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7 CLOCKHOUS LANE

PLANNING, DESIGN & ACCESS STATEMENT

OCTOBER 2026

1. Introduction

This statement has been prepared by Cityscape PTA on behalf of the applicant in support of a planning application for a two-storey rear extension at 7 Clockhouse Lane. The proposal provides office and staff welfare accommodation to support the restaurant, within a simple flat-roofed addition to the rear of the premises.

The extension responds to a practical business need. It provides dedicated space for administration and staff breaks, allowing these activities to take place away from the kitchen and customer seating area. The restaurant will have six staff, with no more than two using the break room at any one time. The additional accommodation is therefore intended for a small workforce and does not introduce further dining space within the extension.

The design has been considered with particular regard to the concerns identified in the Council's assessment of the earlier proposal at 13 Clockhouse Lane. The application at No. 7 takes a different approach to roof form and maximum height and is supported by a clear explanation of the intended use and pattern of staff activity. These distinctions are material to the assessment of both design and residential amenity.

The statement should be read alongside the Existing Plans and Elevations, drawing 26/097/004 dated 7 October 2026, and the Proposed Plans and Elevations, drawing 26/097/005 dated 8 October 2026.

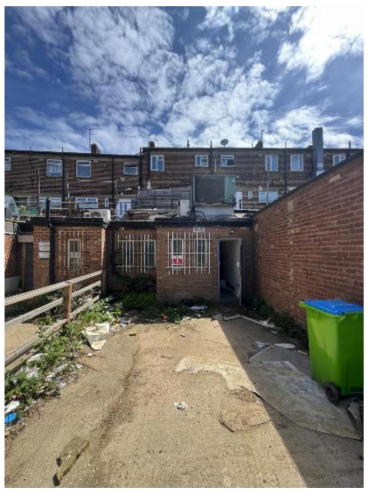
2. The site and surroundings

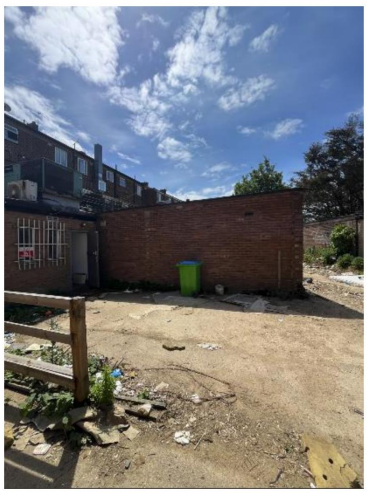
The premises form part of the commercial frontage on Clockhouse Lane in Collier Row. The Havering Local Plan identifies odd-numbered properties 1–23 Clockhouse Lane within its district centre frontage schedule. The site is consequently an appropriate location for accommodation supporting a town-centre business.

The main building has commercial accommodation at ground-floor level and upper floors overlooking the rear. Existing rear structures and an elevated walkway contribute to the enclosed, developed character of this part of the frontage. The surrounding rear environment contains numerous single-storey additions and a two-storey example.

The proposal responds to this commercial rear setting while recognising the sensitivity of nearby residential accommodation. It is not necessary to rely upon the planning status of the neighbouring two-storey extension: the application is advanced on the merits of its own design, use and relationship to its surroundings.









3. The proposal and planning background

Accommodation and design

The extension provides a ground-floor office, labelled 32.71m^2 on the proposed plan, and a first-floor staff break room of 32.46m^2 with a separate WC and internal staircase. The office is intended to support the restaurant's administration, and the first floor provides space for staff to rest during their breaks. Both are presented as ancillary accommodation serving the restaurant.

The restaurant layout shows 30 covers within the main premises. The extension contains no customer seating, function room or additional kitchen. Its purpose is to improve the supporting facilities available to the business and its staff, rather than to create a separate destination attracting customers to the rear.

A flat roof keeps the maximum height to the 6.52m dimension shown on the section. Brick elevations and a straightforward roof edge give the addition a restrained appearance appropriate to its supporting role. The side elevations are shown without windows. Access to the upper floor is by an internal stair, with no new external staircase or direct doorway onto the existing elevated walkway shown.

The need for two storeys

The two-storey arrangement accommodates two distinct supporting functions within the same footprint. Administration is provided at ground-floor level, with a dedicated staff rest area above, away from food preparation and customer activity. Providing the same accommodation on one level would require a larger footprint or the reallocation of space shown for restaurant operations. Stacking these functions makes efficient use of the rear part of the site while retaining their separation. The upper floor is therefore justified by the organisation of the business and staff welfare, rather than an increase in customer capacity. The flat roof limits the height needed to achieve this arrangement.

Approved extraction system

Planning permission P0817.26 was granted on 15 September 2026 for the commercial kitchen extraction system and associated rear flue. The extractor appears on the current drawings for context and is not an additional element for which permission is sought through this application.

The existing permission includes controls relating to noise, vibration, odour treatment and the appearance of the flue. Those controls remain applicable. This application does not seek to vary them, nor does it rely on the flue permission as authorisation of the restaurant use or its operating hours.

The earlier proposal at No 13

The delegated report for application P0927.15 at 13 Clockhouse Lane recommended refusal of a two-storey rear addition containing ground-floor storage and first-floor office accommodation. Its principal concerns were the height and bulk of the building, the relationship to neighbouring accommodation and insufficient information about noise and vibration.

That report is relevant to the design considerations for this application, but it concerned a different building and layout. In particular, the earlier proposal had a stated ridge height of 7.3m. The current scheme has a stated overall height of 6.52m, a reduction of 0.78m in maximum height. The flat roof avoids the additional ridge height associated with the earlier roof form.

The present application also defines the supporting use of the extension and the limited number of staff involved. The Council can therefore assess the actual activity proposed, including the two-person break-room occupancy and the arrangements at closing. These are substantive distinctions from an application in which the likely operation and its effects remain unclear.

4. Planning policy and design assessment

Policy context and the principle of development

The development plan comprises the Havering Local Plan 2016–2031, adopted in 2021, and the London Plan 2021. Havering Policy 13 supports appropriate town-centre development, while Policy 14 recognises the contribution of eating and drinking establishments and addresses their operation and effects on surrounding occupiers. Policy 26 concerns urban design and Policy 34 addresses pollution. London Plan Policies D3, D5 and D14 are relevant to design, inclusive access and noise respectively.

The National Planning Policy Framework of August 2026 supports business investment and adaptation through Policy E2 and town-centre vitality through Policy TC2. Policies DP3 and DP4 address design quality and application information, while Policy P3 addresses living conditions and pollution. The proposal is assessed against these current policies rather than the superseded local policies referred to in the 2015 report.

Providing office and welfare space to support a restaurant is consistent with the commercial function of this location. It enables the business to organise its premises effectively and provides a proper separation between food preparation, customer service, administration and staff rest. The benefit is proportionate to the scale of the business and the six staff it will employ.

The first-floor room is a staff facility, with breaks staggered so that no more than two people use it at once. Its floor area does not represent a proposal for a larger workforce or for customer occupation. Similarly, the office forms part of the restaurant's supporting accommodation. A condition retaining these areas in ancillary use would secure the basis on which the application is presented.

Scale and appearance

The addition is positioned behind the main building, where extensions and supporting commercial structures already form part of the established development pattern. This is a suitable location for the operational accommodation proposed, allowing it to be provided without extending the customer-facing frontage.

The design uses a simple form and a flat roof to limit maximum height. At 6.52m, it remains below the taller main building and avoids a competing pitched roof at the rear. The comparison with the 7.3m ridge at No. 13 demonstrates a meaningful reduction in the highest point of the building, although the respective schemes must also be considered in their full three-dimensional form.

The elevation drawing shows a 5.82m separation between the inward-facing elevation of the extension and the rear elevation of the main building. The new first floor therefore stands apart from the main upper floors, retaining an intervening gap in the rear built form. The existing elevated walkway forms part of this relationship, but no new first-floor doorway onto it or external stair serving the break room is proposed. Staff movement between the two new floors will remain internal. The 5.82m dimension relates to the main rear elevation, rather than to every neighbouring residential window; the window facing the houses will be obscure-glazed and fixed shut to protect privacy.

Compatible brickwork and restrained detailing will allow the addition to read as a secondary component of the premises. Material samples and external finish details can be secured through a planning condition. In our assessment, the proposal represents a measured response to the site and the objectives of Havering Policy 26 and London Plan Policy D3.

5. Residential amenity and operation

Privacy outlook and daylight

The design limits direct lateral overlooking by omitting windows from the side elevations. First-floor activity is confined to staff welfare use, with only two people taking a break at any one time. This creates a substantially different pattern of occupation from a customer seating area or a room used for group meetings.

The first-floor window facing the neighbouring houses will be obscure-glazed and permanently fixed shut. Its sole purpose is to admit daylight to the staff accommodation; it will not provide clear views towards the houses or serve as an opening for ventilation. The obscured, non-opening treatment will be retained for the lifetime of the development and can be secured by condition. This provides a physical safeguard against overlooking, independent of the limit on break-room occupancy. Ventilation will be provided independently of this window, with details capable of being agreed with the Council.

The roof is not proposed as an outdoor seating or amenity area. A condition restricting access to maintenance purposes would prevent its use as an elevated gathering space and protect neighbouring privacy.

The flat roof limits the highest point of the extension, while the gap to the main rear elevation maintains separation between the upper parts of the buildings. These features moderate the sense of enclosure in the rear setting. The fixed obscure glazing addresses privacy across that gap, and the absence of an external stair or roof terrace avoids introducing an elevated outdoor activity area. Outlook and daylight fall to be assessed against the building's physical envelope and the positions of affected windows; no numerical daylight or sunlight compliance claim is advanced in this statement.

Staff numbers and closing arrangements

The restaurant will have six staff in total. Breaks will be staggered, with no more than two staff using the first-floor break room at any one time. The room is intended for rest during the working day and is not proposed as a venue for functions or late-night social gatherings.

Three staff will leave at 23:00. The remaining three will carry out separate closing duties: one will clean the front-of-house area, one will clean the kitchen and one will check stock for the following day. These three staff will normally leave at 23:30.

This distinction is important when considering the evening use. The closing period does not involve all six staff gathering in the extension. It consists of a small number of people carrying out routine tasks within the premises, followed by their departure. The stock check is part of the internal closing procedure, rather than a proposed late-night delivery operation.

Noise management

The office and welfare functions are compatible in principle with a mixed commercial and residential setting. Their limited occupancy and absence of customer activity provide a sound basis for controlling noise. The Council is invited to secure the ancillary use, break-room occupancy and suitable quiet-departure procedures through an operational management condition under Policy 14.

Appropriate management controls include avoiding external staff gatherings, careful operation of doors and excluding external bottle handling, bin movements and deliveries during the late closing period. Where necessary, sound insulation and ventilation details can be secured alongside these controls. The separately approved extraction system remains subject to its existing noise and odour conditions. These measures address the relevant objectives of Havering Policy 34 and London Plan Policy D14.

6. Access

The ground-floor office is approached through the rear entrance shown on the proposed plan, with an internal staircase serving the first-floor staff accommodation. This arrangement contains movement between the two new floors within the building and avoids introducing an external stair serving the break room.

The extension is staff accommodation and does not create a new customer entrance or public destination at the rear. The separate rear entrance does not alter the intended ancillary relationship between the accommodation and the restaurant; that relationship can be secured through a condition preventing independent occupation.

The upper-floor room is accessed by stairs. The access approach must therefore take account of the needs of staff with mobility impairments, including suitable welfare provision accessible to those unable to use the stair. Entrance thresholds, door clearances, sanitary facilities and safe evacuation are relevant to that provision and the detailed design, having regard to London Plan Policy D5.

The additional accommodation serves the stated six-person workforce and contains no additional dining seats. It is therefore not expected to generate a separate stream of customer trips or independent office visitors. Servicing and waste arrangements should be considered as part of the restaurant operation, with circulation routes kept clear and external handling managed to protect nearby residents.

7. Planning balance and conclusion

The application provides practical supporting accommodation for a restaurant within Collier Row district centre. Dedicated office and welfare facilities will improve the organisation of the premises and the working environment for its six staff. This accords with the policy support for town-centre activity and the adaptation of business premises.

The proposal has been developed with regard to the issues raised in the earlier assessment at No. 13. The flat roof limits the stated maximum height to 6.52m, compared with the 7.3m ridge recorded for that scheme. The retained separation from the main rear elevation, unfenestrated side walls and simple architectural treatment support its role as a secondary addition at the rear.

The intended operation is clearly defined. No additional dining space is proposed within the extension, no more than two people will use the break room at once, and only three staff remain for routine closing duties after 23:00, normally departing at 23:30. These arrangements allow the amenity assessment to focus on the modest level of activity actually proposed.

In our assessment, the commercial benefits, reduced maximum height and limited ancillary use provide a positive case for permission. Appropriate conditions can secure materials, privacy glazing, ancillary occupation, roof access and operational management. We therefore consider the proposal to be an appropriate form of development in this location and respectfully request that planning permission be granted.