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The town hall was designed in 1929 by Charles Cowles-Voysey in neo-Georgian style; a symmetrical splayed design with central spur to rear in yellow Flemish bond brickwork with brown brick and stone dressings. There is a hipped pantiled roof with elaborate central wooden clock face and cupola with copper dome. It is three storeys in height.

One of the principal features is the central first floor French windows with cornice and brackets on shell stops opening out on to balcony above a three bay portico with square piers. There are a number of plaques on some of the piers which do not detract from the character of the building.

The Town Hall is a well-planned and well-detailed example of a small town hall of the inter-war period, by the leading exponent of the genre.

The proposal is to provide for two blue plaques to the front of the building on two of the empty piers. The plaques have a diameter of 15inch and commemorate the architect of the building and King George V bestowing the title of 'Regis' to the town. As both plaques are of relevance to the building, and are of an acceptable design and location, it is considered that the proposal is acceptable, and does not harm the significance of the building.

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