbury Community Hub and the creation of a masterplan for the Civic Square including proposals for an Integrated Medical Centre.

In recent months the Government has decided on the preferred route for the Lower Thames Crossing to the east of Tilbury and the Port of Tilbury have been developing proposals for significant expansion of Port facilities and the creation of employment opportunities (Tilbury 2). These and other proposals will have a significant impact on the development of Tilbury and the surrounding area.

The Council needs to plan to secure benefits and take advantage of opportunities to mitigate impact of development. A refreshed masterplan will provide a framework for the physical development of the town and the surrounding area, will inform development of the Local Plan and help address some long held aspirations such as improving links between the town and the river, addressing priorities identified in the original vision document. This report reviews the progress that has already been made, highlights the opportunities which have prompted the need for a review at this time and sets out the proposed approach to undertaking a new Masterplan.

1. Recommendation(s)

1.1 Planning Transport and Regeneration Overview and Scrutiny Committee are asked to comment on the proposed approach to the Masterplan for Tilbury set out in this report.

2. Introduction and Background

2.1 While Tilbury is one of the most deprived parts of the borough the town has seen a significant growth in employment particularly in the Port and Logistics Sector. In December 2013 Cabinet adopted a vision for Tilbury which recognised the deprivation in the area as well as the opportunities arising from a buoyant economy and set a framework for the on-going regeneration of the town:

We want Tilbury to:

- *be an attractive location for residents, businesses and visitors;*
- *be a place where people can achieve their potential;*
- *be a place where people can have fun;*
- *be a place where people are healthy;*
- *have a vibrant economy; and*
- *feel safe.*

2.2 Since 2013 the Council has worked with the private sector and the local community to encourage, support and develop a programme of activity which seeks to realise the vision. Due to the multi-faceted challenges in the area this programme is a long term endeavour however progress has been made on a number of fronts:

- The development of Port of Tilbury London Logistics Park with Travis Perkins creating new jobs and the new Amazon facility due to open in the summer creating an additional 1,500 permanent jobs and with the potential to expand to 3,500 posts over time;
- The development of the former St Chads school site for housing by the Council's housing company Gloriana;
- The appointment of a Local Area Co-ordinator for Tilbury;
- The refresh and re-launch of the Tilbury Community Hub;
- Approval of plans to expand Tilbury Riverside Business Centre, creating additional workspace for small businesses in Tilbury;
- Development of a Masterplan for the Civic Square and immediate area reflecting initial proposals for an Integrated Medical Centre;
- The formation of a Local Action Group (LAG) with membership drawn from the community and other stakeholders to develop and submit a bid for a £6m Community Led Local Development Programme which would deliver

a range of volunteering, skills development, employment and business support projects in the town;

3. Issues, Options and Analysis of Options

- 3.1 While some good progress has been made in Tilbury the recent announcement of the preferred route for the Lower Thames Crossing and proposals to expand the Port of Tilbury will have a significant impact on development and growth in the area. A new Masterplan and framework to influence and guide development is considered essential to secure benefits and to take advantage of opportunities, whilst at the same time mitigating against any potential negative impacts of new development on local residents and businesses. The new Masterplan and framework will need to focus on the following core areas.

Lower Thames Crossing

- 3.2 The Government has recently announced the preferred route for the Lower Thames Crossing which will run to the east of Tilbury. While the Council will continue to lobby Government to reconsider the proposed route it is important to plan to secure benefits and take advantage of opportunities to mitigate the development. The new Masterplan will help inform the Council's approach to discussions with Highways England and other stakeholders.

Expansion of the Port of Tilbury

- 3.3 The Port of Tilbury are planning for expansion of existing port facilities on part of the former Tilbury Power Station site. The Port have been engaging with the local community and stakeholders to secure benefits from the development and take advantage of opportunities to mitigate the impact of development. Issues and opportunities being considered include vehicle movements, links between the town and the Port, access to local heritage and to the riverfront, job creation and growth. A new Masterplan would set a context for the proposal and help guide development of the surrounding area.

Regeneration of the Civic Square

- 3.4 In March 2016 Cabinet received a report which outlined the results of the Masterplanning exercise for the Civic Square which included initial proposals for a health facility now known as an Integrated Medical Centre (IMC).
- 3.5 Since then the Council has worked closely with Thurrock CCG and with other parts of the NHS to develop a schedule of accommodation and brief for the IMC and to begin the process of seeking approval from a number of parties to develop the scheme, including NHS England. The brief for the new building is now sufficiently advanced for the Council to seek approval to procure a professional team and begin to design the new facility. Alongside the new building work to improve the quality of the public realm will help transform the Civic Square. The new Masterplan will help set the context for future planning

applications relating to the IMC and public realm improvements and will consider the impact on the wider town centre including traffic flow, parking and increased footfall.

Access to Green Space, Tilbury Fort and the Riverfront

- 3.6 It is a long held aspiration of the Council and many local residents and stakeholders to improve access between Tilbury Town and the employment opportunities at the Port of Tilbury, Tilbury Fort and the Riverfront. The main barriers to access have been the railway line and land ownership however the proposals to expand Tilbury Port may be an opportunity to overcome barriers and improve accessibility.

Estate Regeneration

- 3.7 The Council has an ambition to carry out an estate renewal programme to create quality mixed tenure communities where residents can afford to live across the borough. The Council was awarded funding from the Department for Communities and Local Government in 2017 to support a number of workstreams and develop a business case.

Proposed Approach

- 3.8 It is proposed to refresh and update the existing plans to reflect the emerging opportunities discussed above and to provide a Masterplan that can guide the next phase of regeneration in Tilbury. The Masterplan will also incorporate new opportunities such as those identified in the Connected Thurrock Digital and ICT strategy. It is anticipated that this stage of the review will be completed over the summer and presented to Cabinet in the autumn. A more detailed review would follow as part the process required for the new Local Plan and to ensure compliance with planning policy and regulations relating to the formulation of Local Plans.

4. Reasons for Recommendation

- 4.1 The Council's strategies identify Tilbury as one of the Borough's Growth Hubs where housing and employment growth are to be concentrated. The area faces new challenges from development but there is also an opportunity to secure real benefits for local people and businesses. A co-ordinated approach through the development of a masterplan will help ensure that benefits are maximised. The recommended action would provide a framework that builds on work to date, can be incorporated into the Local Plan and up to date context to guide ongoing regeneration and growth activity.

5. Consultation (including Overview and Scrutiny, if applicable)

- 5.1 Consultation with some key stakeholders including the Port of Tilbury and Thurrock CCG has taken place. The programme outlined in this report would

include stakeholder engagement to guide development of the Masterplan.

6. Impact on corporate policies, priorities, performance and community impact

6.1 The Council's Economic Growth Strategy and LDF Core Strategy identify Tilbury as a Growth Hub where regeneration activity will be focussed. The Council approved a vision for the hub in 2013. The Master Plan for Tilbury will provide a current framework for the Council's regeneration activities and will support the emerging Local Plan.

7. Implications

7.1 Financial

Implications verified by: **Laura Last**
Management Accountant

This report outlines the approach that will be taken in respect of undertaking further Master planning for Tilbury. The cost of producing the Master Plans will be funded from existing departmental budgets with the additional opportunity for contributions to be requested from bodies involved in developing the Nationally Significant Infrastructure Projects, and those submitting planning applications to the authority.

7.2 Legal

Implications verified by: **Vivien Williams**
Planning & Regeneration Solicitor

This report sets out the key current issues affecting Tilbury and the approach that will be taken to undertaking further Master planning for the town. The Masterplanning is a task-and-finish activity which in itself has no specific implications or risks for the Council or other stakeholders. However the completed Master plan will contribute to future planning and spatial policy which will in turn lead to decisions being taken. These will be subject to formal governance routes as applicable.

7.3 Diversity and Equality

Implications verified by: **Natalie Warren**
Community Development and Equalities Manager

Diversity and Equalities issues will need to be addressed through a Community and Equality Impact Assessment informed and developed by appropriate Stakeholder Engagement.

7.4 **Other implications** (where significant) – i.e. Staff, Health, Sustainability, Crime and Disorder)

None.

8. **Background papers used in preparing the report** (including their location on the Council's website or identification whether any are exempt or protected by copyright):

- The Vision for Tilbury (Cabinet Report Decision 01104253) December 2013;
- Tilbury Regeneration Programme and Health Hubs (Cabinet Report Decision 01104367) March 2016

9. **Appendices to the report**

None.

Report Author:

Matthew Brown

Regeneration Programme Manager

Regeneration

4 July 2017	ITEM: 8
Planning, Transport and Regeneration Overview and Scrutiny Committee	
Integrated Medical Centre Delivery Plan - Phase 1	
Wards and communities affected: Tilbury Riverside and Thurrock Park Tilbury St Chads Chadwell St Mary	Key Decision: Key
Report of: Rebecca Ellsmore, Regeneration Programme Manager	
Accountable Head of Service: Andy Millard, Head of Planning and Growth	
Accountable Director: Steve Cox, Corporate Director of Environment and Place Roger Harris, Corporate Director of Adults, Housing and Health	
This report is Public	

Executive Summary

Tilbury is identified as one of the Council’s six Growth Hubs. A number of planned and proposed housing schemes being brought forward by both the Council and the private sector are set to increase the local population over the coming years. The development of the London Distribution Park and Tilbury Port’s broader expansion aspirations are increasing employment opportunities in the locality whilst Tilbury’s good rail connections to London and beyond give access to a wider employment market.

However, Tilbury and Chadwell residents experience poor health outcomes in comparison to the rest of the Borough. Partners from the health sector and the Council have come together with the aim of improving access to high quality health services and have developed an integrated model of care which aims to improve the quality of and access to services to reduce the health inequalities experienced by local residents.

Cabinet, through the Health and Well-Being strategy, has agreed a GP Standards Plan which aims to improve the capacity and the quality of Primary Care across the Borough. The development of Integrated Medical Centres (IMCs) forms one of the key planks of that Plan.

This report gives further detail on the proposed model of care, outlines the proposed delivery mechanism for the capital build project and considers the Council's role in both delivering and occupying part of the facility. Building this meets the Cabinet's commitment to show Tilbury some love.

1. Recommendation(s)

Members of Overview and Scrutiny Committee are asked to:

- 1.1. Note the current status of the project and comment on the proposed mechanism for securing the delivery of the Tilbury and Chadwell IMC.**
- 1.2. Support the Council in taking the role outlined within the report including the decision to tender and appoint the design team.**

2. Introduction and Background

- 2.1. In March 2016 Cabinet gave in principle approval to the Council leading on the delivery of a Health Hub to be located in the Civic Square in Tilbury. The report highlighted that whilst the Council, CCG, NHS England and a range of health service providers were advocating the model of an integrated health centre, partners from the health sector were not in a position to secure the capital required to deliver such a facility. It was therefore proposed that the Council could act as lead developer and after constructing the centre could lease it back to a health partner.
- 2.2. The Integrated Medical Centre would form one of four hubs across the borough. The other three hubs will be:
 - Corringham / Stanford le hope – North East London Foundation Trust (NELFT) are the lead provider for this Centre. The design process is ongoing and the Centre is expected to be open in 2019.
 - Grays – Discussions ongoing but the Centre is likely to be on the site of the existing Thurrock Hospital in Long Lane
 - Purfleet – The Purfleet IMC is anticipated to be located within the new Purfleet Town Centre development. This project is governed by a Development Agreement (DA) between the Council and Purfleet Centre Regeneration Ltd (PCRL). There is provision within the DA for a serviced site to be provided for the Health Centre. The development of the Purfleet IMC will follow a similar process to the Tilbury IMC at the appropriate time.
- 2.3. Since then discussions have continued with various health partners to develop the model and a proposed delivery mechanism for the scheme in Tilbury. This report summarises these discussions, describes a proposed

delivery mechanism and seeks comments from Overview and Scrutiny Committee in advance of a report being presented to Cabinet in July 2017.

3. Issues, Options and Analysis of Options

The Model of Care

- 3.1. It is clear that prioritising the delivery of an integrated health facility would support the wider regeneration aims in Tilbury and Chadwell as well as the Council's Corporate Priorities. However, any proposed health facility must address the local health need and must be supported by partners from across the Health Sector.
- 3.2. The Public Health team have reviewed a significant body of evidence to define the current health needs of the Tilbury and Chadwell community. Clear evidence suggests that the area experiences health inequalities in terms of access to services and has an urgent need for new facilities to address existing deficiencies as well as to provide additional capacity to accommodate the future growth in population that is expected in the area.
- 3.3. The poor access to services in the local community manifests itself in a range of indicators which have impacts across the Health Sector such as :
 - High levels of attendances to Accident and Emergency (A & E) for conditions that could have been more effectively treated in a community setting – 10,368 of the 13,399 A & E attendances from Tilbury and Chadwell residents in 2015/16 either received the most minor category of investigation or treatment, or no significant investigation or treatment. This accounts for 77% of A & E attendances in this population.
 - Higher prevalence of long term conditions - the recorded prevalence of long term conditions in the Tilbury and Chadwell locality is higher than the Thurrock average for almost all conditions. In addition, there are a large estimated number of patients with long term conditions yet to be diagnosed – up to 2,195 cases of Hypertension and 1,649 cases of Coronary Heart Disease may be present in residents but not yet being diagnosed or treated.
 - Higher than average rates of unplanned care admissions. 453 of the unplanned care admissions in 2015/16 from Tilbury and Chadwell residents were due to conditions amenable to effective healthcare. The main cause for these admissions was influenza or pneumonia.
 - Low levels of referral to community health services. Pulmonary Rehabilitation is a service offered to eligible patients with Chronic Obstructive Pulmonary Disease (COPD) to support them to manage their condition. However, only 20% of newly-diagnosed eligible patients

were referred into the service in 2015/16.

- Low levels of referral to preventative support. The Rapid Response Assessment Service aims to provide rapid assessment and intervention to prevent residents entering either hospital or Adult Social Care Services unnecessarily; yet in Tilbury and Chadwell locality, the referral rate was nearly three times lower for adults aged 65+ than the Thurrock average in 2015/16 (9.71 per 1,000 adults compared to 27.7 per 1,000 adults in Thurrock).
- 3.4. To provide modern and effective health services, partners are advocating the development of a new model of Integrated Medical Centres (previously called Health Hubs and Integrated Healthy Living Centres) which co-locate a range of services and providers within one building. IMC's are expected to include services which not only address a primary care, secondary care, physical and mental health needs but also have a positive impact on the wider determinants of health by providing services related to areas such as education, employment and housing. This ambitious vision could transform health and social care provision but will need a range of diverse partners to work together to ensure that appropriate facilities can be developed and then effective services delivered from them.

4. Options for delivery of the Capital Build

- 4.1. Since the last Cabinet report, discussions have been ongoing with a number of Council departments, the CCG, NHS England and a range of health service providers. From these discussions it is clear that there remains widespread support for the IMC concept but that partners from the health sector are not in a position to design or construct the IMC themselves.
- 4.2. Partners to the scheme have identified the Civic Square in Tilbury as the ideal location for the IMC. The Council owns the majority of this land and already delivers a range of services from existing buildings on the Square. The precise location on the Square will be defined during the design process but options under consideration are either the redevelopment of the site of the existing Community Resource Centre (the former Fire Station building) or a potential extension to the Library building.
- 4.3. Whilst the Council has limited experience in delivering Health facilities it has significant experience in project management, capital developments and working with multi-disciplinary stakeholders. Coupled with a potential income stream from a service provider(s) the Council can borrow against this revenue stream to secure the capital needed for the development thereby allowing it to take on the role of lead developer and subsequently landlord.
- 4.4. As well as being an instrumental player in driving improved health provision there is clear regeneration benefits associated with the Council playing such a proactive role. In Tilbury the wider regeneration programme aims, amongst other things, to improve the quality of the environment and create a greater

sense of place and local identity. By acting as developer the Council can ensure that the design quality of the buildings (on a key site within the Town Centre) is high and successfully contributes to the place making agenda. In addition, the Council can have control over the other services to be included within the building. This offers the opportunity to deliver complementary Council services (such as social care or community hubs) from key sites. Public Health services are already a key component in the accommodation schedule but opportunities remain to expand the Council element of provision further to potentially include services such as Housing Officers, library services and the Community Hub. This opportunity is considered in further detail below.

- 4.5. Should the Council not be minded to take on the lead role it could dispose of the land to a third party who could commission the development directly. Colleagues from the health sector have suggested that this could be a very lengthy process and the delivery timescale would likely be lengthened. The IMC concept could still be realised but the Council's ability to influence the design, build quality or complementary uses on a key site in the Civic Square would be reduced. The regeneration impact achieved would therefore be lessened. This could present an alternative delivery method but the lengthened timescale and lower regeneration benefits mean that this option is not currently being pursued.
- 4.6. Given the clear benefits and the urgent need to improve facilities and service provision it is suggested that, subject to commercial viability being established, the Council takes on the role of developer. The following sections explain what this role will entail.

5. NHS Process

- 5.1. Whilst the CCG and health service providers are fully supportive of the scheme, commencing service delivery from the IMC will represent a change to patient care and therefore approval from NHS England will be required. This approval is secured in two phases. Initially an Outline Business Case must be submitted and if this is approved the project can then progress to a Full Business Case. Patient services cannot be delivered from the Centre without this approval.
- 5.2. The Outline Business Case requires an articulation of the model of care and patient pathways alongside outline building design. For the Full Business Case planning consent must be secured for the building. Whilst some of the information required to complete these submissions can be provided by the CCG, the design work and planning fee requires a level of cost which will be invested at risk by the Council. NHS England are engaged with the project and, given that the business case will not be requesting a capital commitment from the NHS, the risk of not receiving this approval is deemed to be low, however, the risk remains and should be noted

6. Proposed Council Role

- 6.1. In recent months the Council and CCG have jointly funded a commission to translate the articulated health need into a schedule of accommodation for the IMC. This work is largely complete although detailed discussions on the level of accommodation required for Council services need to be completed.
- 6.2. A high level cost exercise to establish whether the anticipated rental income is likely to be able to pay back the capital cost and provide a return to the Council over a reasonable time period is now underway and will be completed before appointment of a design team. Without a detailed design and cost plan for the building viability cannot be definitively proven but an estimation is required before funding can be committed to progressing the design work.
- 6.3. Beyond this stage, in order to take on the role of developer, the Council will need to commit resource to move the project to the delivery stage and will have to comply with the NHS approval process highlighted above. Resource will be committed at risk until the project has received approval from the NHS via submission and agreement of the Full Business Case. The Full Business Case requires the building to be designed to RIBA Stage 3 (Developed Design) and planning permission secured therefore some element of cost will need to be incurred in advance of the necessary approval being secured. NHS England have been engaged throughout the discussions to date and have informally expressed support for the scheme and clearly stated that the new GP contracts being commissioned and other services eg the new Improving Access to Psychological Treatments (IAPT) programme for this area must operate out of the IMC building. At the point where the NHS has given approval of the Full Business Case the Council would seek to enter into a legal agreement with the head lessee before development would begin.
- 6.4. Subject to the high level cost/income plan demonstrating that the building could be viable the Council will commission a professional team to design the building. It is clearly desirable to retain the design team throughout the lifetime of the project to ensure continuity and clear responsibilities in terms of liabilities and warranties. To ensure that this is possible, whilst minimising the risk to the Council in the event of the project not proceeding, the commission will be tendered for the full lifetime of the design and construction process but awarded on a phased basis with the Council having the right to terminate the commission at the end of any completed phase without incurring any penalty.
- 6.5. The immediate commitment required will provide sufficient design detail (to RIBA stage 2) to inform an Outline Business Case to NHS England. This cost is expected to be in the region of £0.2m. On approval from NHS England the subsequent module will be commissioned to take the design to RIBA stage 3 and inform a Full Business Case submission to NHS England. The cost for this stage is likely to be a further £0.3m taking the Council's total level of investment at risk to approximately £0.5m.

- 6.6. This project has already been approved for inclusion in the Council's Future and Aspirational Proposals list which was signed off by Cabinet in February 2017. The list has a budget allocation of £2m and contains over 20 projects. Should the funding for the Tilbury IMC be approved a significant amount of this funding will be used.
- 6.7. The commission is expected to continue beyond the modules required to secure NHS approval and the total cost will therefore exceed the threshold for a Director level tender award. A report seeking approval to tender is therefore being presented to Cabinet in July.
- 6.8. Upon appointing the professional team the Council will manage this contract securing input and sign off from health partners as appropriate.
- 6.9. On completion of RIBA Stage 3, and assuming approval from NHS England, and confirmation of commercial viability, it is intended that the Council will use its prudential borrowing powers to secure the capital funding required to procure a developer to construct the building (a further report, supported by a detailed business case, will be presented to Cabinet to secure approval to borrow the funds and tender this contract at the appropriate point).
- 6.10. The Council will seek to appoint a Head Leaseholder for the whole building. The Head Leaseholder will be required to enter into an Agreement to Lease formally committing them to take on the lease of the building prior to the Council awarding the development contract.
- 6.11. A number of health partners have expressed an interest in taking on the Head Leaseholder role but firm commitments cannot be finally secured until the building is designed and costed to a sufficient level of detail to enable rental costs to be estimated. The principle for setting the rent level will be based on enabling the Council to pay back the capital cost plus make a return on the investment.
- 6.12. The rental levels agreed must cover the costs of the shared spaces as well as any void spaces. The CCG has agreed to specify in future contracts that their commissioned services must be delivered from the IMC. This will ensure that rental income will be available. Furthermore the CCG has agreed to underwrite the rental cost of void spaces which are allocated to the health services. The Council will be required to enter into a similar agreement for any void costs associated with accommodation dedicated to Council services.
- 6.13. The leaseholder will be permitted to sub-let parts of the building to particular service providers in line with the requirements of the services being delivered from the Centre. This will include spaces used to deliver any Council commissioned services. It should be noted that any organisation taking on this role is likely to apply a management charge which will represent an additional cost to the sub tenants.

7. Council Service Provision

- 7.1. There remains opportunity for Council services to be included in the Centre but to meet the proposed timescales decisions on which, if any, services are to be relocated need to be taken swiftly.
- 7.2. The Council service provision in the Civic Square is focused on the Library building to the western edge of the Square. This currently houses the Library, Community Hub and some Housing Office Services. Some or all of these services could be relocated into the IMC.
- 7.3. There are both benefits and disadvantages of a potential relocation. These services are complementary to the Health offer and could have a positive impact on the wider determinants of health, the offer would be strengthened by co-locating. The existing library building has recently been refurbished and the accommodation has been improved but the new facility could offer further improvements as well as offering access to flexible shared space. Better value on the build costs may be achieved by bringing more services into the building as additional accommodation is likely to be provided on additional storeys on the same building footprint. Relocation would, however, require rent to be paid for the new accommodation and would leave the Council with void space(s) to fill in the existing building.
- 7.4. The decision on whether any of these services is going to be included in the new facility needs to be taken quickly to ensure that the brief for the design team is complete from the outset of the commission. Whilst the decision relating to the Library and Housing Officers rests with the Council the Community Hub must be managed separately. The Council has worked hard to give true autonomy to the Community Hubs and the Hubs are now set up as an established charity, Community Hubs Thurrock. Much of the programme's success can be attributed to the volunteers having a genuine level of authority on the future development of the Hub Programme. Whilst moving into the IMC could present a real opportunity to enhance their offer the decision must rest with the Community Hubs Network Board.

8. Risks

- 8.1. There are a number of risks facing the effective delivery of this programme. A full risk register will be developed if the project is given approval to proceed but the main risks identified at this stage are highlighted below.

Risk	Impact	Probability	Mitigation
Funds must be committed in advance of securing approval from NHS England.	Funds could be lost if the project doesn't proceed.	Medium	Continue engagement with NHS England, ensure Outline Business Case clearly describes the project. Commission design team on a phased

			basis to limit exposure.
Brief for the design team is not clearly defined.	Increased project cost.	Medium	Continue engagement with CCG and Council to further develop brief. Do not award contract until all partners agree the brief.
Proposed Head Lease term longer than the CCG service delivery contracts.	Lack of security over future income stream.	Medium	The Head Lease will be for a term that is sufficient to payback the capital cost plus a return to the Council. An Agreement to Lease will be required before the construction contract is awarded.
Capital cost too high to be supported by the rental stream.	IMC is unaffordable and doesn't proceed. Development funds are lost.	Medium	Cost advice will be sought throughout the project and checked against affordability.

- 8.2. It is clear that by taking on the role of developer and landlord the Council is also taking on a significant element of risk in the early stages of the project development. Informal feedback from NHS England is that they are supportive of the proposals but formal approval must be secured in order for the project to proceed to the construction phase. A substantial investment will be required to develop the building design and achieve planning consent prior to this approval being secured. The Council will mitigate this risk as far as possible by ensuring that any contracts awarded have clear breaks at key phases allowing the Council to end the contract at the end of any completed phase. The dialogue with NHS England will be ongoing throughout to ensure that the project develops in line with NHS England requirements.
- 8.3. The IMC will be a bespoke facility and on completion will only be appropriate for occupation by Health service providers. These services are commissioned variously by either the CCG or Public Health and typically have contract durations which do not exceed 7 years. This will not be sufficient to pay off the capital cost of the building. The Council will mitigate this risk by leasing initially to a Head Leaseholder who can offer a commitment in excess of the length of individual contracts to service providers. This Head Leaseholder will be required to sign an Agreement to Lease in advance of the Council awarding the construction contract but significant investment in the design and planning process will have been made in advance of this. The CCG has committed in writing to make locating in the IMC a condition of contract award and will underwrite void costs in the event of breaks between contracts.

9. Reasons for Recommendation

- 9.1. There are clear benefits to the Council taking on a prominent role in the delivery of this project. O&S are asked to comment on the described role in order for a paper to be presented to Cabinet in July.

10. Consultation

- 10.1. In March 2016 Cabinet resolved to support the principle of the Council leading on the development of a Health Hub in Tilbury. Since this time consultation has been ongoing with the CCG and various service providers in order to inform the project to the position as described in this report.

11. Impact on corporate policies, priorities, performance and community impact

- 11.1. This project supports the Council's corporate priority of improving health and wellbeing. In particular, it supports the four principles stated in the Thurrock Health and Wellbeing Strategy 2016-2021 and has a specific reference under 'Goal 4 Quality care, centred around the person' of the same strategy.
- 11.2. A Joint Strategic Needs Assessment has been produced to specifically inform the development of this project.
- 11.3. The project is fully aligned with the Council's stated Vision for Tilbury agreed by Cabinet in December 2013.

12. Implications

- 12.1. Financial

Implications verified by: **Mark Terry**
Senior Financial Accountant

In the first instance, Cabinet will be asked to approve the release of £0.5m of funding from the Future and Aspirational Proposals allocation approved by Cabinet in February 2017, to cover the design costs up to RIBA Stage 3 and planning application submission, before the project has final approval from NHS England. If the £0.5m is borrowed over a 5 year period, the repayment costs (with interest) would be £0.103m per annum. The risk that the Council would be taking at this stage is clearly outlined in this report. If the scheme were not to proceed after completion of the design stage, capital costs that have been incurred would have to be re-charged to the General Fund.

In the longer term, should the project receive all the necessary approvals and Cabinet give approval for the council to act as developer there will be a significant borrowing commitment that will be repaid (on commercial terms) over a long timeframe (20-25 years). Before the longer term commitment is made a further report will be presented to Cabinet containing the full details of

the business case and financing costs, and seeking approval to commit to borrowing the necessary funding.

12.2. Legal

Implications verified by: **Vivien Williams**
Planning and Regeneration Solicitor

There are no legal implications arising out of this report at this stage. As the project develops any contracts entered in to will be checked with legal services prior to award.

12.3. Diversity and Equality

Implications verified by: **Natalie Warren**
Community Development and Equalities Manager

This project has the potential to make a significant contribution to reducing health inequality in Tilbury. Should Cabinet approve the proposed delivery mechanism the architects brief will ensure that the building design meets the latest equality legislation.

13. Background papers used in preparing the report:

- Tilbury Regeneration Programme and Health Hubs
<http://democracy.thurrock.gov.uk/ieListDocuments.aspx?CId=129&MIId=2565&Ver=4>
- Thurrock Health and Wellbeing Strategy 2016-2021
<https://www.thurrock.gov.uk/strategies/health-and-well-being-strategy>
- Joint Strategic Needs Assessment - Tilbury Integrated Healthy Living Centre
<https://www.thurrock.gov.uk/healthy-living/joint-strategic-needs-assessment>

14. Appendices to the report

None

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Environment and Place

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**Planning, Transport & Regeneration Overview and Scrutiny Committee
Work Programme
2017/18**

Dates of Meetings: 4 July 2017, 12 September 2017, 14 November 2017, 16 January 2018 and 13 March 2018

Topic	Lead Officer
4 July 2017	
Adoption of Thurrock Design Guide - Residential Alterations and Extensions Supplementary Planning Document	Monica Qing
Grays Masterplan	Brian Priestley
Tilbury Masterplan	Matthew Brown
Tilbury Integrated Medical Centre	Rebecca Ellsmore
Work Programme	D/S
12 September 2017	
Lower Thames Crossing	Steve Cox
Local Plan Update	Andy Millard
C2C Update	Ann Osola
ITS Strategy	
Purfleet Regeneration	Rebecca Ellsmore
Planning Protocol	Andy Millard

Conservation Management Plan	Matthew Brown
Work Programme	D/S
14 November 2017	
Freight and Logistics Strategy	Ann Osola
2018/19 Budget Setting Update	Carl Tomlinson
Fees & Charges Pricing Strategy 2018/19	Carl Tomlinson
Work Programme	D/S
16 January 2018	
13 March 2018	