



Helix Design solutions Ltd

Head of Planning
London Borough of Havering
Town Hall
Main Road
Romford
RM1 3BB

By email

Our Ref: 341/OGI

Date: 1st March 2024

Dear Sirs

Re: Change of Use from Class E office use to residential C3 with conversion of existing estate office to a Social rented apartment at No. 22 Greenways Court, Butts Green Road, Hornchurch, Essex. RM11 2JL

We write in connection with the above mentioned property and my client Ogilby Housing Society Ltd proposal for the change of use and conversion of part of the estate office into a social housing rental apartment. This has been outlined in red.

The existing toilets and kitchen/file store is to be retained for their ongoing use which has been outlined in blue.

We attach in support of the application;
Drg No. 01 Existing Plans, Elevations and Site Plans
Drg No. 02 Proposed Plans and Elevations

There is ample parking on site for the use of all Greenways Court residents which is not allocated

My client Ogilby Housing Society Ltd have recently purchased a separate office off site, based on the High Street in Hornchurch where all their operations will relocate to.

We trust this is the information you require. However should you require further information then please do not hesitate to contact us

Yours sincerely

Scott Robertson
Managing Director