



26 February 2013

Agenda Item: 6

**REPORT OF CORPORATE DIRECTOR FOR POLICY, PLANNING &
CORPORATE SERVICES**

NEWARK AND SHERWOOD DISTRICT REF. NO.: 12/01652/LBC & 12/01717/CMA

PROPOSAL: A CHANGE OF USE FROM TOURIST INFORMATION OFFICE AND EXHIBITION SPACE, INCLUDING ASSOCIATED ALTERATIONS, TO THE FORMER GILSTRAP LIBRARY TO ENABLE THE PROPERTY TO BE OPERATED AS NEWARK REGISTRY OFFICE.

LOCATION: TOURIST INFORMATION CENTRE, THE GILSTRAP CENTRE, CASTLE GATE, NEWARK

APPLICANT: MR ROBERT FISHER C/O NOTTINGHAMSHIRE COUNTY COUNCIL REGISTRATION SERVICE.

Purpose of Report

1. To consider a planning application for the change of use from a Tourist Information Centre and exhibition space, including internal and external alterations at the former Gilstrap Library, Newark to allow the building to be operated as Newark Registry Office.
2. The Gilstrap Centre is a Grade II listed building and lies within the grounds of Newark Castle, a Scheduled Monument (SM). The site also lies within the Newark Conservation Area. Accordingly the proposed development raises key issues in relation to its impact on these heritage assets and traffic impacts. The recommendation is to grant planning permission, subject to planning conditions as set out in Appendix 1.

The Site and Surroundings

3. The Gilstrap Centre is currently occupied by a Tourist Information Centre, a permanent exhibition on Newark Castle and the Civil War, a temporary exhibition space and attended public toilet facilities. A Romanesque arch, discovered in the undercroft of Newark Castle has been re-constructed inside the Gilstrap Centre and falls under the protection of the SM.

4. The application site lies within the curtilage of the Scheduled Monument (SM) of Newark Castle and is a Grade II listed building. The site also lies within Newark Conservation Area. In addition the site lies within the direct and wider setting of a number of listed buildings and buildings of local character that contribute to the historic setting of Newark Town Centre as a whole.
5. The Gilstrap Centre sits back from Castle Gate from the east and is bound to the north by Beast Market Hill. Behind the Gilstrap Centre, to the west, is the Castle and its grounds, beyond which lies the River Trent (See Plan).
6. The original and main pedestrian entrance to the Gilstrap Centre is accessed off Castle Gate, where a stepped approach through two sets of double doors lead to a double height lobby. A secondary entrance into the building, also accessed off Castle Gate, lies to the side of the building.
7. The Gilstrap Centre is visible from both Castle Gate and from the north and west in the Castle Gardens.
8. There is no vehicular access onto the site. Pedestrians can access the site from Castle Gate via three separate entrances one being located to the south of the site, one directly in front of the Gilstrap Centre and another entrance off the roundabout junction with Castle Gate and the Great North Road.

Proposed Development

Planning Context

9. Newark Registry Office currently provides registry office services for the Newark area. The current office is located at Balderton Gate, Newark, in part of listed Georgian building. The whole building is leased from Newark and Sherwood District Council, of which only part is occupied by the Registration Service. The remainder of the building was vacated in 2008 and the building is now too large for the Registration Services' needs. The lease expires in October 2013.
10. The current Registry Office employs three full time staff, Monday to Friday. Saturdays and Sundays are reserved for Weddings and Notice appointments. Opening hours are currently 9:00am to 4:30pm Monday to Friday with services on Saturdays and Sundays limited to appointments only.
11. Nottinghamshire County Council has agreed to lease the Gilstrap Centre from Newark and Sherwood District Council as a new location for the Registry Office subject to planning permission. The building would provide an attractive setting and central location for weddings and ceremonies and in addition services would be enhanced from what is currently provided. The Tourist Information Centre intend to relocate to Keeper's Cottage, Riverside Park.

Proposed Development

12. The application seeks planning permission for the change of use of the Tourist Information Centre to enable the property to be operated as a registry

office and alterations to the existing building. The main features of the development are:

- The large existing exhibition space would remain undivided to be utilised as a formal ceremony room capable of seating approximately 95 people.
 - The current permanent exhibition space would become a top lit reception and waiting room with the Romanesque arch remaining on public view.
 - The current Tourist Office would close and become the statutory ceremony room, accessed via the existing permanent entrance lobby.
 - Two new offices would be created adjacent to the rear entrance within the 1933 extension.
 - A new accessible entrance would be created to the side of the existing building, accessible from Castle Gate and connecting through the existing office into the new reception area.
 - The existing rear office would become a staff area with a kitchenette.
 - The existing toilets would be remodelled to provide dedicated facilities for the Registry Office and separate attended public facilities accessed from the Castle Gardens.
 - A new external entrance would be created in the rear elevation of the building, to provide access to the public toilets.
13. Opening hours proposed would mirror those currently operated namely 9:00am, to 4:30pm Monday to Friday with services on weekends limited to appointments only.
14. The Registry Services requires a drop off point for wedding vehicles within close proximity to the Gilstrap Centre. Following discussions with Nottinghamshire County Council Highways it is proposed that, subject to the necessary Traffic Regulation Order (TRO), an existing 34m long temporary bus lay-by on Castle Gate (see Plan) would be re-assigned as a dedicated drop-off/collection bay for wedding vehicles associated with the proposed use.
15. The operation of limited waiting parking and loading bays across Newark Town Centre has recently being re-assessed by Nottinghamshire County Council Highways. Should planning permission be granted for the proposed change of use, a TRO consultation would need to be carried out in respect of re-assigning the current bus lay-by.
16. Staff parking would not be provided on site, car sharing is encouraged and parking would be managed separately by the Registry Service.

17. Visitors and wedding guests would be expected to make use of the various public pay and display facilities that are located within close proximity to the Gilstrap Centre.

Consultations

18. **Newark & Sherwood District Council** – *Raise no objection to the proposal subject to NCC being satisfied that the development complies with relevant development plan policies. The District Council are currently dealing with an application for Listed Building Consent and will impose appropriate controls under this application to secure the protection of the historic asset.*
19. **Newark Town Council** - *The Council is of the opinion that there has been a lack of consultation with the community of Newark on the future of the Registrar's office. The Town Council strongly supports the retention of an office in Newark, some members of the Council feel that the Gilstrap centre is a wholly unsuitable location. The application makes provision for two 'Ceremony Rooms', the larger room can accommodate 95 people, numbers for the smaller room are not given. The Town Council consider that the use of the building for this purpose will significantly increase the number of people on a very busy road close to a roundabout. The application does not give any specific information on the number of ceremonies which can be safely accommodated, the timings of the ceremonies or whether the two Ceremony Rooms will be used simultaneously. The Town Council therefore consider it difficult to assess the number of people that could be in the area at peak times of operation. The Town Council suggest some restrictions on the number and timings of ceremonies that can be held on a particular day should be a condition of approval.*
20. *The Town Council consider that the Transport and Parking Appraisal submitted with the planning application does not quantify the number of people who would need to be accommodated in front of the building and whether or not such numbers would be safe in the context of the nearby road. They are concerned about the impact of traffic flow along Castle Gate. The Town Council object to the proposal on highway impact.*
21. *Concerns are also raised in relation to the use of a temporary bus stop as a drop-off and pick-up point for wedding cars. They consider that there is no assessment of the number of cars which will need to use the bay at peak times nor how it is going to be policed.*
22. *The Town Council suggest that traffic management and parking needs to be correctly and formally assessed within the Town and consideration be given towards extending the one way system already in place within the town centre.*
23. **English Heritage** – *Raise no objections to the proposal and recommend that the detailed design of individual elements of the scheme is considered by the County Council in-house conservation officer. English Heritage have been involved in pre-application discussions and have provided advice on the*

planning application. They welcome the amendments to the previous scheme which have addressed a number of concerns by retaining the principal spaces within the building and limiting subdivision to create the new toilet provision and office accommodation within the extended flat roof portion of the building, and new access into the reception and waiting area.

24. *English Heritage recognise the need for improved level access, and provision of public toilets for the castle grounds, to be housed within the building. They consider the principle of the external openings acceptable to meet these requirements and are content for the detailed design of the new openings to be considered by the County Council's in-house specialist conservation officer. English Heritage advise that any potential ground disturbance may require Scheduled Monument Consent (SMC).*
25. *Whilst the proposal does not include the removal of the arch, the new use necessitates the relocation of the castle and civil war exhibition. English Heritage understand that it has been agreed that the exhibition will be located to the North West Tower of the castle, which is to be welcomed. They advised that any physical alteration to enable the siting of the new exhibition may require SMC. Overall English Heritage welcome the changes made to the proposal following pre-application discussion and advice.*
26. **NCC (Built Heritage)** - *Raise no objection to the proposal, subject to appropriate planning conditions. The information in the Heritage Appraisal and Design and Access statements submitted to support the proposals are adequate to deal with the requirements of NPPF paragraph 128.*
27. *The Gilstrap was built in the 19th century as a library and is a Grade II designated heritage asset. The castle and the area around the library are scheduled ancient monument and the site also falls within Newark Conservation Area. Immediately opposite the site on two sides there are a number of listed buildings, including Grade II* nationally important examples such as the Ossington (now Zizi's restaurant). In short the area is of very high heritage sensitivity and the Gilstrap makes a considerable contribution to this very special part of Newark and the Nottinghamshire. These facts are acknowledged in the application.*
28. *With regards to the conservation principles and policies (as set out in the Newark & Sherwood District Council (N&SDC) Local Plan, the NPPF and accompanying English Heritage guidance), the continued use of the Gilstrap is to be welcomed. The most favoured use for a historic building is the original use. The Gilstrap was designed as a library in the C19th and has not functioned as such for a long while and is clearly highly unlikely to be suitable for this purpose in the 21st century. Presently, the building acts as a tourist information centre and houses an exhibition about the castle but is not fully utilised (part of the building is largely unused).*
29. *The appreciation of the history of the castle is enhanced by the interpretation and information on display, including the re-instated Norman arch which has recently been installed on one wall (this arch is constructed of material that is*

part of the 'scheduled ancient monument'). The tourist information centre is a valuable local information point, but does not in itself contribute to the understanding and appreciation of the castle.

30. *The removal of the interpretation from the Gilstrap would have a negative impact on the appreciation of the site, however, the heritage appraisal indicates that it is to re-house the exhibition within the north-west tower of the castle. No further information has been submitted as part of the planning application, and it will require further consultation with English Heritage in regards to the scheduled monument status of the tower. The officer is content that there is a commitment to the relocation of the interpretation that will suitably mitigate the removal of this function from the Gilstrap centre.*
31. *Regarding the internal alterations to the Gilstrap to accommodate a new registrar's layout and public toilet arrangement, these are primarily matters for the listed building consent process (and N&SDC) rather than the planning application. The officer is content that the correct level of consultation has been undertaken and that the views of English Heritage and N&SDC conservation experts have been followed, as such there is no objection to the proposed alterations.*
32. *Regarding the exterior of the Gilstrap and the changes to the window openings. Firstly, the new public toilet entrance will affect a early C20th portion of the building the fabric of which has less significance than the original C19th library core. The stone surround of the window here is indicated to be 'artificial stone' on the plans dating from the time of the work. The window on the southern elevation that is to be altered to form a door does affect the original fabric of the C19th library. The officer is content that the details of the alterations would not unduly harm the architectural significance of the building and that the side location of the new door further mitigates the impact of this change.*
33. *Regarding the potential for structural impacts resulting from the alterations, this is primarily a matter for listed building consent. It is perfectly possible for the windows to be elongated to form doors without unduly affecting the stability of the stonework surrounding them. However, it would be advisable that the architects seek the input of an engineer to ensure that this is the case without the need for additional structural intervention. If strengthening did prove necessary it is perfectly plausible to do this without causing any harm to the heritage significance of the building.*
34. *The installation of a new ramp for disabled access is commendable and acceptable in principle and, subject to the submission of further information regarding the construction of the ramp, this should not unduly harm the significance of the listed building. No objection to the granting of planning permission subject to conditions controlling the following matters:*
 - *Details of the railings and ramp for the new disabled access to be submitted prior to installation for agreement of the conservation officer.*

- *Details of the stone type to be used in the creation of the two new doors to be submitted and agreed by the conservation officer prior to commencement of work.*
 - *Final finish of the new doors to be agreed.*
35. **NCC (Highways) Newark & Sherwood** – *Raise no highways objections to the proposal. The Design and Access Statement for the application indicates that it has been agreed that an existing bus stop is to be reassigned as a dedicated drop-off bay for wedding vehicles during the hours of operation. This is a town centre location with public car parks and public transport facilities within close proximity.*
 36. **Severn Trent Water Limited** - Raise no objection.
 37. **Newark Civic Trust, Millgate Conservation Society, NCC (Archaeology), Canal & River Trust, National Grid (Gas) and Western Power Distribution** have not responded. Any representations received will be orally reported.

Publicity

38. The application has been publicised as affecting the setting of surrounding listed buildings and a conservation area by display of site notices and the publication of a press notice within the Newark Advertiser. Neighbour notification letters have been sent to the occupier of the Gilstrap Centre in accordance with the County Council's adopted Statement of Community Involvement (SCI). One letter of objection was received from a member of the public which raises objections to the development on the following grounds:
 - a) The planning application states that the Gilstrap Centre belongs to Newark and Sherwood District Council which the objector states is incorrect as the building belongs to the Gilstrap Charity which formed in 1893;
 - b) The proposal to make two new entrances into the Gilstrap Centre by using existing windows is very likely to cause expensive damage to all the stonework above the windows. The transoms on both windows are currently showing some damage due to pressure caused by the weight of the stonework above the windows. By taking out the bottom Mullion, the top part of the window could collapse. This problem would not be solved by inserting a new door frame as woodwork always shrinks over time. Plans to remove two parts of the internal solid walls could over a period of time cause some subsidence and damage to the building;
 - c) Traffic on Castle Gate is grid locked on most days of the week. There is no public parking at the Gilstrap Centre and the nearest public parking is always full, the proposal is therefore ill thought out in terms of traffic.
39. Councillor Keith Girling has been notified of the application.
40. The issues raised are considered in the Observations Section of this report.

Observations

41. Chapter 12 of the National Planning Policy Framework (NPPF) (2012) provides Government guidance relating to conserving and enhancing the historic environment. The Government identifies that planning authorities should set out a positive strategy for the conservation and enjoyment of the historic environment including the desirability of sustaining and enhancing the significance of heritage assets and putting them to viable uses consistent with their conservation, the wider social, cultural, economic and environmental benefits that conservation can bring and the opportunities to draw on the contribution made by the historic environment. When determining planning applications local planning authorities are required to take these points into account. Paragraph 134 states that,

“Where a development proposal will lead to less than substantial harm to the significance of a designated heritage assets, this harm should be weighed against the public benefits of the proposal including securing its optimum viable use...”
42. Paragraph 34 of the NPPF seeks to ensure development that would generate an increase in movement is located where the need to travel will be minimised and the use of sustainable transport modes can be maximised.
43. Paragraph 37 seeks to ensure that planning policies provide a balance of land uses within an area so that people can be encouraged to minimise journey lengths for employment, shopping, leisure, education and other activities.
44. The East Midlands Regional Strategy (RS) (2009) Policy 26 seeks to ensure the protection, appropriate management and enhancement of the region’s natural cultural heritage whilst ensuring development proposals do not damage historic assets or their settings.
45. RS Policy 27 relates specifically to the region’s priorities for the historic environment and seeks to ensure that it is understood, conserved and enhanced, in recognition of its own intrinsic value.
46. At the local level, the Newark and Sherwood Core Strategy Development Plan Document (March 2011) contains two policies of relevance to this planning application. Core Policy 14, which relates to the historic environment and seeks to ensure that continued preservation and enhancement of the character, appearance and setting of the District’s heritage assets and historic environment, including scheduled monuments, listed buildings and conservation areas and Policy NAP 1 C seeks to protect and enhance the architectural, historic and archaeological character of Newark and its riverside. Policy NA O2 seeks to promote, protect and enhance the character and qualities of Newark Town Centre as a place for retail, business, administration, entertainment and tourism. Spatial Policy 7 relates to sustainable development and seeks to encourage and support development proposals which promote an improved and integrated

transport network and an emphasis on non-car modes as a means of access to services and facilities.

Assessment of the proposals impact on Heritage Assets

47. The Gilstrap Centre is Grade II listed, lies within a conservation area, is surrounded by listed buildings and lies within the grounds of a scheduled monument; Newark Castle. Careful consideration therefore needs to be given to preserving the special character of the Gilstrap Centre and also to preserving and enhancing the setting of Newark Castle and its gardens, the conservation area and the listed buildings within the vicinity of the application site.
48. The application is supported by a Heritage Assessment (November 2012) and a Design and Access Statement (November 2012)

Impact of the proposal on Listed Buildings and their settings

49. The majority of the proposed alterations to the building are internal and would occur within the 'extended' flat roof section of the Gilstrap Centre. These comprise the creation of two new offices and the public toilet remodelling. In terms of alterations that would impact upon the original fabric of the Gilstrap Centre, this involves the partitioning of the existing back office and creation of a new doorway, leading into the newly formed reception and waiting area. These new partitions would be designed to be removable and would therefore not affect the integrity of the structure and fabric or the original building.
50. The proposed external entrances are designed to blend into the existing building in terms of materials and detailing, existing stonework and detailing would be retained where practicable. The creation of all new openings would be sympathetic to the character of the Grade II listed building and it is therefore considered that this element of the proposal would not detrimentally impact on the integrity of the listed building. Therefore the proposal is in accordance with Core Policy 14 and Policy NAP 1 C of the Newark and Sherwood Core Strategy. In addition the alterations would not adversely affect the listed buildings within the vicinity of the application site or their setting.

Impact of the proposal on Newark Conservation Area

51. The Newark Conservation Area (CA) covers the historic core of Newark Town Centre. The built form of the CA is varied and includes a range of types, scales and designs of buildings, being typically characterised by neo classical and Georgian features. The townscape is also enhanced by a number of smaller medieval timber framed buildings and Victorian civic architecture, along with a number of 20th Century developments. Within the vicinity of the application site Castle Gate is defined by its Georgian and early Victorian terraced properties facing the castle grounds. Many of these are listed buildings.

52. The Gilstrap Centre is a Victorian building and is highly visible from both Castle Gate and from the north and west in the Castle Gardens. As such the application site coupled with its unique setting makes a positive contribution to the Castle Gate street scene and the CA as a whole.
53. It is considered that the proposed development would not have a detrimental impact upon the character of Newark CA. The external alterations to the Gilstrap centre are comparatively minor and would not affect the overall character of the Newark CA. The delivery of the scheme would allow for the continued use of the building making it a viable public building within a CA. The proposal is therefore in accordance with the NPPF, the East Midlands RS and Core Policy 14 and Policy NAP 1 C of the Newark and Sherwood Core Strategy (2011), in terms of impact on the character of a CA.

Assessment of access and transport

54. There is no vehicular access onto the application site. The development would add to the number of visitors to the Gilstrap Centre in order for them to carry out registration activities and attend weddings. The formal ceremony room would be capable of seating approximately 95 people whilst the applicant has indicated that the smaller ceremony room could accommodate up to 24 guests. It is proposed that visitors and wedding guests would be able to make use of a number of public pay and display parking spaces that are located within close proximity to the Gilstrap Centre.
55. The scheme proposes to utilise a temporary bus lay-by situated on Castle Gate very close to the Gilstrap Centre. Notwithstanding the comments made within the Design and Access Statement, as noted in the comments by the County Council's Highways (Development Control) Officer reported above, this has not yet been formalised. Discussions are understood to have taken place with a view to undertaking a TRO consultation to allow for the lay-by to be used by wedding vehicles, although procedurally this cannot commence until a planning permission has been granted.
56. The bay measures some 34m in length and is considered capable of accommodating 5-6 wedding vehicles. Subject to the TRO being approved, it is envisaged that Registry Office would issue permits to authorised wedding party vehicles and the use of the bay would be enforced on such a basis. Staff parking would not be provided on site, car sharing would be encouraged and parking managed separately by the Registry Service.
57. It is considered that the proposed development would not cause undue traffic issues and no objections are raised by the Highways Authority. The Town Council's suggestion that consideration be given towards extending the one way system already in place within the town centre lies outside the scope of this application, although the operation of limited waiting parking and loading bays across the town centre has recently been re-assessed by Nottinghamshire County Council Highways. The proposed rehousing of the existing Tourist Information Centre to premises at Riverside Park would provide it with an accessible and visible location making use of a building understood to be already within the district council's ownership.

Operating Hours

58. The application seeks to maintain its current operational hours of 9am to 4:30pm Monday to Friday with services on weekends limited to appointments only. The applicant does, however, anticipate that the superior character and backdrop of the proposed premises is likely to increase demand for weekend weddings, particularly during the summer months.
59. Whilst the recent Protection of Freedoms Act now allows marriage and civil partnerships to take place at any time of day or night, there is no obligation on local authorities to provide services outside the traditional hours of 8am to 6pm. Subject to demand, ceremonies could be conducted on Saturdays to 7pm from May to September, but it is not proposed to provide a general offer for the public to request a ceremony at any time of the day or night. Couples wishing to book ceremonies during the evening would only be able to do so if an Approved Premise is willing to take that booking. This would be in line with the approach undertaken at other Registration Offices, as approved recently by the County Council's Community Safety Committee.
60. Notwithstanding the above approach agreed by the County Council it is considered that, given its town centre location, an imposition on opening times of the Gilstrap Centre at weekends would not be appropriate.

Other Issues

61. It is acknowledged that one of the windows proposed to be removed from the Gilstrap Centre has been etched with the name 'G.G.Killingley' and dated as June 1883. Killingley was the first librarian at the Gilstrap. The applicant proposes to remove this particular window in its entirety and retain it on public display within the building. This issue falls to be considered within the application for Listed Building Consent before the district council rather than the application for planning permission before this Committee, however, an informative is suggested.
62. Objections raised in respect of the alterations affecting the structural integrity have been specifically raised with the County Council's Historic Buildings Officer who, as reported above, considers the proposed works capable of being undertaken without affecting the stability of the surrounding stonework.
63. The objection raised that the planning application incorrectly states that the Gilstrap Centre belongs to Newark and Sherwood District Council rather than the Gilstrap Charity has been rectified by the serving of amended certificates.

Other Options Considered

64. The report relates to the determination of a planning application. The County council is under a duty to consider the planning application as submitted. Accordingly no other options have been considered.

Human Rights Act Implications

65. The relevant issues arising out of consideration of the Human Rights Act have been assessed in accordance with the Council's adopted protocol. Rights under Article 8 and Article 1 of the First Protocol are those to be considered. In this case, however, there are no impacts of any substance on individuals and therefore no interference with rights safeguarded under these articles.

Statutory and Policy Implications

66. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Crime and Disorder Implications

67. The development would be located within a town centre location and would benefit from perimeter walls.

Conclusions and Statement of reasons for the decision

68. The proposed development is supported by Newark and Sherwood Core Strategy Core Policy 14 and Policy NAP 1 C in that it would not cause harm to a heritage asset, or adversely affect the setting of listed buildings within close proximity of the application site, nor on the Newark Conservation Area. In addition it is supported by Newark and Sherwood Core Strategy Core Policies NA 02 and Spatial Policy 7 as the proposed development is located within a sustainable town centre location close to public transport facilities, and allow for integrated and sustainable transport movements to be carried out by visitors to the Gilstrap Centre.
69. The assessment of the planning application and supporting documents has demonstrated that the proposed development would not result in any significant harmful impacts in terms of the historic environment and would not have adverse impacts on local transport.
70. Whilst it is acknowledged that concerns relating to the impact the proposal may have on the Grade II listed Gilstrap Centre and local transport networks, these impacts have been assessed against Newark and Sherwood Core Strategy Core Policy 14 and Policy NAP 1 C, RS Policies 26 and 27 and paragraph 134 of the NPPF that acknowledge that any harm to a designated heritage asset can be weighed against the wider public benefits derived by a development. In this respect the relocation of the Registry Office to the Gilstrap Centre will allow the County Council to provide an enhanced Registration Service with a new Wedding/Ceremony space for Newark.
71. It is therefore concluded that the development represents an appropriate form of development which compiles with the criteria of Newark and Sherwood Core Strategy Core Policy 7 and 14, Policy NAP 1 C and Policy

NA 02 and there are no material considerations that indicate that the decision should be made otherwise. The County Council considers that any potential harm as result of the proposed development would reasonably be mitigated by the imposition of the attached planning conditions.

RECOMMENDATIONS

72. It is RECOMMENDED that planning permission be granted subject to the conditions set out in Appendix 1. Members need to consider the issues, including the Human Rights Act issues, set out in the report and resolve accordingly.

JAYNE FRANCIS-WARD

Corporate Director for Policy, Planning & Corporate Services

Constitutional Comments

Planning and Licensing Committee has authority to approve the recommendation set out in this report by virtue of its terms of reference.

[NAB 14.2.13]

Comments of the Service Director - Finance

The contents of this report are duly noted; there are no financial implications.

[DJK 14.2.13]

Background Papers Available for Inspection

The application file available for public inspection by virtue of the Local Government (Access to Information) Act 1985.

Electoral Division(s) and Member(s) Affected

Newark West Cllr Girling

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For any enquiries about this report, please contact the report author.

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14 February 2013

APPENDIX 1

RECOMMENDED PLANNING CONDITIONS

Commencement

1. The development hereby permitted shall be begun before the expiration of 3 years from the date of this permission.

Reason: To comply with the requirements of Section 91 of the Town and Country Planning Act 1990 (as amended by Section 51 of the Planning and Compulsory Purchase Act 2004).

Notification of Commencement

2. The County Planning Authority (CPA) shall be notified in writing of the date of commencement of the development at least seven days, but not more than 14 days, prior to the commencement of the development hereby permitted.

Reason: To assist with the monitoring of conditions attached to the planning permission and for the avoidance of doubt.

Schedule of Approved Drawings

3. Unless otherwise agreed in writing with the CPA, or where amendments are made pursuant to the conditions attached to this permission, the development hereby permitted shall be carried out in accordance with the following plans and documents:
 - a) Design and Access Statement (November 2012) received by the CPA on 30th of November 2012
 - b) Heritage Assessment (November 2012) received by the CPA on the 30th of November 2012

- c) Drawing No. 084 (08) 001 'Proposed Ground Floor Plan' received by the CPA on the 30th of November 2012
- d) Drawing No. 084 (08) 002 'Proposed Rear Elevation Castle Gardens' received by the CPA on the 30th of November 2012
- e) Drawing No. 084 (08) 003 'Proposed Side Elevation Castle Gardens' received by the CPA on the 30th of November 2012
- f) Drawing No. 084 (08) 004 'Detail Elevation and Section New Public Toilet Entrance' received by the CPA on the 30th of November 2012
- g) Drawing No. 084 (08) 005 'Detail Elevation and Section New Accessible Side Entrance' received by the CPA on the 30th of November 2012
- h) Drawing No. 084 (08) 006 'Proposed Site Plan' received by the CPA on the 30th of November 2012

Reason: In order to define the extent of the permission hereby approved.

Materials and Detailing

- 4. Prior to their use on site samples of the final finish of the new doors shall have been submitted to and approved in writing by the CPA. The development shall thereafter be carried out in accordance with the approved details unless a variation is otherwise agreed in writing by the CPA.

Reason: In the interest of visual amenity.

- 5. Prior to their use on site details of railings and ramp for the new disabled access shall have been submitted and approved in writing by the CPA. The development shall thereafter be carried out in accordance with the approved details unless a variation is otherwise agreed in writing by the CPA.

Reason: In the interest of visual amenity.

- 6. Prior to their use on site details of the stone type to be used in the creation of the two new doors shall have been submitted to and approved in writing by the CPA. The development shall thereafter be carried out in accordance with the approved details unless a variation is otherwise agreed in writing by the CPA.

Reason: In the interest of visual amenity.

Informative

- 1. The applicant's attention is drawn to the etched signature of 'G.G.Killingley' and dated June 1883 on one of the windows proposed to be removed. This has historical significance as Killingley was the first librarian at the Gilstrap Library and its preservation is therefore important and an issue to be considered as part of the application to Newark and Sherwood District Council for Listed Building Consent.

