

# 332 Abingdon Road, Oxford

## Planning Application - Statement of Need

Revision PL1 - 12th October 2023

### The Applicant - Minuteman Press

The applicant, Minuteman Press, is a commercial printing company, currently based in Hollybush Row, Oxford.

Minuteman Press offers full digital printing services for commercial clients and individuals. Print products include leaflets, brochures, photos, flyers, posters, canvas, large format prints, programmes, clothing and merchandise. They also offer a complete graphic design service to support local businesses - including products such as business cards, leaflets, flyers and menus. All printing and binding is carried-out in-house on high-quality press printers, enabling the company to offer fast turnaround times on all products.

The business is centrally located in Oxford. This is imperative to the business' ability to offer fast delivery times on all products to clients in Oxford and the Oxfordshire area. The premises is also open to customers who wish to come in for design consultations, or to collect printing material. There is currently no parking available on site.

### Statement of Need - Existing

The company operates out of a small workshop space and shop. Due to the high-quality range of printing services that the company offers, a number of high-specification printing and binding machines need to be accommodated on site. By their nature for large format printing and mass production, some of these machines are large and require access around all sides for use. A list of the applicant's existing printing machines and equipment is listed below.

Given the size of the current premises, the majority of existing machines are inaccessible, and often need to be moved around in order to facilitate use. Conditions are cramped and there is insufficient desk space for office staff and client design consultations. Storage is also an issue and additional storage areas are required.

Item	Dimensions	Notes
<b>Office space</b>		
5 x desks	1700mm x 800mm	
<b>Finishing desks</b>		
Finishing desk (large)	5000mm x 1000mm	
Finishing desk (small)	2500mm x 1000mm	
<b>Printing Machinery</b>		
Large format machine	5000mm x 1500mm	Access zone to the rear
Large format machine 2	2000mm x 1000mm	Access zone to the rear
Xerox (production press)	5500mm x 800mm	1.5m access zone to the rear
Xerox 2	4000mm x 800mm	1.5m access zone to the rear
4 x additional printers & accessories (long)	approx. 1500mm x 800mm	
7 x additional printers & accessories (small)	500mm x 500mm	Table-top



*Inaccessible printers and storage*



*Large format printer and lack of storage*



*Lack of space for finishing desk & smaller printers*



*Inaccessible printers and binding machines*





*Inaccessible printers and binding machines*



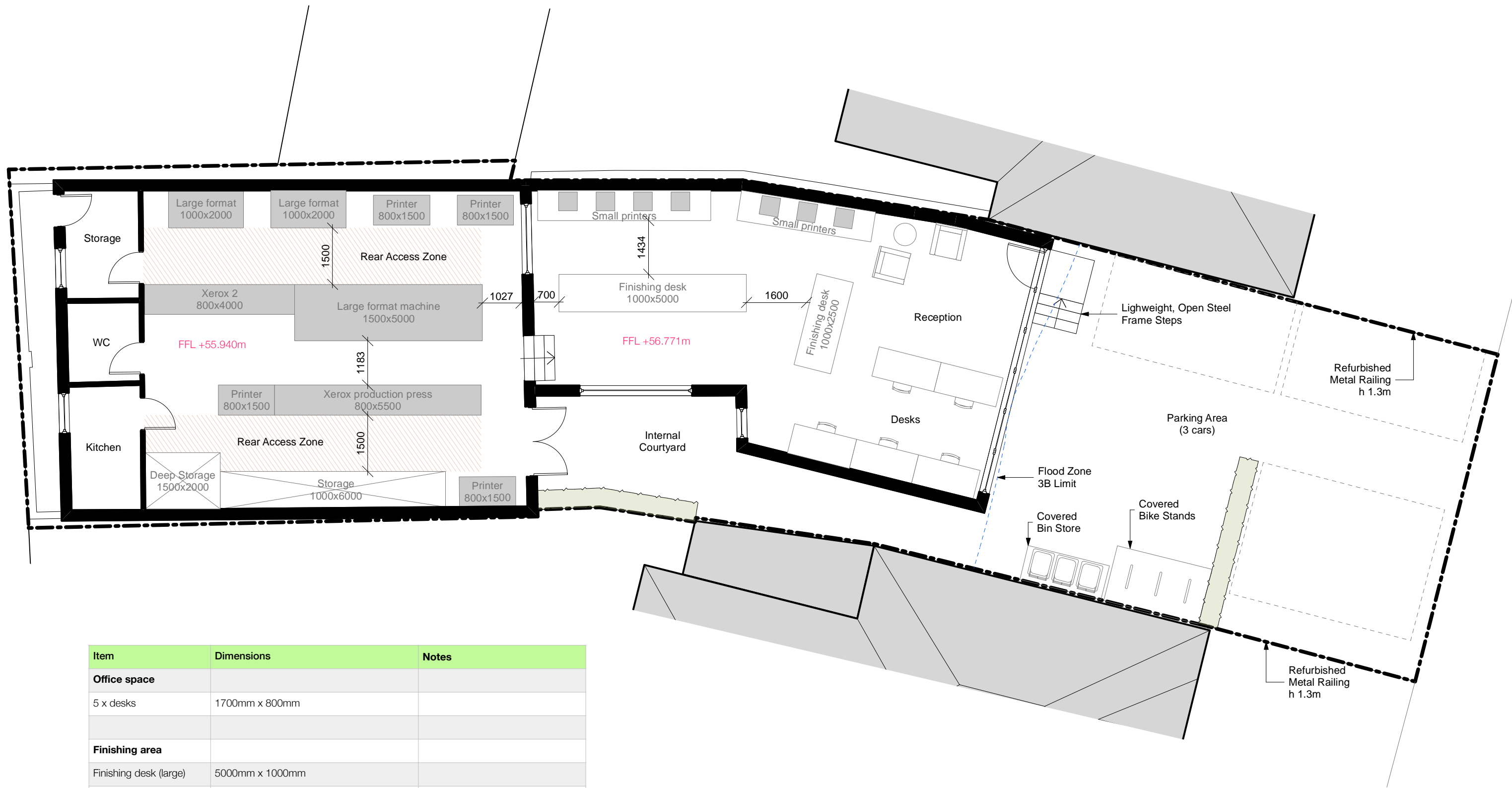
*Lack of space for large Xerox machine*

#### Application proposal

The application site presents the opportunity to increase the applicant's commercial floorspace, which will enable the printing company to operate at full capacity and with adequate space for all printing functions to be carried out and for the business to run efficiently. The additional floorspace will enable all printing machines to be fully accessible and also provide adequate space for the storage of materials.

The location of the new premises at 332 Abingdon Road still provides a central location within Oxford to serve the company's client base in the city and across Oxfordshire, with improved access to the A34 and the By-Pass road.

The plan on the following page demonstrates how the proposed building extension will provide adequate floor space for all printing machines to be accommodated with good accessibility, as well as sufficient space for a staff office and ancillary staff facilities.



Item	Dimensions	Notes
<b>Office space</b>		
5 x desks	1700mm x 800mm	
<b>Finishing area</b>		
Finishing desk (large)	5000mm x 1000mm	
Finishing desk (small)	2500mm x 1000mm	
<b>Printing Machinery</b>		
Large format machine	5000mm x 1500mm	Access to the rear
Large format machine 2	2000mm x 1000mm	Access to the rear
Xerox (production press)	5500mm x 800mm	1.5m access zone to the rear
Xerox 2	4000mm x 800mm	1.5m access zone to the rear
4 x additional printers & accessories (long)	approx. 1500mm x 800mm	
7 x additional printers & accessories (small)	500mm x 500mm	Table-top



Rev	Date	Note
Drawn by: _____ Checked by: _____ Project Ref: PSA112		
Drawing No. <b>SK-01</b>		Rev. No. _____
Drawing Title <b>Internal Layout - DRAFT</b>		Client <b>Mr Amad Hassan</b>
		Project Title <b>332 Abingdon Road</b>
		Oxford <b>OX1 4TQ</b>
<b>PAULSOUTHHOUSEARCHITECTS</b>		<b>1:100 @ A3</b>
103, Walton Street Oxford OX2 6EB		Telephone: 01865 686108 studio@paulsouthhouse.co.uk