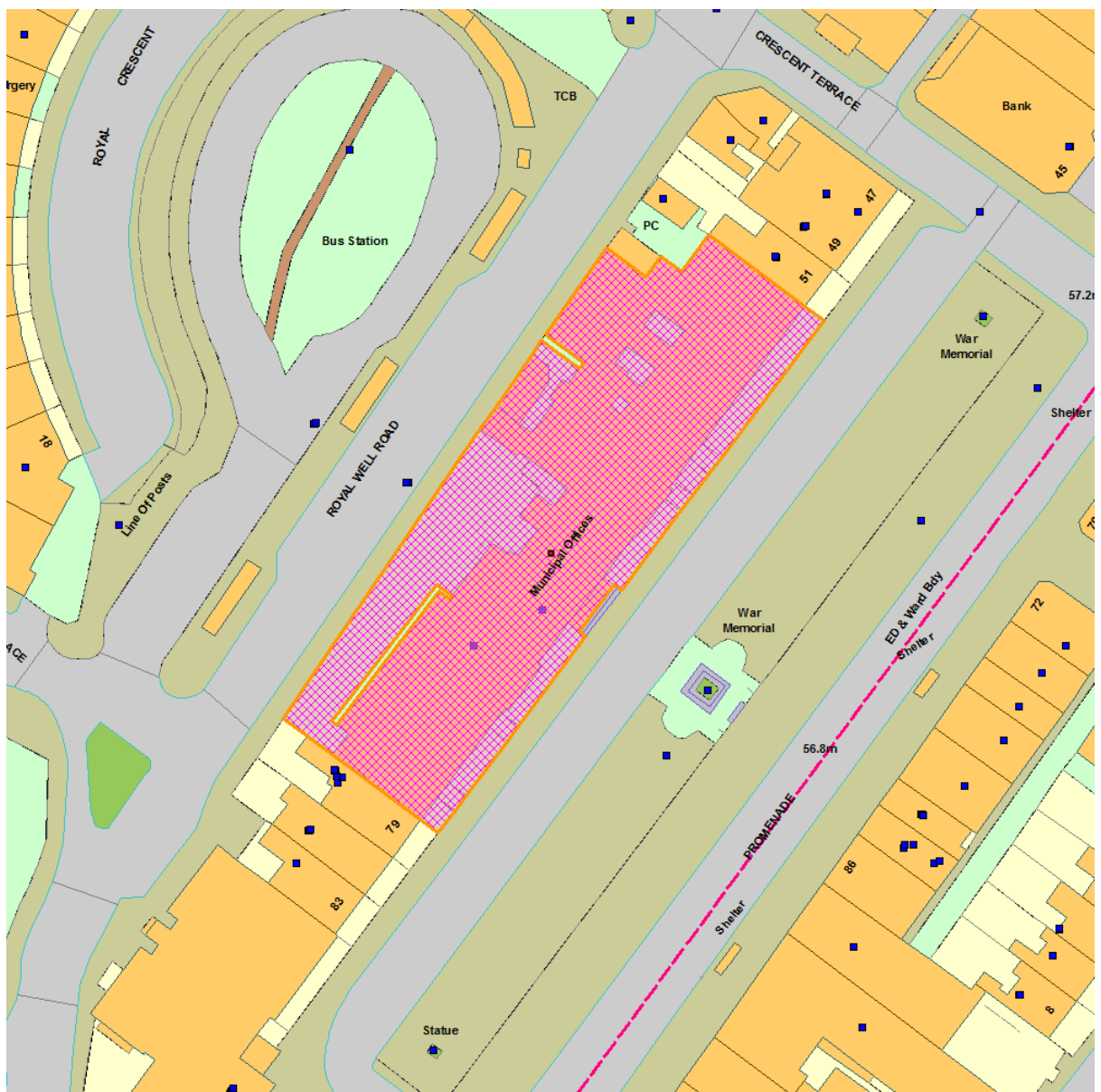


APPLICATION NO: 21/02650/LBC	OFFICER: Mr Nikita Hooper
DATE REGISTERED: 11th December 2021	DATE OF EXPIRY: 24th February 2022
DATE VALIDATED: 11th December 2021	DATE OF SITE VISIT: N/A
WARD: Lansdown	PARISH:
APPLICANT:	Mrs Corry Ravenscroft
AGENT:	
LOCATION:	Municipal Offices Cheltenham Borough Council Promenade
PROPOSAL:	Internal alterations (upper ground floor reception area and corridor)

RECOMMENDATION: Grant



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1. DESCRIPTION OF SITE AND PROPOSAL

- 1.1 The Municipal Offices are located on the north-west side of the Promenade in central Cheltenham.
- 1.2 The application is before Planning Committee as the Borough Council own the building subject to the proposed scheme.

2. CONSTRAINTS AND RELEVANT PLANNING HISTORY

Constraints:

Land Allocated for Mixed Use
Airport Safeguarding over 45m
Business Improvement District
Conservation Area
Core Commercial Area
Flood Zone 2
Flood Zone 3
Listed Buildings Grade 2star
Principal Urban Area
Smoke Control Order

Relevant Planning History:

15/00608/PREAPP 28th April 2015 CLO

Listed building works to enable Room G17 to be used as police point

00/01282/LBC 4th December 2000 WDN

Awning over front entrance door to tourist information centre

00/01698/LBC 6th March 2001 GRANT

Alterations to Tourist Information offices

01/00657/LBC 13th August 2001 GRANT

New parapet wall and door to rear elevation, access lift and new signs to front elevation

03/01032/LBC 14th October 2003 GRANT

Internal alterations to part of ground floor to create an open space to be used as a reception and customer service area and office space

86/00715/PF 28th August 1986 PER

Installation Of Civil Defence Radio Aerial

86/00719/LS 28th August 1986 PER

Municipal Offices Cheltenham Gloucestershire - Erection Of Civil Defence Radio Aerial

86/01084/LA 27th November 1986 PER

Alterations To Provide 2 Security Doors And 1 Screen At Basement And Ground Floor Levels

88/01536/PF 15th December 1988 PER

Alterations And Extension

88/01550/LA 15th December 1988 PER

Alterations And Extension

88/01762/LA 19th January 1989 PER

Installation Of E.M.U. 24 Hour Visual Display Unit Information System Behind Central Front Window In Portico Of The Building

88/01782/LA 19th January 1989 PER

Erection Of A Temporary Sign

89/00567/LA 25th May 1989 PER

The Erection Of Individual 150mm High Bronze Lettering To Read:
Tourist Information Centre

89/01378/LA 22nd February 1990 PER

Installation Of Satellite Dish On The Flat Roof Of The Municipal Offices Behind Parapet

90/00260/PF 24th May 1990 PER

Proposed New Wall And Motor Cycle Shelter

90/00267/LA 24th May 1990 PER

Proposed New Wall To Enclose A Proposed New Motor Cycle Shelter

91/00831/LA 26th September 1991 PER

Alterations To Existing Reception Area At Ground Floor Level

92/00131/PC 26th March 1992 PER

Proposed Change Of Use Of A Flat Into Offices

92/00137/LA 26th March 1992 WDN

Change Of Use From A Flat Into Offices And Alterations To Create Offices

92/00174/PF 17th December 1992 PER

Municipal Offices Cheltenham Gloucestershire - Extension To The Rear Of The Building

92/00175/LA 17th December 1992 PER

Extension To The Rear Of The Building, Proposed Internal Alterations (Department Of The Environment Decision - No Cbc Decision Notice)

92/00808/AN 22nd October 1992 REF

Erection Of 6 Additional Flag Poles To First Floor Balcony

92/00809/LA 22nd October 1992 REF

Erection Of 6 Additional Flag Poles To First Floor Balcony

92/01028/PF 21st January 1993 PER

Formation Of Access Ramp To Front To Assist The Disabled ***Note - Application Not Determined***

92/01031/LA 21st January 1993 PER

Formation Of Access Ramp To Front To Assist The Disabled

94/00807/LA 20th October 1994 PER

Alterations To Reception Area ***Application To Be Determined By Doe***

95/00093/LA 27th April 1995 PER

Structural Opening Between Landing And Office On The Second Floor

Approved By D.O.E. 18 May 95 - Hbmc 19 May 95

96/00224/LA 8th May 1996 PER

Install Wrought Iron Handrails On Access Steps To Tourist Information, Cash Hall And Main Entrance, Plus Replacement Of Existing Lamp On Main Entrance

98/00773/LA 15th October 1998 WDN

Installation Of 2 Cctv Cameras (Retrospective) On Rear Elevation Of Building

98/00775/PF 15th October 1998 WDN

Installation Of 2 Cctv Cameras On Rear Elevation Of Building (Retrospective)

98/00979/PF 12th January 1999 GRANT

Disabled Access And Improvements To Rear Of Municipal Offices. *Hold Decision - Referred To G.O.S.W.*

98/00985/LA 12th November 1998 PER

Disabled Access And Improvements To Rear Of Municipal Offices.

98/01023/NZ 14th December 1998 GRANT

Removal Of Existing Brass Handrails And Installation Of New Brass Handrail To Main Entrance, Cash Hall, Tourist Info. and Council Chamber Entrance*Referred To G.O.S.W.*

98/01052/LA 14th May 2002 UNDET

Refurbishment Of Interior To Tourist Information Centre

99/50199/LBC 22nd October 1999 NOOBJ

Removal of existing 2 No. CCTV cameras to rear elevation and replacement with 2 No. new cameras

99/50200/FUL 22nd October 1999 NOOBJ

Removal of 2 No. CCTV cameras to rear elevation and replacement with 2 No. new cameras

99/50386/LBC 22nd December 1999 GRANT

Removal of 1no. window bars, installation of lattice grilles to six windows

04/01124/LBC 29th July 2004 REFCSS

Amendments to previously approved scheme - Ref. 03/01032/LBC; insertion of new doors to new reception area and relocation of internal entrance doors with external handrail

13/00102/AI REC

MOBU74ELD5000 REC

test

MPT7V1ELD5000 REC

2 houses

82/01000/PF 29th July 1982 PER

Safety barrier to flag pole

82/01001/LA 29th July 1982 GRANT

Safety barrier to flag pole

14/00385/FUL PCO

Test for uniform database move - please delete

15/00860/FUL PCO

Test Application

15/01870/FUL REC

TEST APPLICATION

16/00337/CLBW 14th March 2016 CERTPU

To overcover existing felt roof and re bed existing coping stones

16/01497/CLBW 5th September 2016 CERTPU

Service of sash windows

16/02132/FUL 17th February 2017 PER

Erection of war memorial interpretation board

16/02273/CLBW 10th January 2017 CERTPU

Repairs to corona mould

17/00268/LBC 21st April 2017 GRANT

Replacement of some of the fire doors in the Municipal Offices

17/01151/CLEUD PCO

TEST TEST

17/01873/LBC PCO

To replace plastic window with aluminium item to match existing adjacent windows

17/01983/LBC 3rd May 2018 WDN

Removal of existing modern partition stud wall separating rooms 8 & 9B

18/00795/CLBW 11th June 2018 WDN

Alterations to reception to accommodate the relocation of the Housing Service HOS.

18/00936/LBC 21st September 2018 GRANT

Remove modern stud partitions to the Urban Room and Agile Area on ground floor (part retrospective)

19/01110/LBC 22nd July 2019 GRANT

x4 wireless receivers/transmitter boxes, associated with existing public realm CCTV cameras, affixed to the exterior of the lift shaft on the roof.

19/01315/AMEND INV

TEST for Enterprise

19/02021/FUL INV

TEST TEST TEST TEST

19/02062/LBC 20th December 2019 GRANT

Remove modern stud walls (rooms 244, 245, 246 and 247) and install x2 fire doors and associated walls to corridor to the second floor

19/02446/LBC 21st January 2020 GRANT

Removal of existing modern partition walls and doors. Blocking up of redundant openings.

20/00365/LBC 28th May 2020 GRANT

Repairs and some replacement of unsafe ornamental cornice to front elevation. Stitching/minor repairs to structural crack

20/00503/FUL 5th May 2020 PER

Installation of 2.8 metre base aerial fixed to 3 metre pole erected on roof of Municipal Offices.

20/00503/LBC 5th May 2020 GRANT

Installation of 2.8 metre base aerial on 3 metre pole on roof of Municipal Offices.

21/00085/LBC REC

To renew/upgrade internal fire doors, (final phase 3) to comply with recommendations made in fire risk assessment

21/00092/LBC REC

To renew/upgrade internal fire doors (final phase 3) to comply with recommendations made in fire risk assessment

C20/00019/DEMO REC

TEST FOR TEMPLATES

3. POLICIES AND GUIDANCE

National Planning Policy Framework

Section 16 Conserving and enhancing the historic environment

Saved Local Plan Policies

Adopted Cheltenham Plan Policies

Adopted Joint Core Strategy Policies

SD8 Historic Environment

Supplementary Planning Guidance/Documents

Other

4. CONSULTATIONS

Building Control

21st December 2021 - No comment.

Historic England

13th December 2021 - Thank you for your letter of 13 December 2021 regarding the above application for listed building consent. On the basis of the information available to date, we do not wish to offer any comments.

It is not necessary for us to be consulted on this application again, unless there are material changes to the proposals. However, if you would like detailed advice from us, please contact us to explain your request.

5. PUBLICITY AND REPRESENTATIONS

Number of letters sent	0 (site notice only)
Total comments received	0
Number of objections	0
Number of supporting	0
General comment	0

- 5.1 A site notice was displayed and the application listed in the Gloucestershire Echo.

6. OFFICER COMMENTS

- 6.1 Section 16 (2) of the Planning (Listed Buildings and Conservation Areas) Act 1990 requires the local planning authority when considering whether to grant listed building consent to “have special regard to the desirability of preserving the building...or any features of special architectural or historic interest which it possesses.”
- 6.2 Paragraph 189 of the National Planning Policy Framework (MHCLG: 2021) (NPPF) states that “Heritage assets...are an irreplaceable resource, and should be conserved in a manner appropriate to their significance”.
- 6.3 Paragraph 197 of the NPPF states that “In determining applications, local planning authorities should take account of...the desirability of sustaining and enhancing the significance of heritage assets”.
- 6.4 Policy SD8 (Historic Environment) of the Gloucester, Cheltenham and Tewkesbury Joint Core Strategy 2011-2013 (adopted December 2017) (JCS) states that “Designated...heritage assets and their settings will be conserved and enhanced as appropriate to their significance.”
- 6.5 The consideration of the scheme is undertaken as a desk based assessment.
- 6.6 The building forms part of a terrace that previously comprised 19 houses, construction of which started in 1823 and continued until c.1840. The central seven houses were converted into Municipal Offices in 1916. Included on the National Heritage List for England at Grade II*. First listed on 12 March 1955 (list entry number: 1387631).

- 6.7 The significance of the building lies principally, though not entirely, in its architectural value as an example of polite domestic architecture of the first half of the nineteenth century.
- 6.8 With reference to the subject areas of the building, the legibility of the historic plan form is not readily apparent; however, some historic fabric does remain.
- 6.9 The scheme which includes amongst other work the provision of an additional meeting room, the removal of the cash-desk, the insertion of partitions and the installation of a new door (corridor), the construction of a reception desk and associated 'back office', will not detract from the architectural value of the building.

7. Public Sector Equalities Duty (PSED)

- 7.1 As set out in the Equalities Act 2010, all public bodies, in discharging their functions must have "due regard" to this duty. There are three main aims:
- Removing or minimising disadvantages suffered by people due to their protected characteristics;
 - Taking steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people; and
 - Encouraging people with certain protected characteristics to participate in public life or in other activities where participation is disproportionately low.
- 7.2 Whilst there is no absolute requirement to fully remove any disadvantage, the duty is to have "regard to" and remove OR minimise disadvantage and in considering the merits of this application the planning authority has taken into consideration the requirements of the PSED.
- 7.3 In the context of the above PSED duties, this proposal is considered to be acceptable.

8. CONCLUSION AND RECOMMENDATION

- 8.1 The scheme will not be detrimental to the significance of the listed building and therefore it is recommended that consent is given.

9. CONDITIONS / INFORMATIVES

- 1 The listed building consent hereby granted shall be begun not later than the expiration of three years from the date of this decision.
- Reason: To accord with the provisions of Section 18 of the Planning (Listed Buildings and Conservation Areas) Act 1990, as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.
- 2 The listed building consent hereby granted shall be carried out in accordance with the approved plans listed in Schedule 1 of this decision notice.
- Reason: For the avoidance of doubt and in the interests of proper planning.
- 3 Notwithstanding the submitted details, the following elements of the scheme shall not be installed, implemented or carried out unless in accordance with details which shall have first been submitted to and approved in writing by the Local Planning Authority:

Architrave(s): to include but not limited to - elevation drawing(s) at a scale of 1:10 or a similar standard scale, section drawing(s) at a scale of 1:5 or a similar standard scale, indication of material(s) and details of location(s).

Door(s): to include but not limited to - elevation drawing(s) at a scale of 1:10 or a similar standard scale, section drawing(s) at a scale of 1:2 or a similar standard scale, an indication of material(s), location(s), and specific details of any external finishes/colour(s) (product name/reference, physical samples/swatches may be required).

Door (new lock installation): to include but not limited to - elevation drawing(s) at a scale of 1:10 or a similar standard scale, section drawing(s) at a scale of 1:2 or a similar standard scale and specific product information.

New electrical sockets/outlets: to include but not limited to - scale drawings indicating the type(s) and location(s).

New lighting: to include but not limited to - scale drawings indicating the type(s) location(s) of installations.

Painting/decorating (historic fabric): to include but not limited to - methodology of work.

Partitions: to include but not limited to - elevation drawing(s) at a scale of 1:10 or a similar standard scale, section drawing(s) at a scale of 1:2 or a similar standard scale and an indication of materials.

Window repairs (including painting): to include but not limited to - methodology of work (to include specific product details of any paint(s)).

The works shall not be carried out unless in accordance with the details so approved.

Reason: In the interests of the special architectural and historic qualities of the listed building, having regard to adopted policy SD8 of the Joint Core Strategy (2017), Section 16 of the Planning (Listed Buildings and Conservation Areas) Act 1990, and Historic Environment Good Practice Advice Note 2.

- 4 All disturbed surfaces shall be made good using materials to match the existing materials, composition, form, finish and colour of the existing building.

Reason: In the interests of the special architectural and historic qualities of the listed building, having regard to adopted policy SD8 of the Joint Core Strategy (2017), Section 16 of the Planning (Listed Buildings and Conservation Areas) Act 1990, and Historic Environment Good Practice Advice Note 2.

INFORMATIVES

- 1 In accordance with the requirements of The Town and Country Planning (Development Management Procedure) (England) Order 2015 and the provisions of the NPPF, the Local Planning Authority adopts a positive and proactive approach to dealing with planning applications and where possible, will seek solutions to any problems that arise when dealing with a planning application with the aim of fostering the delivery of sustainable development.

At the heart of this positive and proactive approach is the authority's pre-application advice service for all types of development. Further to this however, the authority publishes guidance on the Council's website on how to submit planning applications

and provides full and up-to-date information in relation to planning applications to enable the applicant, and other interested parties, to track progress.

In this instance, having had regard to all material considerations, the application constitutes sustainable development and has therefore been approved in a timely manner.