

Appendix 2: Pre-application response HBC 15th January 2016



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Date: 15th January 2016

Dear Wakelin Associates

**RE: Conversion of offices to residential. Conversion of nursing home to residential.
New Build lodge and associated landscaping and parking -total units 16**

SITE: Manor Farm High Street Harmondsworth

I refer to your request for pre-application planning advice dated 10/7/2015 (accepted 27/08/2015) and our subsequent meeting on 2/10/2015 relating to the above development. The advice provided is based on the following drawings and documents issued to the Local Planning Authority for consideration:

Plan Numbers: MC/15LP01A - received 13 Jul 2015
MC/15LPSK20A - received 13 Jul 2015
MC/15LPSK02 STABLE BLOCK - received 13 Jul 2015
MC/15LPSK03 STABLE BLOCK - received 13 Jul 2015
MC/15LPSK04 STABLE BLOCK - received 13 Jul 2015
MC/15LPSK05 STABLE BLOCK - received 13 Jul 2015
MC/15LPSK06 STABLE BLOCK - received 13 Jul 2015
MC/15LPSK07 STABLE BLOCK - received 13 Jul 2015
MC/15LPSK11 MANOR LODGE - received 13 Jul 2015
MC/15LPSK12 MANOR LODGE - received 13 Jul 2015
MC/15/EX11 - received 13 Jul 2015
MC/15/EX12 - received 13 Jul 2015
MC/15/EX13 - received 13 Jul 2015
MC/15/EX14 - received 13 Jul 2015
MC/15/EX15 - received 13 Jul 2015
MC/15/EX01 - received 13 Jul 2015
MC/15/EX02 - received 13 Jul 2015
MC/15/EX03 - received 13 Jul 2015
MC/15/EX04 - received 13 Jul 2015

MC/15/EX05 - received 13 Jul 2015
MC/15/EX06 - received 13 Jul 2015
MC/15/EX07 - received 13 Jul 2015
MC/15/EX08 - received 13 Jul 2015
MC/15/EX09 - received 13 Jul 2015
MC/15/EX10 - received 13 Jul 2015
MC/15/SK13 MANOR LODGE - received 13 Jul 2015
MC/15/SK14 MANOR LODGE - received 13 Jul 2015
MC/15/SK15 MANOR LODGE - received 13 Jul 2015
MC/15/SK16 OFFICE BARN - received 13 Jul 2015
MC/15/SK19 NEW COTTAGE - received 13 Jul 2015
LETTER/STATEMENT DATED 10/7/2015 - received 13 Jul 2015
HERITAGE ASSESSMENT - received 13 Jul 2015
MC/15/PO1 PHOTOGRAPHS - received 13 Jul 2015
MC/15/PO2 PHOTOGRAPHS - received 13 Jul 2015
MC/15/PO3 PHOTOGRAPHS - received 13 Jul 2015

Outlined below is a preliminary assessment of the proposal, including an indication of the main issues that should be addressed should you choose to submit a formal planning application. Please note that the views expressed in this letter represent officer opinion only and cannot be taken to prejudice the formal decision of the Council in respect of any subsequent planning application, on which consultation would be carried out which may raise additional issues. In addition, the depth of analysis provided corresponds with the scope of information made available to Council officers.

The Site and Surrounds

The site lies in the Harmondsworth Village Conservation Area, the buildings, apart from the modern office block opposite the Great Barn, are considered as listed at grade II, the Manor House being listed in its own right and the adjacent stable block being considered as curtilage listed. The Great Barn, while not part of the proposal area, lies within the overall original farm site and is grade I listed and currently in the guardianship of Historic England. The history of the grain store is unclear, although it is understood that it has been moved within the site. At present you are advised that it is treated as curtilage listed.

St Mary's Church (grade II* listed) and church yard lie to the immediate east of the site, with the listed church yard wall enclosing the Harmondsworth Manor Farm site on its eastern boundary.

The site also lies in a Archaeological Priority Area and within the proposed Heathrow Archaeological Priority Zone. A large part of the site falls within the Green Belt and there are surface flooding issues within the central area of the site. In addition, there are numerous outstanding issues with regards unauthorised works within the site.

The Proposal

As part of this proposal, the site has been divided into 3 areas:

. Manor Lodge Site (former Manor Farm House)

The subdivision of the listed former farmhouse into two units comprising 2 x 4 bedroom apartments with basement accommodation.

The addition of a further 2 bedroom, 1 and a half storey dwelling within the garden of the listed former farm house.

An open sided timber framed structure over some of the parking bays to the north east of the house.

. The stables

Change of use to residential, comprising 4 x 1 bedroom and 4 x 4 bedroom apartments.

. Office Barn

Conversion to residential, comprising 3 x 2/3 bedroom and 2 x 1 bedroom apartments.

. General

The restatement of the farm yard pond and the reintroduction of planting and landscape to replace that recently removed from the site.

Planning Policy

The proposed development would be assessed against the Development Plan Policies contained within Hillingdon Local Plan: Part 1, Saved Unitary Development Plan policies, the London Plan 2015, the NPPF and supplementary planning guidance prepared by both LB Hillingdon and the GLA.

Part 1 Policies:

PT1.BE1	(2012) Built Environment
PT1.CI1	(2012) Community Infrastructure Provision
PT1.EM1	(2012) Climate Change Adaptation and Mitigation
PT1.EM2	(2012) Green Belt, Metropolitan Open Land and Green Chains
PT1.EM6	(2012) Flood Risk Management
PT1.EM7	(2012) Biodiversity and Geological Conservation
PT1.H1	(2012) Housing Growth
PT1.H2	(2012) Affordable Housing
PT1.HE1	(2012) Heritage

Other Policies:

AM14	New development and car parking standards.
AM15	Provision of reserved parking spaces for disabled persons
AM2	Development proposals - assessment of traffic generation, impact on congestion and public transport availability and capacity
AM7	Consideration of traffic generated by proposed developments.
AM9	Provision of cycle routes, consideration of cyclists' needs in design of highway improvement schemes, provision of cycle parking facilities
BE1	Development within archaeological priority areas
BE10	Proposals detrimental to the setting of a listed building
BE12	Proposals for alternative use (to original historic use) of statutorily listed buildings
HDAS-EXT	Residential Extensions, Hillingdon Design & Access Statement, Supplementary Planning Document, adopted December 2008

HDAS-LAY

Residential Layouts, Hillingdon Design & Access Statement, Supplementary Planning Document, adopted July 2006

LDF-AH

Accessible Hillingdon, Local Development Framework, Supplementary Planning Document, adopted January 2010

BE13	New development must harmonise with the existing street scene.
BE15	Alterations and extensions to existing buildings
BE20	Daylight and sunlight considerations.
BE21	Siting, bulk and proximity of new buildings/extensions.
BE23	Requires the provision of adequate amenity space.
BE24	Requires new development to ensure adequate levels of privacy to neighbours.
BE3	Investigation of sites of archaeological interest and protection of archaeological remains
BE38	Retention of topographical and landscape features and provision of new planting and landscaping in development proposals.
BE4	New development within or on the fringes of conservation areas
BE8	Planning applications for alteration or extension of listed buildings
BE9	Listed building consent applications for alterations or extensions
EC3	Potential effects of development on sites of nature conservation importance
EC5	Retention of ecological features and creation of new habitats
H4	Mix of housing units
H5	Dwellings suitable for large families
H8	Change of use from non-residential to residential
OE1	Protection of the character and amenities of surrounding properties and the local area
OE5	Siting of noise-sensitive developments
OE7	Development in areas likely to flooding - requirement for flood protection measures
OE8	Development likely to result in increased flood risk due to additional surface water run-off - requirement for attenuation measures
OL1	Green Belt - acceptable open land uses and restrictions on new development
R17	Use of planning obligations to supplement the provision of recreation, leisure and community facilities
LPP 5.1	(2015) Climate Change Mitigation
LPP 5.12	(2015) Flood risk management
LPP 5.13	(2015) Sustainable drainage
LPP 5.7	(2015) Renewable energy
LPP 7.16	(2015) Green Belt
LPP 7.19	(2015) Biodiversity and access to nature
LPP 7.2	(2015) An inclusive environment
LPP 7.8	(2015) Heritage assets and archaeology
LPP 8.2	(2015) Planning obligations

Main Planning Issues

1. Principle of development

As part of this proposal, the site has been divided into 3 areas:

. Manor Lodge Site (former Manor Farm House)

This part of the site does not fall within, but is adjacent to the Green Belt. The site does however fall within the Harmondsworth Village Conservation Area and is a statutory Grade 2 Listed Building.

The subdivision of the house into two units is not ideal and would only be supported if the associated internal changes did not adversely effect the layout of the building, and retained historic features and fabric. The acceptability of this proposed alteration would also need to be considered in terms of, and balanced against, the benefits of securing the long future of the site.

With regard to the addition of a further dwelling within the curtilage (garden) of the listed former farm house, it is considered that this would negatively impact on the setting of the building and is not therefore supported in principle.

The construction of an open sided timber structure is considered acceptable in principle, subject to satisfactorily addressing heritage issues.

We would like to see the grain store reused in conjunction with the new uses.

A landscaping scheme, for both hard and soft landscape, for the garden and surrounding areas, would need to be agreed as part of any works.

. Stables and Office Barn

Change of use of existing building/s - Stables and Office Barn

The site is not a designated Industrial or Business Area in the adopted UDP or the Hillingdon Local Plan: Part 1- Strategic Policies, Employment and Land Map. Saved Local Plan Part 2 Policy LE4 relates to the loss of employment land outside identified Industrial and Business Areas. Briefly, this policy protects such uses subject to certain criteria. Briefly, Policy LE4 protects such uses unless:

1. The existing use seriously affects amenity, through disturbance to neighbours, visual intrusion, or an adverse impact on the character of the area;
2. The site is unsuitable for industrial or similar redevelopment due to its size, shape, location or lack of vehicular access;
3. There is no realistic prospect of the land being used for industrial, warehousing or employment generating land uses in the future;
4. The proposed use is in accordance with the Council's regeneration policies.

In order to demonstrate compliance with Policy LE4, any application should be supported by documentation demonstrating that the site is surplus to employment requirements. In seeking to satisfy the criteria set out in Policy LE4, the Employment Land Study is now available on the Council's Website. The study aims to assess the Borough's employment sites and premises in order to provide a robust evidence base

to support the retention or release of existing employment land, where appropriate in the emerging Local Development Framework. It is acknowledged that the Employment Land Study 2009 and 2010 update confirms that there is an oversupply of industrial land in Hillingdon. The loss of this employment land may therefore be considered de minimus to the overall oversupply of employment land in Hillingdon, although the cumulative effect of such losses must be taken into consideration and therefore any application is required to accord with Policy LE4.

Assuming the concerns of Saved Policy LE4 of the Hillingdon Local Plan: Part 2 - Saved UDP Policies (November 2012) can be overcome, it will be necessary to demonstrate that the scale and layout of the proposed development is compatible with sustainable residential quality, having regard to the specific constraints of this site.

The Stables and Office Barn are located within the Green Belt. The NPPF states that that re-use of buildings in the Green Belt, provided that the buildings are of permanent and substantial construction, is not inappropriate development within the Green Belt.

Given that both buildings are of solid construction, they are considered appropriate for reuse. Therefore in terms of national Green Belt policy, the conversion of these elements of the scheme to residential development in the form of residential units is acceptable in principle.

The Stables and Office Barn were last used as offices and as such was inappropriate development in the Green Belt. Comparing the impact on the Green Belt of the previous use with the proposed conversion for residential purposes, the impact in terms of activity is considered to be comparable. Therefore, as the proposed use does not have a materially greater impact in terms of its use than the former use on the openness of the Green Belt, the proposed conversion is considered to be in accordance with Saved UDP Policy OL1.

Policy H8 of the Hillingdon Local Plan: Part 2 - Saved UDP Policies (November 2012) is relevant to the current proposal in that it states that a change of use from non residential to residential will only be permitted if;

- (i) a satisfactory residential environment can be achieved;
- (ii) the existing use is unlikely to meet demand for such
- (iii) the proposal is consistent with the other objectives of the plan.

It is acknowledged that the existing buildings have been vacant for some time, with efforts made to let them for office purposes but without success. In view of this, there is considered to be no objection in principle to their conversion to residential use, in terms of Policy H8(ii). However, compliance with the criteria of Policy LE4 will still be required as part of any future application.

It is also considered that a satisfactory residential environment could potentially be created for all of the future occupiers. The scheme is therefore considered to accord with criteria (i).

Provided the proposed scheme is not considered to be contrary to Green Belt and Heritage policies as a result of the conversions, the scheme would accord with criteria (iii) of this policy and no objection would be raised to the redevelopment of the stables and office barn for residential use.

2. Design

URBAN DESIGN/LANDSCAPING

Local Plan Part 1 Policy BE1 requires all new development to improve and maintain the quality of the built environment in order to create successful and sustainable neighbourhoods. Policies BE13 and BE19 of the Hillingdon Local Plan: Part 2 - Saved UDP Policies (November 2012) seek to ensure that new development complements or improves the character and amenity of the area, whilst Part 2 Policy BE38 seeks the retention of topographical and landscape features and provision of new planting and landscaping in development proposals.

We would welcome the restatement of the farm yard pond and the reintroduction of planting and landscape to replace that recently removed from the site.

We would wish to see the large patio and associated new brick walls to rear of the lodge removed and works to protect the listed church wall included as part of these proposals. The applicants will need to liaise with the Diocese re the latter.

As part of any proposals, we would expect a management and future maintenance plan to be agreed for the site.

We would like to see the grain store reused in conjunction with the new uses.

A landscaping scheme, for both hard and soft landscape, for the gardens and surrounding areas, would need to be agreed as part of any works.

DENSITY

Whilst the proposed density in terms of units per hectare is below that set out in the London Plan, the location of the scheme in the Green Belt and / or within the curtilage of a listed building would result in higher density development being inappropriate. No objections are therefore raised to the low density of the proposed development in this case.

UNIT MIX

In terms of unit mix, Saved Policies H4 and H5 of the Local Plan Part 2 seek to ensure a practicable mix of housing units are provided within residential schemes. One and two bedroom developments are encouraged within town centres, while larger family units are promoted elsewhere. A mixture of 1, 2 and 3 bedroom units is proposed for the conversion element of the scheme. This mix of units is considered appropriate for this location. The proposed development in this respect accords with the requirements of national policy and the Development Plan, by making effective and efficient use of brownfield land.

HERITAGE ISSUES

MANOR HOUSE

Alterations to the modern additions to the rear of the building could be considered acceptable, provided they are well designed, remain as secondary elements and are

linked seamlessly with the existing structure. Ideally, the ridge line should be dropped on the first floor addition, to retain the step in scale that exists across elevation 1. The inserted windows to side elevation 3 are too large.

Any subdivision of garden area would need to be carefully undertaken and achieved using planting rather than hard boundaries.

We would like to see some of the more recent and less sensitive changes to the house reversed as part of any new works, for example, the removal of the plastic snorkel flues, opening up of boxed in fireplaces and the restoration of the original kitchen range etc.

No objection in principle (subject to design) to an open sided timber framed structure over some of the parking bays to the north east of the house. The necessary ground works will need to be discussed and agreed with the Greater London Archaeological Advisory Service (GLAAS).

2. STABLES

There are no objections in principle in heritage terms to the proposed change of use. The existing original partitions should be retained and new openings to the facades should be kept to a minimum; for example, new toilets and staircases would not necessarily require windows.

The glazed door on elevation 4 would be better designed as a traditional half stable door to avoid what looks like a hole in the elevation. There also appears to be an extra window at first floor front on the floor plans, which should be avoided.

The means of enclosing the rear car parking area, surfacing and marking out of spaces will need to be carefully considered.

3. OFFICE BARN

No objection in principle to in heritage terms to the conversion of this building, nor to the loss of the car park to the rear to form gardens. We would like to see the area in front of the structure, facing the Great Barn, grassed and landscaped. The toilet and public facilities that are included within this building for use in conjunction with the Great Barn should be retained, or possibly relocated within the site.

3. Amenity

The Hillingdon Design and Accessibility Statement (HDAS) provides a range of design guidelines, addressing setbacks, overlooking and shadowing and so forth. This document can be found on the Hillingdon website.

HDAS and the National Space Standards recommend minimum unit sizes in order to ensure a good level of internal residential amenity. Any submitted scheme should comply with these minimum standards. These represent planning minimum requirements. Larger unit sizes may be required to address housing corporation requirements or wheelchair accessibility standards. The information submitted appears to demonstrate that the apartments will generally comply with these minimum standards.

AMENITY SPACE

The HDAS requires amenity space to be provided at a rate of 20m² per one bedroom unit, 25m² per two bedroom unit and 30 m² for 3 bedroom apartments. Normally, communal amenity space should be appropriately landscaped to ensure maximum utility. However, given that part of the site lies within the Green Belt and the listed status of the site, careful attention will need to be given to the treatment of the communal gardens, to ensure that there is no delineation of individual space, introduction of hard areas and domestic paraphernalia that would effect changes to the character and appearance of the land.

The proposed development should incorporate a children's play area at ground floor level of an appropriate size, in accordance with the London Plan Supplementary Planning Guidance on Providing for Children and Young People's Play and Informal Recreation. It should be located within a secure area of the site, subject to natural surveillance from the proposed units.

Attention should be paid to principles regarding over dominance and over looking. Specifically, the habitable windows should not impinge within 21m of the 45 degree line drawn from adjoining units habitable windows, and a setback of 15m should be maintained between habitable room windows and side elevations to avoid overdominance.

The application should be supported by a daylight/sunlight report confirming that the proposed units will have access to satisfactory levels of light.

ACCESS FOR PEOPLE WITH DISABILITIES

The London Borough of Hillingdon is committed to achieving the highest standards of access and inclusion. All buildings that are open to the public and all housing development schemes must be constructed according to the policies and design details as outlined in the SPG Hillingdon Design and Accessibility Statement (HDAS) Accessible Hillingdon.'

The scheme would need to comply with London Plan policy 3.8 and the National Housing Standards. To this end, 10% of the units would need to be designed to Building Regulations Part M4(3), with the remaining units compliant with the relevant Building Regulations Part M requirements. Where this cannot be achieved because of heritage constraints in the converted listed building, a detailed justification should be provided.

The Council's Supplementary Planning Document 'Accessible Hillingdon' states that a parking space should be provided for every wheelchair accessible home.

The Council's adopted supplementary planning document 'Accessible Hillingdon' states that a passenger lift should be provided in blocks between five and 15 units, with a minimum of two lifts provided in blocks of 15 flats or more.

The internal layout of the flats should be configured to ensure compliance with both the Wheelchair Home Standards and Lifetime Home Standards where applicable, with particular attention given to the layout of bathroom furniture. Reference should be made to the above documents. It would be preferable to provide the Wheelchair Home Standard units on the ground floor, and these unit should be clearly marked on plan.

The Design & Access Statement should demonstrate that all relevant standards have been incorporated into the scheme, including details of reference material used to inform design, and would need to be revised accordingly.

4. Highways

Vehicular access to the site will be via the existing driveway. The road width should be sufficient to allow the provision of servicing and emergency vehicles. A Traffic Assessment should accompany any planning application. The scope of the required traffic assessment can be agreed with the Council's Highways Engineers, depending on the nature of the proposal itself.

Car parking

The London Plan Policy 6.1 states that the need for car use should be reduced, with Table 6.2 stating that there should be a maximum of 1 space for 1-2 bed units. The Council's parking standards stipulates a maximum of 1.5 spaces per unit, where communal parking is proposed. The parking provision should therefore be in line with these parking standards. Any parking provision should include 10% of these spaces for people with a disability.

Parking areas should be designed with regard to 'secure by design' principles (for example, in a manner which enables good surveillance with complementary illumination).

In addition to car parking requirements, 1 motorcycle space should be provided per 20 car spaces and 1 bicycle space should be provided per unit. Bicycle spaces should be provided in a secure, lockable enclosure with no more than 4 bicycles per enclosure. Again 'secure by design' principles should be applied when considering siting and design of enclosures.

Policy 6.13 of the London Plan requires 1 in 5 parking spaces to be served by an electric charging point. The Council would require a strategy that shows 10% of all spaces to be served by a charging point, with plan for phasing for an additional 10% in future points.

5. Other

4. ARCHAEOLOGY

It is noted that the site lies within an Archaeological Priority Area and GLAAS will be consulted on their requirements.

Historic England appear to have changed their approach on pre-application discussions and do not now provide advice to Councils and expect applicants to contact them direct. They provide 15 hours of advice before charging.

A useful contact is provided below:

Sandy Kidd
Principal Archaeology Advisor (GLAAS)
Direct line: 020 7973 3215
Mobile phone: 07760 456812
Historic England | 1 Waterhouse Square
138 - 142 Holborn | London | EC1N 2ST

FLOODING/DRAINAGE

The size of the combined site (<1ha in area) is such that a Flood Risk Assessment will not be required as part of any planning application. However part of the site is prone to surface flooding.

Sustainable Urban Drainage (SUDS)

All new development should incorporate sustainable drainage systems. The proposals need to include a clear drainage strategy that is reflected within the designs of the development. Policy 5.13 of the London Plan sets out a hierarchy to work towards, it also requires a greenfield run-off rate to be met. This means that simply suggesting that the run-off rate will not be increased is not sufficient.

You will need to demonstrate a greenfield run-off rate in a 1:100 year (+climate change) storm event. This needs to set out quantities of run-off and pre and post development and include the methods of attenuation to reduce it down to a greenfield rate. If infiltration methods of SUDS are proposed, you will need to demonstrate the receiving subsoils will be adequate. You will also need to set out adoption and maintenance regimes which may require consideration within a subsequent Section 106 legal agreement.

CRIME PREVENTION

The design and layout should also have regard to secure by design principals. You may wish to contact Adam Lindsay of the Metropolitan Police on (ph# 0208 733 3703 or 07825103933) or by e-mail: DOCOMailbox.NW@met.police.uk to discuss means of ensuring community safety by design. An early involvement by the Crime Prevention Adviser is encouraged.

The siting of bin stores and secure cycle storage is fundamental to security. They should not block sight lines or provide refuges for anti social behaviour. Cycle parking and refuse enclosures should be incorporated into the buildings where possible.

ECOLOGY

The area is not considered to be within a high quality area of ecology. However, it is likely that an ecological survey/report will be required to accompany any future application, if any European Protected Species, including bats, are identified on the site.

CONTAMINATION ISSUES

Applications for sensitive developments (including housing) should be supported by a desk top study confirming known or potential contamination issues. The level of information required at this stage will vary dependent on the Local Planning authority's concerns. Further information can be found in the Council's Supplementary Planning Guidance 'Land Contamination', which is available on the Council's website. Clarification, if required, can be sought from the Council's Environmental Protection Unit (Mick Brough, ph 01895 277 440). Applications will be distributed to the Council's Environmental Protection Unit and for comment, and conditions recommended applied in the event of an approval.

AIR QUALITY

The NPPF at para. 123 states that planning policies should sustain compliance with and contribute towards EU limit values or national objectives for pollutants, taking into account the presence of Air Quality Management Areas and the cumulative impacts on air quality from individual sites in local areas. Planning decisions should ensure that any new development in Air Quality Management Areas is consistent with the local air quality action plan.

The site is located within an Air Quality Management Area and as such, an air quality assessment should be provided as part of any application. This will be assessed by the Council's Environmental Protection Unit in conjunction with the submitted transport assessment.

NOISE

Given the proximity to Heathrow airport it may be necessary to provide a full noise assessment. The Council's Supplementary Planning Document: 'Noise' provides further advice on this matter.

WASTE MANAGEMENT

Policy 5.17 of the London Plan sets out the Mayors Spatial Policy for Waste Management including the requirements for new developments to provide appropriate facilities for the storage of refuse and recycling. Accordingly it would be necessary for the development to provide adequate waste storage for the residential units. Bin stores which should have external access. The facilities should be convenient for use by residents and appropriate for servicing. Any refuse or recycling stores should be located within an appropriate distance of the vehicle collection point to enable easy servicing by refuse vehicles.

RENEWABLE ENERGY / SUSTAINABILITY

Applicants are advised to consult the Mayor's Supplementary Planning Guidance on Sustainable Design and Construction (available at http://www.london.gov.uk/mayor/strategies/sds/sustainable_design.jsp) to assist in achieving a sustainable development.

Energy

The development needs to meet Policy 5.2 of the London Plan and set out a 35% reduction in CO2 emissions using 2013 Part L as the baseline. We would expect to see a full energy assessment which incorporates a strategy (or strategies) as to how the 35% reduction would be achieved. It is acceptable to set out a couple of different options for reaching the 35% reduction, provided that there is clear analysis of their applicability within the development. The 35% reduction must be set against a clearly defined 2013 Building Regulation baseline, measured in kWh and KgCO2. This should be a total for the whole development. The designs of the development must clearly incorporate the identified measures. For example if PVs are proposed, we would expect to see a roof plan setting out the location, orientation, pitch and the appropriate amount.

Water Resources

The Borough is in a seriously water stressed area and we would expect to see proposals that achieve 105 litre per person per day in accordance with Policy 5.15 of the London plan. We would also expect the initial proposals to demonstrate the inclusion of water collection and reuse measures to reduce the demand on potable water.

Further guidance on Energy and Sustainability on an updated scheme can be provided on request by the Council's Sustainability Officer (Ian Thynne ian.thynne@hillingdon.gov.uk) who will be able to advise you on energy issues.

6. Planning Obligation and CIL (Mayor and LBH)
S106 PLANNING OBLIGATIONS

Policy R17 of the Hillingdon Local Plan: Part 2 - Saved UDP Policies (November 2012), requires that where developments generate the need for additional facilities, financial contributions will be sought.

The proposed development is likely to generate requirements for planning obligations in respect of:

1. Affordable Housing: The London Plan sets the policy framework for affordable housing delivery in London. Policies 3.10 -3.13 requires that boroughs should seek the maximum reasonable amount of affordable housing when negotiating on individual private residential and mix-use schemes, having regard to their affordable housing targets.

Policy H2 of the Local Plan: Part 1 proposes that schemes will aim to include 35% of on site affordable housing on developments of 10 or more units. The application exceeds the threshold of 10 units and above, therefore affordable housing provision by way of a S106 Legal Agreement is required.

If less than 35% affordable housing is proposed, any application will need to be supported by a financial viability appraisal. At present no viability assessment has been undertaken and this will be required to determine the level of affordable housing that the site can provide. This will need to be submitted using the Three Dragons Toolkit provided by the Greater London Authority. Financial appraisals may be referred to the Council's specialist Consultant for comment. The applicant will be asked to meet the Council's costs prior to any such action.

The Council would expect the affordable housing provision to be similar in design to the rest of the site, as well as complying with Housing Quality Indicators (HQI's) and Design and Quality Standards (Housing Corporation). The room sizes must meet minimum standards for affordable housing in Hillingdon.

(ii) Conservation Management Plan in accordance with English Heritage guidance, to secure the long term management and maintenance of the house;

(iii) A repairs methodology and schedule of repairs for the main house;

(iv) Legal provisions to secure the appropriate phasing and completion to requisite standards to ensure that the listed house and landscape are restored and that the new apartments / conversions are not occupied until all the works (other than soft landscaping to be planted in the appropriate planting season) on site have been

completed;

(v) A Landscape Conservation, Restoration and Management Plan, including detailed proposals, long term design objectives, protection of the woodland areas, management responsibilities and maintenance;

(vi) Detailed surveys of the current standard of the drainage structures on site, and a management and maintenance plan to ensure that these will be managed, and blockages cleared;

(vii) Affordable Housing review mechanism (if applicable);

(viii) Project Management & Monitoring Fee: 5% of total cash contributions (if a cash contribution is required).

COMMUNITY INFRASTRUCTURE LEVY (CIL)

Please be advised that as from 1 April 2012, all planning approvals for schemes with a net additional internal floor area of 100m² or more will be liable for the Mayoral Community Infrastructure Levy (Mayoral CIL), as legislated by the Community Infrastructure Levy Regulations 2010 and The Community Infrastructure Levy (Amendment) Regulations 2011. The liability payable will be equal to £35 per square metre. The London Borough of Hillingdon is a collecting authority for the Mayor of London and this liability shall be paid to LBH in the first instance.

In addition the development represents Chargeable Development under the Hillingdon Community Infrastructure Levy, which came into effect on 1st August 2014. The liability payable will be £95 per square metre

Should you require further information please refer to the Council's Website www.hillingdon.gov.uk/index.jsp?articleid=24738

It is important to note that this CIL liability will be in addition to the planning obligations (s106) that the Council may seek from your scheme.

FINANCIAL VIABILITY ASSESSMENTS (FVAs)

Applicants are advised that two versions of the FVA must be submitted as part of a planning application:

- 1) A full FVA, used for full consideration of financial implications.
- 2) A redacted FVA removing any commercially sensitive information alongside a signed statement confirming that your viability appraisal has been prepared in accordance with best practice and the RICS guidance (paragraph 4.5.4 RICS Financial Viability in Planning), with a clear explanation of why the redaction is appropriate having regard to the tests in the Act (for the purposes of FOI).

7. Application Submission

List of documents to be submitted:

- Design and Access Statement (DAS)
- Heritage Statement
- Acoustic Report
- Ground Contamination Report
- Air Quality Assessment

- A full tree survey to BS5837:2012
- Arboricultural Method Statement and Tree Protection Plan
- Transport Statement
- Energy Assessment
- Drainage Strategy
- Financial Viability Assessment (if appropriate)
- Waste Management Plan
- Planning Statement (including a justification for the loss of employment use)
- Daylight and Sunlight Assessment

8. Conclusion

Any future development needs to preserve or enhance the heritage assets of the site should not have a greater impact on the openness of the Green Belt than the existing built form.

The Local Planning Authority would not be in favour of the subdivision of the Manor House into two units and this would only be supported if the associated internal changes did not adversely effect the layout of the building, and historic features and fabric were retained. The acceptability of this proposed alteration would need to be considered in terms of, and balanced against the benefits of securing the long future of the site.

With regard to the addition of a further dwelling within the curtilage of the listed Manor House, it is considered that this would negatively impact on the setting of the building and is not therefore supported.

No objection would be raised to the redevelopment of the office barn and stable block for residential use, subject to the provision of an appropriate level of amenity space and compliance with HDAS guidance.

Landscaping proposals should be presented as part of the main application.

Please be advised that the Council require confirmation that you wish to enter into a PPA as soon as possible, in order to ensure the necessary resource are in place to meet the terms of the PPA.

Thank you for entering into the Councils pre-application advice service and I trust you have found this service of assistance.

Karl Dafe
Principal Planning Officer
Major Applications Team
London Borough of Hillingdon

Planning Guarantee

For complex applications which are likely to exceed the statutory timeframes, the applicant is encouraged to enter into a Planning Performance Agreement (PPA) to allow for the negotiation of complex cases. Central Government encourages the use of PPAs for larger and more complex planning proposals to bring together the developer, the Local Planning Authority and key stakeholders to work in partnership throughout the planning process.

Providing a PPA helps ensure that major proposals progress through the application process in a timely fashion and result in high quality development but the service is both time consuming and costly. The charge for all Planning Performance Agreements will ensure that adequate resources and expertise can be provided to advise on major development proposals, the charges are determined in a site by site basis.

Hillingdon are committed to ensure the best possible service provision to all of our applicants. In order to ensure this, we will not be able to facilitate negotiation which would result in an application being determined outside of statutory timeframes, unless the applicant has entered into a Planning Performance Agreement.