



**Glasgow City Council**  
**Planning Local Review Committee**

**Report by Executive Director of Neighbourhoods,  
Regeneration and Sustainability**

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**Item 1**

**13th August 2024**

**24/00035/LOCAL - Use of office (Class 1a) as flatted dwelling (Sui Generis) with external alterations including installation of replacement windows at Flat 2, 12 Royal Terrace.**

**Purpose of Report:**

To provide the Committee with a summary of the relevant considerations in the above review.

**Recommendations:**

That Committee consider the content of this report in coming to their decision.

Ward No(s): 10

Citywide: n/a

Local member(s) advised: Yes  No  consulted: Yes  No

**PLEASE NOTE THE FOLLOWING:**

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## **1 LOCATION AND DEVELOPMENT PLAN DESIGNATIONS**

- 1.1 The site consists of a second (top) floor flat within a 3-storey plus basement mid-terrace tenement on the south side of Royal Terrace.
- 1.2 It is B listed, is within the Inner Urban Area and Park Conservation Area, and has base accessibility by public transport.
- 1.3 The surrounding area is predominantly in residential use, with some flats and tenement blocks in use as offices, a dentist surgery and a spa. Kelvingrove Park is opposite.
- 1.4 It is proposed to change the use from an office to a 4-bed flatted dwelling and to replace 5 windows on the front elevation with double-glazed timber-framed sash and case windows to match those existing.

## **2 DEVELOPMENT PLAN POLICIES**

- 2.1 The relevant City Development Plan policies and Supplementary Guidance are:

CDP1 The Placemaking Principle  
CDP2 Sustainable Spatial Strategy  
CDP9 Historic Environment  
CDP11 Sustainable Transport

SG1 The Placemaking Principle (part 2)  
SG9 Historic Environment  
SG11 Sustainable Transport

## **3 REASONS FOR REFUSAL / RELEVANT CONDITION(S)**

- 3.1 The reasons for refusal are set out below:

01. The proposal is contrary to the National Planning Framework 4 (adopted February 2023) Policies 14 and 16, and CDP1 the associated supplementary guidance of the Glasgow City Development Plan (adopted March 2017) as specified below, and there is no overriding reason to depart therefrom.

02. By reason that the lack of any garden space or outside drying area would have an unacceptable impact on the residential amenity of the dwelling.

03. By reason that the development has failed to include appropriate and well-designed provisions for waste and recycling facilities for the dwelling. The proposed conversion would result in waste facilities being stored in the lane to the detriment of the residential amenity of neighbours and the surrounding area.

## **4 APPEAL STATEMENT**

4.1 A summary of the material points raised in the appeal statement is given below:

- The property has both north and south aspects and raises on issues with privacy or daylighting.
- There are 3 existing flats below the property.
- Due to the rear garden area not being within the ownership of this property it is not possible to include a bin store within the curtilage of the property.
- It is acknowledged that there is no garden space associated with the property, but access to Kelvingrove Park is considered to compensate for this. The flat directly overlooks the park and the entrance is approximately 50 metres away.
- Internal drying space is provided within the proposed flat, including a dedicated laundry room of approximately 4sqm which includes a washer and dryer facility.
- It is acknowledged that inadequate refuse storage facilities in new residential development is undesirable, however given the characteristics of the street provision within the rear lane, 1 bin is not considered excessive and will not result in unacceptable clutter to the detriment of access, appearance or residential amenity. Any impact is negligible.
- The amount of waste generated by a single household will be less than that generated by an office. Office waste is currently deposited on the roadway to the front of the property and if this use were to continue this would have a more detrimental impact to residential amenity and the character of the conservation area than the proposal.
- Many former offices in Park Conservation Area with no rear courts for refuse facilities have been converted to residential use, using communal bins or bulk refuse containers on the street. It is therefore considered unreasonable not to consider the use of the rear lane to restore residential use in this residential area.

4.2 The applicant did not request any further procedure in the determination of the review.

## **5 REPRESENTATIONS AND CONSULTATIONS**

5.1 There was one representation to the application from the Architectural Heritage Society of Scotland, raising concern at the lack of information regarding the proposed replacement windows in the B-listed building.

## **6 COMMITTEE CONSIDERATIONS**

6.1 The key issues for Committee to consider are:

### **SG1 The Placemaking Principle**

#### Residential Development

### *Conversion and Subdivision to Residential Use*

Conversions to residential use should result in good quality accommodation with appropriate facilities and residential amenity.

- a) All dwellings should, ideally, have dual aspect
- b) All habitable rooms should receive natural daylight and ventilation. A minimum of 18 metres should be provided between habitable room windows directly facing windows in buildings on adjacent sites, wherever possible. Where the adjacent site is vacant, no new habitable room windows should be formed on an elevation less than 9 metres from the common boundary;
- c) access to upper floors should be provided internally;
- d) there should be internal access from each dwelling to both the front and rear of the building, to enable occupants to reach refuse/recycling facilities and private/communal amenity space; and

Where grounds attached to the building are not to be feued separately to provide private gardens for each flat the developer should provide usable communal private garden space for residents; a shared “backcourt” or “backcourts”. These areas should be screened from public view and secured from public access. To minimise energy use, provision in these areas should also be made for clothes poles, to allow outside clothes drying.

Where the building and/or the site makes the provision of private garden space difficult, developers should look at the possibility of creative alternative solutions, such as shared roof gardens or private terraces or balconies for flats. Where little external common garden space is being provided, developers will be expected to bring forward mitigation measures to improve internal amenity, such as larger flats, more generous room sizes and the maximisation of window sizes in all habitable rooms.

- The property will be dual aspect to the front and rear.
  - All the habitable rooms will receive natural daylight and ventilation
  - The property will front onto Kelvingrove Park, and the nearest building to the rear is approximately 37 metres away.
  - Access to upper floors is internal.
  - Access to the front and rear of the property is to be provided to allow access to bin stores in the rear lane. As the rear garden area is under different ownership, no access to this will be provided, therefore no outdoor amenity or drying space will be provided.
  - Due to the nature of the proposal, a conversion within a listed building, the ability to increase room or window sizes is limited.
- Committee should consider whether the proposal will result in good quality accommodation with appropriate facilities and residential amenity.

### Waste Storage, Recycling & Collection

#### *Designing New Development*

All new developments must include appropriate and well-designed provision for waste storage, recycling and collection which meets the City’s wider

placemaking objectives. All waste/recycling areas must be located discreetly, so as to have no adverse visual impact or cause traffic/noise nuisance to neighbours.

Provision should be made such that where bins are to be located temporarily for kerbside collection, there remains adequate space for continued use of the footway/road.

Flatted Development - The following guidance applies:

- the bins/recycling stores should be as unobtrusive as possible. Large wheeled containers should be located conveniently in relation to where the collection vehicle will park. This should ideally be no more than 20 metres from the location of the waste containers.
- privacy is important to the rear of flats, where ambient noise levels are lower. Habitable rooms should not be located immediately above waste/recycling storage areas.
- The agent has confirmed that there is a right of access to the rear lane via the garden in order to access the bins that are located there. As the rear garden area is not within the applicant's ownership, there is no opportunity to provide a bin store within the curtilage of the property.
- Committee should consider whether the proposed waste storage, recycling and collection arrangements are discreetly located and will not have any visual impact or cause traffic/noise nuisance to neighbours.

## **SG9 Historic Environment**

### Works Affecting the Exterior of Listed Buildings and Unlisted Buildings in Conservation Areas

#### *Repair and Replacement of Windows*

The Council encourages the retention and repair of original windows wherever possible, particularly as traditional sash and case windows can be overhauled to provide modern standards of comfort and convenience. Where new windows can be justified, this will generally mean installation to match the original.

Double Glazing - Timber framed windows fitted with double glazed units may be considered acceptable in listed buildings where existing windows of an inappropriate design or beyond repair are replaced by windows which match the originals exactly in their design, profile, method of opening and materials.

- 5 windows on the front elevation are to be replaced with double-glazed timber-framed sash-and-case windows to match those existing.
- The existing windows are of an appropriate design.
- No window survey has been provided to demonstrate that the existing windows are beyond repair.
- Photographs have been provided showing the condition of the existing windows (LTR-22-059-1-KMCC).

- Committee should consider whether the proposed replacement windows are acceptable in this case.

## **SG11 Sustainable Transport**

### Cycle Parking

The Council shall require the provision of 1 cycle parking space per mainstream residential unit.

- Cycle parking for residents should, generally, be located within, or to the rear of, the residential building to ensure it is safe and secure.
  - Bike storage lockers/cupboards allocated to each unit, or cycle stands in a secure, covered compound, are the preferred solution for flatted developments. These should be easily accessible and usable and normally be on the ground floor or in the basement, providing the basement has ramped access or a suitable lift.
  - Cycle parking should always be safe, sheltered and secure. The form of cycle parking provided should facilitate the securing of the frame of the bike to the “stand”. “Sheffield” racks are a good, and preferred, example of such provision.
    - One cycle parking space is required.
      - The applicant advises that cycle storage shall be within the property and a storage area of approximately 3.4m by 1m is shown on the floorplan, although it is not indicated as cycle storage specifically.
- Committee should consider whether adequate cycle parking is provided.

### Vehicle Parking

#### *Residential Developments*

Conversions to mainstream housing should provide a minimum of 1 allocated (unallocated if on-street) space per dwelling unit for residents and an additional 0.25 unallocated spaces per dwelling for visitors.

In locations where space is restricted, (e.g. tenemental areas), the availability/provision of on-street parking can be taken into account in supply calculations for residential development, particularly for visitor parking.

- 1 vehicle parking space is required.
    - No parking is proposed.
    - The site is within a restricted parking zone, therefore the residents would not be eligible to purchase a residents parking permit for on-street parking.
- Committee should consider whether the lack of allocated parking is acceptable in this case.

## **7 COMMITTEE DECISION**

7.1 The options available to the Committee are:

- a. Grant planning permission, with or without conditions (see over for draft conditions);
- b. Refuse planning permission.

## DRAFT CONDITIONS

01. The development to which this permission relates shall be begun no later than the expiration of three years beginning with the date of grant of this permission.

**Reason:** To comply with Section 58 of the Town and Country Planning (Scotland) Act 1997.

02. New windows shall match the originals in all aspects of their design: proportions, profile, framing thickness, detailing, method of opening and materials.

**Reason:** To safeguard the character of the listed building and the amenity of the surrounding Conservation Area.

03. Provision shall be made in the design of the development for the parking of cycles. This provision shall be in accordance with the requirements of City Development Plan, Supplementary Guidance 11: Sustainable Transport, Section 4 Cycle Parking.

**Reason:** In order to promote Sustainable Transport

## 2 Policy and Resource Implications

### Resource Implications:

*Financial:* n/a

*Legal:* n/a

*Personnel:* n/a

*Procurement:* n/a

**Council Strategic Plan:** n/a

### Equality and Socio-Economic Impacts:

*Does the proposal support the Council's Equality Outcomes 2021-25? Please specify.* n/a

*What are the potential equality* no significant impact



*impacts as a result of this report?*

*Please highlight if the policy/proposal will help address socio-economic disadvantage.* n/a

**Climate Impacts:**

*Does the proposal support any Climate Plan actions? Please specify:* n/a

*What are the potential climate impacts as a result of this proposal?* n/a

*Will the proposal contribute to Glasgow's net zero carbon target?* n/a

**Privacy and Data Protection Impacts:**

Are there any potential data protection impacts as a result of this report  
N

If Yes, please confirm that a Data Protection Impact Assessment (DPIA) has been carried out

**3 Recommendations**

That Committee consider the content of this report in coming to their decision.