Brent Town Hall
Planning and Development Brief

Supplementary Planning Document
Adopted - March 2012

Brent Council
Planning and Development
Planning and Development

Brent Town Hall   Planning Brief

November 2011

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Aerial Photograph: Brent Town Hall

Fig 1
Brent Town Hall is a Grade II listed building and has accommodated the main civic offices of the former Borough of Wembley and subsequently Brent since 1940. The building was designed by the architect Clifford Strange in a Scandinavian influenced Art Deco moderne style and it has attracted admirers and critics alike. Although the Town Hall has stringent statutory protection against poor intervention and alteration, its geometric design and large plot offers an unrivalled opportunity for sensitive but relatively significant conversion and extension. The building has the potential to accommodate a number of uses through carefully designed extension and reconfiguration, whilst still retaining its individual distinctive historic character.

1.0 Purpose of this Guidance

1.1 Brent Council is currently building a new Civic Centre on land off Engineers Way in Wembley and plans to vacate the Town Hall by mid 2013. In the light of this decision, this document is intended to be an informal guide, expanding upon and explaining the development potential outlined in the Council's adopted Site Specific Allocation for the site SSA W3 (Please see Appendix One). The guidance will outline the options for extension and alteration of the Town Hall and the further potential of the relatively large plot that the Town Hall occupies. The guidance is solely from a Town Planning perspective and offers no advice direct or implied, regarding the economic and constructional considerations that will inevitably require further investigation.

2.0 The Town Hall History and Status

2.1 Brent Town Hall was statutorily listed on the 24th September 1990 at Grade II, and as such, enjoys legal protection under the Planning (Listed Buildings and Conservation Areas) Act 1990. Any alterations to the building including the interior and any buildings within the curtilage built before July 1948 will require listed building consent. The listing description reads:

Municipal offices, library and assembly hall, Built 1935-40 as Wembley Town Hall by Clifford Strange. Brick - clad steel frame; flat roof. Multi-function and sloping site expressed in T-shaped plan set around central entrance hall with Council chamber above and assembly hall to rear, and library to left. Severe Scandinavian style 3-storey front, Tall central staircase tower, slightly recessed behind flanking wings, has tall window set above entrance with flat canopy and steps; 15-bay wing to right has upper windows set in tall recessed bays above continuous ground-floor windows with glazed tile piers to drip mould.
Bay of some height to left of tower, with similar ground-floor fenestration and large first-floor window; lower 2-storey, 4-bay range to left has similar ground-floor fenestration and tall first-floor windows. Other elevations are similar, with stepped blocks making use of sloping site: entrance with canopy to library on left; assembly hall to rear has continuous strip of low-level fenestration. Interior: marble walls and floors to entrance hall and foyer with Art Deco railings to staircase. Council Suite has 3 committee rooms separated by sliding partitions. Panelled dado to assembly hall, Circular light walls to library. Recommended as a town hall in the Scandinavian style which is an example of simple but effective 1930s municipal, planning, the interiors making much use of borrowed light and internal glazing. Pevsner called Wembley "the best of the modern town halls around London, neither fanciful nor drab".


3.0 Planning Objectives

3.1 To some extent this guide can only be general, in that there are many alternatives for the future of the building - More detailed guidance will be provided by the Council to respond to future specific proposals. However, the starting point must be the requirements of the various planning acts, policies, circulars and guidance notes that will all require as a minimum the preservation but preferably the enhancement of the character of the building. All proposals for the extension, alteration and or improvement of the Town Hall must consider its Grade II listed status and be sensitive to the architectural and historic contribution that the building makes to the built environment of the Borough.

3.2 The Council will also require the retention or re-provision of the existing community uses in line with Brent's Core Policy CP23 July 2010.

3.3 Any extension to the building and development within the curtilage must consider the wider setting of the Town Hall in terms of relative scale, height and massing. Proposals must understand the impact of any new scheme on the setting, amenity and infrastructure of the immediate area and broader Wembley.

3.4 Any proposals for the curtilage must consider the impact of new building on the open character of the site and the position of the Town Hall within the open space.

3.5 The Town Hall is exclusively surrounded by residential buildings of various scales ranging form relatively large two storey houses, to 4 storey apartment blocks, which places a significant responsibility on any development on the site to be a "good neighbour".
3.6 This Guidance takes account of National Planning Policy Statement PPS5 and the associated practice guide, The saved policies of Brent’s adopted Unitary Development Plan (2004), Brent’s adopted Local Development Framework, Core Strategy (July 2010), and the adopted Site Specific Allocations DPD (July 2011). The policies within the UDP and the Core Strategy will be used for development control purposes when any application is submitted. Therefore, all relevant planning policies should be considered and addressed. The Policy framework is outlined in Section 10 of this brief.

3.7 The information contained in this guidance is founded on a very basic level of survey and designers should satisfy themselves about any information contained within it that they intend to rely upon. The Council is not responsible for any loss arising from any error or information contained in this brief. The diagrams provided are for illustrative purposes only, and do not represent a definitive solution. All design solutions will be considered on their merits and their impact upon the character of the listed building.

3.8 This informal guidance does not bind the Council to grant Planning or listed building consent for any particular development on the site.

4.0 Site Context

4.1 Generally, the area around the Town Hall is open and green; there are many substantial and established trees that are a defining element of the setting and streetscape. (See Aerial Photograph and Fig 1) To the east, the site is bounded by The Paddocks, which is lined by two storey large suburban houses. Kings Drive runs along the western boundary, which is flanked by four storey apartment blocks. To the South are the new multi storey housing units of the Chalkhill housing scheme just across Forty Lane.

4.2 The Town Hall is situated in a suburban residential area that has a character defined by relatively high quality development. The large houses on The Paddocks are of a significantly higher quality than the average suburban two-storey house, and command a broad view across the site and to the stadium. Development within the Town Hall curtilage will have to consider the setting of these homes and the four storey apartments to the west.

The position of the Town Hall offers significant potential but the siting and layout of any extension or additional building will have to be rigorously considerate of context, and be thoroughly tested through physical and/or CAD modelling.
**Archaeology**

4.3 There is a full archive of drawings for the Town Hall on which to base a sensitive responsive scheme. However, the Council will expect an archaeological desk top assessment as part of a planning and listed building consent application of the building and site. Dependent upon the findings of the study, if necessary, provision and time should be made for site access for archaeological study in compliance with (PPS5) HE10 HE12.

**Existing Site Plan and Extent**

![Existing Site Plan and Extent](image)

*Fig 1.*
5.0 Policy and Guidance: Context

5.1 The Council will rely upon the guidance outlined in Planning Policy Statement 5 (PPS 5) and its associated practice guide, the London Plan and saved policies from its UDP 2004, its Core Strategy (July 2010) and its Site Specific Allocations DPD (July 2011). Designers must consider the policy framework explained below. Where policy references are made, these refer to the saved UDP policies (2004).

Note: The Council has already agreed a Site Specific Allocation (W3) for the Town Hall site in acknowledgement of the decision to move its Civic offices. This allocation calls for a mixed use development including offices, retail (for local needs only), residential, hotel and community facilities.

General Policy Context

5.2 Any application will require a full heritage assessment and Conservation Plan to help inform an urban design statement (Policy BE1), showing how any design proposal will respect the character of the Listed Building (PPS5) HE9, HE10 and its setting and local context. However, the future preservation of the Town Hall is important, and will require the careful balance of the needs of the character of the building and the future needs of its occupants. To this end, the principles outlined in PPS5 HE11, LDF Enabling Development (Policy BE30) and English Heritage’s publication “Enabling Development” 2008 should be applied. The Town hall is a community facility and all proposals should consider the retention of this role (Policy CF3). The Town Hall is a very important building for the Borough and (Policy BE2) requires consideration of a schemes impact on urban structure (Policy BE3) and townscape (Policy BE2).

5.3 The layout of any new development must provide for the sensitive conservation of the Town Hall (PPS5), underpin the quality of local townscape character, design out opportunities for crime, and maximise accessibility for all (BE4) and (BE5). All proposals must have a high quality landscape scheme design (BE6) and demonstrate a high quality architectural and urban design (BE9). The need for energy conservation is paramount and all schemes should consider (Policy BE12) and Supplementary Planning Guidance 19. (SPG19)

Specific Design Quality

5.4 As with all new development within the Borough of Brent, the Council will require that all proposals for the site have thoroughly considered the guidance within PPS5 and its SPG 17 “New Development.”

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This document is specific about the Council’s aspirations for quality of architecture, materials and detailing. Coupled with the cultural and historic significance of the statutory listed building, this makes extremely high quality design an essential, element of any acceptable proposal for the building and site.

**Transportation**

5.5 Any development will need to be assessed for its impact on transportation (TRN1) and the public – improvements and or compensation will be required where any scheme would not meet these exacting standards. Specific policies require the development of and improvement to public transport improvements (TRN2, TRN6-9), cycling and pedestrian facilities (TRN10/11), and any development will need to meet the Council’s new restraint-based parking standards (PS10 and PS14).

6.0 Development Potential and Principles

6.1 As stated, the Town Hall and its curtilage are statutorily listed and as such there are a number of significant planning requirements of the building and the site. However, a statutory listing does not prevent development; it is intended to ensure that development is sensitive to the historic character and setting of the building. The Town Hall has a significant development potential of, provisionally between 5000m² and 7500m² of accommodation dependent upon the use class. (SSA W3) suggest the potential for between 78 and 156 dwellings over 2 chronological phases.

6.2 The building was designed for local civic and administrative purposes. Therefore, the accommodation, although somewhat dated, is suited to a comparable range of community and commercial office uses. The listed status of the building will have an impact on the extent of demolition or alteration, and the density of any proposed development; even with the special regard to preserving the character of the building, this still allows for a number of appropriate alternative uses and mix of uses.

**Possible Uses**

6.3 The Town Hall is an imposing building, with a scale and form appropriate to its designed use; internal spaces and volumes are large, commensurate with their role as administration and meeting spaces for democratic local government. In historic buildings terms, the Council will be less concerned about the specific use, more the impact on architectural character on internal space and volumes and structure that the new use conversion may require. Overall, the building lends itself to certain uses that would fit within the existing volumes. Some examples of new uses or a mix of uses that would be relatively easy to accommodate would be:
i) **Headquarters Building** - The Town Hall building offers an unrivalled opportunity for a larger company or organisation to relocate into a developing Wembley. The building would provide an immediate strong architectural identity which, coupled with the historic importance and statutory listing, would be a significant branding opportunity.

The building has large open spaces that can be imaginatively interpreted and adjusted to suit the needs of contemporary commercial or financial operation. The relative location to the stadium and the view from the front of the building also adds to the prestige of the site and its connection and relationship with the new Wembley.

ii) **Academic Institution** - It is the scale and character of the internal spaces and volumes that would enable the Town Hall to ably accommodate an educational use. The architectural expression and quality would particularly underpin the role of a specialist faculty or college. There is also the opportunity to provide residential accommodation on the site to support the academic use.

iii) **Community Arts/Culture Centre** - The Town Hall may offer the opportunity to develop a Community Arts and Cultural centre. This would maintain the existing community function of the Town Hall, and provide much needed meeting and performance space for the many community groups and organisations growing out of the new Wembley, and from within the rest of the Borough.

iv) **Hotel** - The spaces within offer the opportunity to provide large luxury suites and smaller individual rooms. There are also appropriate service spaces to accommodate the amenities and service facilities required by modern hotels. The enviable site offers an opportunity to reinforce Wembley as a visitor destination, acknowledging and serving the many events at the Stadium and the Arena.

v) **Museum** - Although some museums are experiencing declining visitor numbers, there may be potential to convert the Town Hall to a museum of some form, possibly Sports/Arts.

vi) **Residential** - there is the scope and opportunity to examine the conversion of parts of the existing building to a residential use as part of a mixed use scheme as well as separate buildings and development within the site.
vi) **Medical/Care facility** - Dependent upon operational requirements, accessibility and circulation, there may be some potential for use as a care/nursing home or specialised clinic.

6.4 Initial assessment has identified that use classes B1A, C1, C2, C3, D1 and D2 would be appropriate to the site. However, other contextually sensitive uses may be considered including some small element of A4 within a larger more comprehensive scheme. The Council will also be responsive to more innovative imaginative uses for the building and site.

**Sensitive Elements of the Buildings Architecture**

6.5 Whatever use is proposed for the Town hall and its site there are certain parts of the Building and its site that are especially sensitive to alteration and intervention. In particular:

i) **Landscape** – The setting of the Town Hall is an integral part of its existing character and any development within its setting must consider its impact on the building. The areas to the rear of the site and to the East and West of the Main Hall offer the best potential for sensitive new buildings. (See fig.3) However, the spaces to the front of the Town Hall should remain free of development to preserve the Town Hall's presence and contribution to the streetscape of Forty Lane. The level change between the entrance block and the street mean that there may be some potential for development beneath car park level. However not at the expense of raising the existing car park.

ii) **Elevations** - The treatment of the Town Hall’s envelope defines the character and stylistic presence of the Town hall. The well detailed brick elevations would be seriously damaged by alteration to the rhythm, configuration and proportion of the existing fenestration. Therefore, it is unlikely that consent would be granted to alter this important element of the buildings architecture. Connections between new buildings and existing structures should be architecturally light weight and kept to the minimum necessary to provide safe efficient circulation.

The front elevation of the Town Hall is of particular townscape importance and should not be obscured by new buildings or structures (See fig. 4)
iii) The scale and form of existing internal spaces and volumes are definitive parts of the civic building and its character. Overall, the building offers the potential for flexible accommodation but there are a number of internal spaces and volumes that cannot be sub-divided or reconfigured if the essential character of the Town Hall is to be preserved. The important areas are:

- Main entrance vestibule and stairs
- First floor landing and vestibule
- The Council chamber and vestibule
- Fenestration is a critical element of the architecture; window configuration, section and size must be maintained. Existing windows should be retained and any thermal improvements made through secondary glazing systems.
- Internal detailing - all existing internal detailing that survives must be retained in-situ such items as doors and their furniture, skirting, architraves balustrades and handrails should be retained and used as references for restoration in other areas

The Paul Daisley Hall is a large volume designed for a very specific use and as such may make the room redundant as this type of community space will be re-provided in the Civic Centre.

Therefore, with the appropriate sensitive design approach there may be potential for some self contained “removable” structures such as a self contained mezzanine?
The other office and ancillary spaces within the building offer more flexibility but it is difficult to see how the removal of the central corridors will provide efficient circulation within such large established linear volumes.

7.0 Design Parameters

**Design Principles: Existing Building**

7.1 Alteration and reconfiguration of the existing building will require careful and sympathetic design. As indicated the interior of the building is as important as the exterior and has equal status with the exterior under the listing definition. Planning Policy Statement 5 will be a principal material consideration as will the following principles:

i) All proposals for the Town Hall building must, as a minimum, preserve its fundamental character. However, the Council will expect that a completed rehabilitation will enhance the character of this important listed building.

ii) The essential core of the historic building as shown on (Fig 2) will be retained.

iii) The council anticipates that any schemes for the future of the Town Hall will be conceived and developed by experienced architects with historic buildings experience. (English Heritage and the RIBA maintain registers of approved historic building designers). Any alteration or addition to the original fabric must be driven by one of the following two design approaches:

- **Demonstrate a faithful 100% replication of the existing stylistic architectural composition, together with rigorous attention to faithful construction detailing and materials.**

- **Or,**

- **Be a high quality contemporary response that demonstrates an exceptional level of design excellence at least equal to the historic building, with quality materials and detailing that coordinate with and sensitively refer to the character of the Town Hall.**
iv) All proposed schemes should retain as much of the historic fabric and layout as possible. Such features as the central corridors are an important part of the character; as are the independent smaller office spaces.

If the future ongoing reuse of the building requires reconfiguration and or remodelling of these spaces and volumes proposals must retain a memory of their original configuration in their design.

v) Attention to detail is essential if the character of the building is to be preserved. Such elements as staircases/wells, panelling, and fenestration etc. should be carefully considered and efforts made to ensure their integration into any new interpretation. Colour schemes should be sympathetic and refer to the historic precedents.
Buildings on the Site

Fig. 2
Design Principles: New Buildings and Extensions

7.2 The Town Hall was an innovative and extraordinarily modern building when it was completed in 1940; it took the new architectural approach being developed on mainland Europe and Scandinavia and thrust modern architecture into North West London. In 1940 the Town Hall was radical and challenging; its architecture stimulated debate then, and regularly does today. The Council will require the same rigorous requirements of 7.1(iii) for alterations, in the design of extensions and new buildings within the site.

The Council accepts that a statutory listing status should not constrain a building or be a barrier to its long term preservation through continued occupation and use; the legal protection is intended to prevent insensitive development, not development altogether. The Council, in collaboration with English Heritage, will consider a substantial level of extension or independent building on the site. These images represent only suggested massing in appropriate locations, and are not a design solution. The Council considers that carefully researched, conceived and detailed design can mitigate the impact of scale and mass.

Design Quality

7.3 All proposed buildings must demonstrate that they are equal to, and will surpass the exacting design standards set by the original historic building. The Council will encourage innovative, challenging design that is sympathetic to, and complements the precedents and detail of the Town Hall. However, contemporary architecture must be sympathetic to the historic and natural landscape. Proposals must refer to existing scale, massing and proportion, they must be detailed and executed to a very high quality, and construction materials must reflect the quality of site precedents.

Site and Layout

7.4 Section (7.1 ii) indicates that the Council will require the retention of the principle listed elements of the building and it is from this fundamental requirement that a new scheme for extension and reconfiguration should be developed. The areas of the plot that offer maximum potential for development or extension are indicated on Figure 3.

Scale and Massing

7.5 The Town Hall is a large building commensurate with its use; it is composed of relatively large elements brought together to create a large overall articulated mass. This precedent enables a broad approach to the design for buildings, either within the curtilage or as an extension. The area in which a building footprint may be positioned is indicated on Fig 2; however the green shaded area is not a building footprint in itself.
Proximity to Existing Buildings

7.6 Any new building or development adjacent to the Town Hall must consider two aspects of proximity. Firstly, proposals for extension must be sensitive to the architecture of the original buildings; connection to and breaking into existing fabric must be carefully considered to minimise impact on the listed structure.

Secondly, all proposals must also be sensitive and proportional to the relationship between buildings on the Town Hall site and those on neighbouring land. A minimum separation of 20m must be maintained between any new development and the site’s northern boundary. It is envisaged that storey heights will be stepped down to this boundary (See section 7.8)
Areas of Potential development

Fig 3.
Building Heights

7.7 The Town Hall is predominantly 4 storeys with tall internal spaces, making the overall height equivalent to a contemporary 5 storey building. This would enable a significant increase in floor space where suitable development areas were exploited to three and elements of 4 storeys. The Council has some fundamental but essential development management requirements from its “Guidance for New Development” - SPG 17. These include;

i) Under normal circumstances, the height of any extension to the Town Hall must not be taller than a line drawn at $30^\circ$ 2.0 m up from the external floor level at the centre line of the nearest habitable ground floor room window on any neighbouring building. (Please see SPG17) The relative isolation and separation from neighbours of the site suggests that this may not be significant restriction subject to testing.

ii) The height of any extension to the Town Hall must not be taller than a line drawn at $45^\circ$ from a line 2m above ground level on the boundary. (Please see SPG17). Again the relative isolation of the site suggests that this may not be significant restriction subject to testing. Particular attention should be paid to the northern boundary with rear gardens on the Paddocks and Kings Drive.

Daylight and Sunlight

7.8 Locations of proposed building mass must consider the implications for daylight and sunlight for both users of the existing Town Hall and users of any new buildings. In general, the Council requires as a fundamental minimum all development within the Borough complies with the standards outlined in Building Research Establishment Bulletin 209 (BRE209).

Legibility

7.9 The Town Hall is the predominant building on the site and it should remain as the predominant built element. The main entrance to the building should retain its focal importance and any new development must underpin and coordinate with this fundamental hierarchy.

Access for all

7.10 An inclusive design approach must be adopted to ensure that all areas and facilities within any proposed development are accessible to all. All proposals must comply with current legislation, all Codes of Practice, and general good-access design. Principles from the Equalities Act should also be applied.
Design and Quality Assurance

7.11 As previously discussed, the quality of any completed building is the result of attention to detail within the design process through and at all levels. The Council will require as part of the Design statement, an indication of how any new scheme will ensure quality from conception, through design development and procurement through to completion of the building. The Council will require quality management through realistic expectation of potential and rigorous construction management and execution. The Council will not compromise on quality and will insist upon, and expect the highest internationally recognised design through the application of the following basic mechanisms:

Experienced Consultants
i) An experienced and committed architect should be engaged who understands the needs of the historic building, and can combine these into an innovative and sensitive response to any brief for extension or alteration. The appointment of an experienced consultant will save time and expenditure through the course of the project.

Realistic Budgets
ii) At a very early stage, there should be a complete understanding of the financial and budgetary implications of any proposal for the alteration and extension of the Town Hall. Successful intervention in any listed building cannot be delivered without a realistic budget.

Consultation
iii) The Council recommends early consultation with specialist staff within Planning and Development Division, English Heritage and the site’s neighbours so that early concept schemes can be agreed before too much time is spent upon abortive design development.

Specification
iv) The quality of a building is often dictated by the specification of the materials from which it will be built and the way in which these materials are applied and jointed. The Council will expect that material choice will be an integral part of the cost development and initial design processes and will not be left to agreement at condition stage.
v) The Council will expect that designers have addressed building detail as part of the overall design concept and will require the submission of large-scale indicative drawings explaining how the quality of detail will be controlled and delivered. This information will be an essential part of any “Design and Access” statement and planning application.

Procurement
vi) Often the way in which a building is to be procured can impact on the management and delivery of quality. The Council will expect applicants to choose a procurement route that guarantees the continued involvement of the experienced designer and the perpetuation of quality throughout the procurement process.

Contractors
vii) The Council will expect that future applicants will engage contractors who can demonstrate significant experience of high quality alteration and extension of listed buildings, at a scale commensurate with the Town Hall.

Landscape design
7.12 The design and interpretation of the existing and proposed building setting is essential. The quality of the natural landscape setting of the Town Hall is exceptionally high and will require an informed and sensitive approach to combining the new with the old.

The area is rich in trees, large shrubs and other planted materials - these natural features combine well with the traditional surface materials that have been used in the area. The careful balance between the natural environment and any new hard surfacing must be maintained. In many respects, the landscape setting of the buildings is as important as the buildings themselves; any proposals for the landscape at the Town Hall should be developed in liaison with the Council’s Design Team.

The landscape setting of the Town hall will be protected by an area within which development will not be allowed the principle area is defined on (Fig. 4) and is expressed as a view arc of 220 degrees about a centreline from the entrance. In addition there are three specific views that will need particular care when developing proposals for the future of the Town Hall. Please see the specific views identified on (Fig. 4)
7.13 There are a number of specimen trees of high landscape and amenity value particularly in the courtyard area. All proposed development schemes must preserve these trees and provide for their long-term survival through careful and considerate site layout and building configuration. In exceptional cases where the removal of a tree will give substantial benefit to the scheme and therefore the community, The Council will require their replacement with substantial specimen of equivalent species, quality and suitability through BS 5837.

7.14 Hard landscape materials will be of the highest quality and it is likely, if they are to be sympathetic to local precedent, they will be natural material. The surfaces of car parks and hard standings can have a significant detrimental impact on the setting of the listed building and local suburban character. Finishes should be carefully chosen to coordinate with both the context and the new building proposals. All proposals for landscape works must incorporate SUDs as part of their design approach.

7.15 The implications of Flood Risk should be fully explored as part of the design process, consultation with the Environment Agency is essential. As the site is over 1 hectare a Flood Risk Assessment (FRA) will be required.

7.16 Any redevelopment should demonstrate how provision has been made for cycling and walking routes through the site and how they will be maintained and or improved. The Council is keen to encourage a healthy lifestyle through design. The strategic approach of any proposal must be indicated in the design statement.

7.17 Any scheme for the development of the site should incorporate crime-prevention techniques and strategies meeting the objectives of ‘Secured by Design’ and ‘Designing out Crime’. The nature of the site and its natural context require special attention to personal safety.

7.18 The Council actively promotes the use of public transport and sustainable methods of travel and the site enjoys excellent public transport servicing. Therefore, where possible the Council will limit the dependence upon car use in new developments. Car parking should be carefully thought through and should be a practical minimum to serve the chosen use. If reconfiguration of the parking is required it should be located in less sensitive areas of the site. The indicative “reduced” or “maximum” standards are:
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i) Hotel  1 space per 5 bedrooms + maximum of 1 space per 5 employees

ii) Commercial  1 space per 300m², as this is a town centre site with good public transport accessibility.

iii) Residential standards will depend on tenure, mix, and density (UDP PS14).

Overall, parking standards will be applied in compliance with Policies TRN22 and TRN23.

8.0 Planning Conditions and Obligations

8.1 Dependent upon proposed uses and quantity of extra development, the Council and the Mayor of London may require a contribution to the Community Infrastructure Levy (CIL) the basic requirements will be:

Either through the CIL contribution or other unilateral agreements (S.106), the Council will expect that development of the site will deliver

i) Transport improvements including an improved junction between, Forty Lane and the Paddock and Forty Lane and Kings Avenue.

ii) Non-car access improvements such as road crossings and cycle parking.

iii) Support of car-pooling / sharing scheme and its management if appropriate.

iv) Replacement of community facilities lost either on or off site & new facilities generated by the development – re-provision should be complete and operational prior to the loss of existing facilities.

v) Open space/public realm contribution including play facilities and or lighting.

vi) Possible contribution to school places, depending on use class proposed and requirements of the LEA.

vii) Job training depending on employment balance sheet – e.g. contributions to job training or notification of job opportunities to Brent labour agency. Any development should be considered in the context of a 7 step local labour clause produced by the Council.

viii) Public Art as part of a coordinated design philosophy for the site or off site provision.
Planning Listed Building Consent Application: Requirements 9.0

9.1 The Town Hall is a public building with a close historic relationship with the people of the Borough and because of this; any application for its extension or alteration will be of concern to many people and organisations. Therefore, the Council will require a thorough and inclusive application to enable a transparent and rigorous assessment of any proposals. The Council will expect the following information as part of any application for Planning permission and Listed Building Consent.

9.2 As Brent Town hall is listed a listed building consent application will be required for any alteration, addition and or development within the curtilage

i) A Design Statement including an explanation of the philosophy and rationale behind the design approach and details explaining techniques for the delivery of sensitive high quality listed building alteration.

ii) Desk top archaeological assessment (PPS5) HE12

iii) A detailed Conservation Plan including a full contextual and physical analysis of the building to establish how development can be tailored to mitigate impact. The plan should also provide a strategy for the future development and management of the building.

iv) A Landscape Design Strategy in compliance with B5837, including a survey of existing trees and significant vegetation together with a strategy for tree protection, a through rigorous explanation through BS 5837 categories for the removal of trees and a strategy for equivalent replacement planting.

v) A Transport Assessment with a Travel Plan. TFL “Travel planning for New Development in London”

vi) Two Dimensional drawings of existing conditions including plans, elevations and sections. Proposed plans, sections and elevations - all of which should show immediate and wider context. Sections should not only cut through the building but through the site into adjacent buildings in particular neighbouring houses.
vii) **Three Dimensional drawings** illustrating the impact on the existing building and the broader streetscape and context. Images should be produced from a ground floor 1650mm eye level perspective.

viii) **A Three Dimensional model** at a scale appropriate to demonstrate the nature and impact of any proposals on the existing building, the site and its neighbours.

### 10.0 Policy Checklist

The building site and area are subject to the following local development plan policies and the Council will rely upon these policies for decision making and guidance in the scrutiny of any proposals submitted for the development of the site at Brent Town Hall:

#### National/Regional Policy Framework

<table>
<thead>
<tr>
<th>Policy</th>
<th>Source</th>
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<td>Planning Policy Statement 5 (PPS5) (DCLG) 2010</td>
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<td>HE7 Determination Policies Listed Building Consent</td>
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<td>“Enabling Development” English Heritage 2008</td>
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<td>“Conservation Principles” English Heritage 2008</td>
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<td>“Building in Context” English Heritage 2001</td>
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<td>“The setting of Heritage Assets” English Heritage 2011</td>
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<td>“Managing LA Heritage Assets” ODPM/EH 2003</td>
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<td>London Plan (Mayor of London) 2011</td>
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<td>7.8 Heritage Assets and Archaeology</td>
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<td>7.9 Heritage Led Regeneration</td>
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<tr>
<td>2.18 Green Infrastructure</td>
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<td>5.10 Urban Greening</td>
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</table>
Brent Core Strategy, July 2010

CP1 Spatial development Strategy
CP2 Population and Housing Growth
CP4 North West London Co-ordination Corridor
CP5 Placemaking
CP6 Design & Density in Placemaking
CP7 Wembley Growth Area
CP17 Protecting and Enhancing the Suburban Character of Brent
CP18 Protection and Enhancement of Open Space, Sports and Biodiversity
CP19 Brent Strategic Climate mitigation and adaptation measures
CP20 Strategic Industrial Locations and Locally Significant Industrial Sites
CP21 A Balanced Housing Stock
CP23 Protection of existing, and provision of new, Community and Cultural Facilities

Brent Site Specific Allocations DPD, July 2011

SSA W3 Brent Town Hall (Appendix A)

Brent Unitary Development Plan (UDP) 2004

Built Environment

BE1 Urban Design Statements
BE2 Townscape Local Context and Character
BE3 Urban Structure Space and Movement
BE4 Access for Disabled People
BE5 Urban Clarity and Safety
BE6 Public Realm Landscape Design
BE7 Public Realm Streetscape
BE9 Architectural Quality
BE11 Intensive & Mixed-use Developments
BE12 Sustainable Design Principles
BE17 Building Services Equipment
BE30 Enabling Development & Heritage Asset Conservation.
BE33 Tree Preservation Orders

Environmental Protection

EP2 Noise and Vibration

Housing

H11 Housing on Brownfield Sites
H12 Residential Density: Layout Considerations
H13 Residential Density
H15 Back land Development
H22 Protection of Residential Amenity
Employment

EMP9 Development of Local Employment Sites

Community Facilities

CF6 School Places

Transport

TRN1 Transport Assessment
TRN2 Public Transport Integration
TRN3 Environmental Impact of Traffic
TRN4 Measures to make Transport Impact Acceptable
TRN6 Intensive Development at Selected Transport Interchange
TRN22 Parking Standards – Non-Residential Developments
TRN23 Parking Standards – Residential Developments

The following guidance notes should also be taken into account:

SPG3 Forming an access onto a road
SPG13 Layout standards for access Roads
PPG24 Planning and Noise sets out general guidance in respect of development and noise.
SPG17 Design Guidance for New Development
SPG19 Sustainable Design, Construction and Pollution Control

Guidance on Inclusive Design (GLA)
Enabling Development  English Heritage

The full explanation of all policies can be found in the Unitary Development Plan, available on Brent’s web site at www.brent.gov.uk/udp.

11.0 Contacts and specialist advice

Design & Conservation  Mark Smith (0208 937 5267)
Planning (North Area)  Rachel McConnell (0208 937 5232)
Transportation  John Fletcher (020 8937 5123)
Planning Policy  Ken Hullock (020 8937 5310)
Landscape Design  Martin Page (020 8973 5112)
Arboriculture  Lawrence Usherwood (0208 937 5247)
English Heritage  Richard Parrish (0207 973 3000)
All Brent officers can be contacted at the following address:

Brent Council  
Planning and Development  
Brent House  
349 High Road  
Wembley HA9 6BZ  
Telephone 020 8937 5310

For clarification of and expansion upon the contents of this guide please call/ E-mail  
Mark.Smith@brent.gov.uk

**Disclaimer**

*The information contained in this brief is, as far as the Council is aware, correct but developers should satisfy themselves about any information contained within it. The Council is not responsible for any loss arising from any error of information contained in the brief. Potential purchasers and developers are advised to consult the relevant Council officers about their specific proposals before making any application for the redevelopment of this site. The brief does not bind the Council to grant consent for any particular development on this site.*
W3. Brent Town Hall

Address: Forty Lane, Wembley, HA9
Ward: Bamhill
Area: 2.1 hectares. (0.5 hectares assumed developable area)

Description:
Grade II Listed Building performing administrative, political and ceremonial roles for Brent Council set within a predominantly suburban context. The site is within short distance to Wembley Park station and is afforded impressive views over the new Wembley Stadium development.

Core Strategy policy context:
Core Policies 1, 2, 4, 5, 6, 7, 17, 18, 19, 21 and 23

Planning guidance:
The Council intends to prepare guidance for this site.

Planning history: None relevant

Allocation:
Mixed use development including offices, retail (for local needs only), residential, hotel and community facilities ensuring the retention of the Listed Building. Any change of use and/or development should enhance and not detract from the character and importance of the Town Hall, and have regard for existing traffic problems to surrounding residential areas and seek to improve these conditions.

<table>
<thead>
<tr>
<th>Indicative development capacity</th>
<th>78 units</th>
<th>78 units</th>
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<tr>
<td>Indicative development phasing</td>
<td>2015 - 16</td>
<td>2017 - 18</td>
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Flood risk comments:
A Flood Risk Assessment will be required as the site area is over 1ha. Flood zones are subject to change and modelling and re-modelling is carried out on a quarterly basis by the Environment Agency, therefore any assessment must ensure that the most up to date data is used as part of the Flood Risk Assessment.

Justification:
The building is reaching the limits of its use in terms of purpose and size and the Council is seeking a new Civic Centre within the Wembley Regeneration Area. The existing Grade II Listed building however remains an important visual, social and historic landmark in the borough. The outbuildings to the rear have been added over time and are not subject to the Listing. The sensitive redevelopment of these buildings and appropriate re-use of the main building can enable its continued use and secure its long term restoration.

Notes:
Because of the Listed Building Status, the entire site area has not been used to estimate the indicative development capacity. An assumption has been made regarding an area to the rear of the building, that could possibly be used for development in principle. A more detailed design and feasibility exercise is required to establish the true capacity of this site.