

# Planning Committee

21 August 2019



<b>Application No.</b>	19/00884/FUL
<b>Site Address</b>	42 High Street, Shepperton, TW17 9AU
<b>Applicant</b>	Lina Shakiry
<b>Proposal</b>	Change of use from offices/bank to a mixed use of commercial units at ground floor level and to 3 no. residential flats above on first floor with balconies, erection of new second floor with 3 no. flats with balconies, erection of part single storey, part two storey rear extension and new windows and doors including new access to front and demolition of chimney stacks.
<b>Case Officer</b>	Matthew Clapham
<b>Ward</b>	Shepperton Town
<b>Called-in</b>	Called in by Cllr Sider due to concerns over loss of privacy/overlooking and lack of parking.

<b>Application Dates</b>	Valid: 24.06.2019	Expiry: 19.08.2019	Target: Extension of time agreed until
<b>Executive Summary</b>	<p>The application site is located on the eastern side of the High Street and is currently occupied by a detached two storey building with car parking to the area accessed via an access drive to the northern side of the site. It was previously used as a bank, however has been vacant for approximately 4 years. It is located within the Shepperton Town Centre Shopping and Employment Areas.</p> <p>There is an extant approval on the site for the change of use from offices/bank to a mixed use of commercial units at ground floor level and extensions to provide six flats above including balconies (17/01634/FUL).</p> <p>The proposal under consideration is similar to the last approval and seeks to retain commercial uses at ground floor level, extend the first floor to the rear and add a new second storey to create 6 flats over the first and second storeys. The proposal includes balconies to the side and rear to provide amenity space but with this amended scheme, screening to the rear balconies are no longer being proposed and are to be replaced with railings. The low level minimal planting in the parking area at the rear is to be removed to allow for greater room to manoeuvre vehicles. A total of 10 parking spaces would be provided, utilising the existing access onto the High Street.</p>		

	<p>No objections have been raised by the County Council Highway Authority nor Environmental Health (Pollution Control). The alterations to the design of the building and the removal of the screening to the balconies are considered to be acceptable and comply with the Council's Supplementary Planning Guidance. Satisfactory parking provision is provided and separation distances comply with guidance contained in the Councils Supplementary Planning Document for the Design of Residential Extensions.</p>
<b>Recommended Decision</b>	<p>Approve the application subject to conditions set out at Paragraph 8 of the Report.</p>

## MAIN REPORT

### 1. Development Plan

1.1 The following policies in the Council's Core Strategy and Policies DPD 2009 are considered relevant to this proposal:

- EN1 (Design of New Development)
- HO1 (Providing for New Housing Development)
- HO4 (Housing Size and Type)
- HO5 (Density of Housing Development)
- CC3 (Parking Provision)
- TC3 (Development in Shepperton Town Centre)
- EM1 (Employment Development)

### 2. Relevant Planning History

2.1 The site has the following planning history:

17/01634/FUL	Change of use from offices/bank to a mixed use of commercial units at ground floor level and to 3 no. residential flats above on first floor with balconies, erection of new second floor with 3 no. flats with balconies, erection of part single storey, part two storey rear extension and new windows and doors including new access to front.	Granted 07.02.2018
17/00115/FUL	Change of use from offices/bank to a mixed use of commercial units at ground floor level and to 4 no. residential flats above on first floor with balconies, erection of a new second floor with 3 no. flats with balconies, erection of ground floor rear extension and new windows and doors including new access to front.	Refused 02.03.2017
16/00704/FUL	Change of use from offices/bank to a mixed use of commercial units at ground floor level and 9 residential flats above, including new second floor with 4 no. balconies, erection of ground floor rear extension and new windows and doors.	Refused 11.07.2016

### 3. Description of Current Proposal

- 3.1 The application site is located on the eastern side of the High Street and is currently occupied by a detached two storey building with car parking to the rear via an access drive to the northern side of the site. It was previously used as a bank however has been vacant for approximately 4 years. It is located within the Shepperton Town Centre Shopping and Employment Areas.
- 3.2 The proposal under consideration seeks to amend an extant approval (17/01634/FUL) to retain commercial uses at ground floor level, extend the first floor to the rear and add a new second storey to create 6 flats over the first and second storeys. The development comprises 4 no. 1 bedroom flats and 2 no. 2 bedroom flats. The proposal retains the existing façade of the building at ground and first floor levels, with an additional entrance door being added to the front of the building to allow access to the flats above. The building will be extended at first floor level to the rear, with a new second storey being added in a 'mansard' style of design, including dormer window features. Balconies are also included to the side and rear to provide amenity space. 10 parking spaces would be provided, utilising the existing access onto the High Street.
- 3.3 The principle alterations from the approved scheme are to provide alternative fenestration, including the removal of balcony screens and replacing them with railings. In addition, the existing chimney stacks are to be removed and the low level minimal planting in the parking area is to be removed.
- 3.4 A copy of the proposed elevations are attached as an Appendix.

### 4. Consultations

- 4.1 The following table shows those bodies consulted and their response.

Consultee	Comment
County Highway Authority	No objections but request conditions
Environmental Health	No objections
Neighbourhood Services	No objections

### 5. Public Consultation

18 neighbour notification letters were sent, with 6 responses to date raising concerns on the following grounds:

- Loss of privacy/overlooking
- Only screening is from old conifer trees
- Removal of chimney stacks out of keeping with character of the area
- Balcony railings unsafe
- Visual intrusion and outlook
- Out of character
- Increased size of commercial windows to front out of keeping
- Noise and disturbance
- Lack of amenity
- Setting a precedent

## 6. Planning Issues

The main planning considerations for this application are:

- Principle of development
- Design, appearance and visual impact
- Residential amenity
- Housing size, type and density
- Parking provision and highway safety

## 7. Planning Considerations

### Principle of Development

7.1 The principle of converting and extending the upper levels to residential use has been established by the existing approval, 17/01634/FUL. The proposal would retain a commercial use at ground floor level and therefore would also allow continued employment opportunities on the site in compliance with Policies TC3 and EM1 of the Spelthorne Core Strategy and Policies DPD (2009). The existing first floor area was used as ancillary accommodation for the bank. In view of the retention of the commercial use; the sustainable town centre location and the site being a brownfield developed site, there is no objection in principle to the development for partly residential purposes.

7.2 In terms of the principle of housing development, regard must be had to paragraphs 59-61 of the National Planning Policy Framework (NPPF) 2019 which states the following:-

*“Para 59. To support the Government’s objective of significantly boosting the supply of homes, it is important that a sufficient amount and variety of land can come forward where it is needed, that the needs of groups with specific housing requirements are addressed and that land with permission is developed without unnecessary delay.*

*Para 60. To determine the minimum number of homes needed, strategic policies should be informed by a local housing need assessment, conducted using the standard method in national planning guidance – unless exceptional circumstances justify an alternative approach which also reflects current and future demographic trends and market signals. In addition to the local housing need figure, any needs that cannot be met within neighbouring areas should also be taken into account in establishing the amount of housing to be planned for.*

*Para 61. Within this context, the size, type and tenure of housing needed for different groups in the community should be assessed and reflected in planning policies (including, but not limited to, those who require affordable housing, families with children, older people, students, people with disabilities, service families, travellers, people who rent their homes and people wishing to commission or build their own homes).”*

7.3 When considering planning applications for housing local planning authorities should have regard to the government’s requirement that they boost significantly the supply of housing, and meet the full objectively assessed need for market and affordable housing in their housing area so far as is consistent policies set out in the NPPF 2019.

- 7.4 Para 11 of the NPPF stresses the presumption in favour of sustainable development and that proposals which accord with a development plan should be approved without delay noting that:
- “...Where there are no relevant development plan policies, or the policies which are most important for determining the application are out-of-date, granting permission unless:*
- *the application of policies in this Framework that protect areas or assets of particular importance provides a clear reason for refusing the development proposed; or*
  - *any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, when assessed against the policies in this Framework taken as a whole.”*
- 7.5 The Council has embarked on a review of its Local Plan and accepts that the housing target in its Core Strategy and Policies DPD-Feb 2009 of 166 dwellings per annum is significantly short of its latest objectively assessed need of 552-757 dwellings per annum (Para 10.42 – Strategic Housing Market Assessment (SHMA) – Runnymede and Spelthorne – Nov 2015). On 20<sup>th</sup> February 2019, the government updated its guidance in respect of Housing and Economic needs assessment which included proposals for a standard method for calculating local authorities’ housing need. A figure of 590 dwellings per annum for Spelthorne was proposed by the application of this new approach. The figure of 590 based on the 2014 household formation projections has also been suggested by the Government in its latest consultation (Oct – Dec 2018). Following recent analysis, the figure has been revised to 603. Despite recent uncertainties, the standard methodology provides the most recent calculation of local housing need in the Borough and is consistent with the range of need identified by the Council in their SHMA. It is therefore appropriate for the Council to use the 603 dwellings per annum figure as their local housing need figure that comprises the basis for calculating the five-year supply of deliverable sites.
- 7.6 The sites identified in the SLAA as being deliverable within the first five years have been used as the basis for a revised 5-year housing land supply figure. Whilst this has shown that notionally we have identified sufficient sites to demonstrate that we have a five year supply of housing sites we have recently been advised that we need to apply an additional 20% buffer rather than the previously used 5%. This is because Government guidance (NPPF para 74) requires the application of a 20% buffer “where there has been significant under delivery of housing over the previous three years”. It therefore has no choice now but to apply the additional buffer for the five year period from 1 April 2019 to 31 March 2024. A 20% buffer applied to 603 results in a figure of 724 dwellings per annum which is our current figure. The effect of this increased requirement is that the identified sites only represent a 4.4 year supply and accordingly the Council cannot at present demonstrate a five year supply of deliverable housing sites.
- 7.7 In using the new objectively assessed need figure of 724 as the starting point for the calculation of a five year supply it must be borne in mind that this does not represent a target as it is based on unconstrained need. Through the Local Plan review, the Borough’s housing supply will be assessed in light of the Borough’s constraints, which will be used to consider options for meeting

need. The Council has now published its Strategic Land Availability Assessment (SLAA) which identifies potential sites for future housing development over the plan period.

- 7.8 As a result, current decisions on planning applications for housing development need to be based on the “tilted balance” approach as set out in paragraph 11 of the NPPF (2019) which requires that planning permission should be granted unless “any adverse impacts of so doing would significantly and demonstrably outweigh the benefits, when assessed against the policies in this Framework taken as a whole”.
- 7.9 It should also be noted that The Housing Delivery Test Result for Spelthorne Borough Council was published by the Secretary of State in February 2019, with a score of 63 percent. This means that the Council had undelivered housing delivery verses need in previous years and as a result the Council have produced a Housing Delivery Test Action Plan to positively respond to the challenge of increasing its housing delivery. The Action Plan analyses and sets out actions to improve housing delivery within the Borough.
- 7.10 Having regard to the proposed development and taking into account the presumption in favour of sustainable development which applies to Spelthorne together with adopted policy HO1 which encourages new housing development, it is considered that particular weight should be given to the merits of this development in this sustainable location which has already been approved. It should also be noted that each planning application must be assessed in its own right and permission cannot be refused on the basis that other schemes for housing have been approved nearby.

#### Design, Appearance and Visual Impact

- 7.11 Policy EN1 of the Spelthorne Core Strategy and Policies DPD (CS&P DPD) seeks to attain high standards of design and layout of new development. The building is not listed or locally listed, although the existing building has a distinctive design and is situated in a prominent location within Shepperton Town Centre. The character of the front elevation will be largely retained and modified including a new mansard style roof and a new front door to access the flats. The proposed building would be three stories high, with a new second storey flat roof element replacing the existing pitched roof. The design retains a mansard style of roof comparable to that previously refused. However, this is set back from all elevations and the additional proposed alterations to the fenestration improve the buildings visual appearance and provide greater symmetry to the existing building below. The alterations to the fenestration, with enlarged windows, and balconies are minimal in design terms and the railings to the balconies are acceptable. The removal of the chimney stacks could be carried out under permitted development and are not considered to result in any adverse impacts upon the character and appearance of the area or the existing building. The loss off the very small areas of planting in the rear parking area are not considered to have any adverse impacts upon the visual amenity of the area. The enlarged glazing to the shop fronts is also considered acceptable. The fenestration changes are considered acceptable.
- 7.12 The extended parts of the building would be visible from the sides and rear, however only limited views of the second storey would be available when viewed from the immediate street scene to the front. Careful consideration was previously given as to whether the proposal overcame the previously

expressed design concerns and on balance, particularly after taking into account the Council's lack of a five year housing supply and the need to provide a 'planning balance' it is considered the design is acceptable and would not appear out of character within the street scene.

#### Residential Amenity

- 7.13 The proposed extensions, which were approved under the last permission, would result in the building being closer to the rear boundary of those properties in Broadlands Avenue. The extensions to the rear at first floor level continue to comply with the 10.5m separation distance set out in the SPD to the rear boundary, as do the balcony areas. In addition, the extension to the roof results in a three storey development which has a separation distance of 16m which meets that required by the SPD (15m). Furthermore, the balconies are positioned 15m away from the rear boundary, in compliance with the SPD. The extant approval provided privacy screens to the balconies. However, this was at the bequest of the applicant and was not required in terms of the Council's separation distance guidance. The proposal meets these separation distance guidance limits and it is noted that there is an extensive tree screen along the rear boundary to the properties backing onto the site in Broadlands Avenue and that the gardens are long, with in excess of 30m between the proposals and the rear of the dwellings in Broadlands Avenue. Careful assessment has been given to the impact upon overlooking and loss of privacy, particularly as the extant approval has a condition requiring obscure glazing. However, after further re-evaluation and consideration of potential impacts in terms of overlooking and paying due regard to the fact that the required separation distances are met, on balance, it is not considered that the removal of the obscurely glazed balcony screens would give rise to any harmful overlooking from the rear balconies and windows that would justify refusal.
- 7.14 No concerns are raised from the balconies to the side as they would overlook commercial / community properties. The balconies are also relatively small in size, negating the likelihood of any significant noise and disturbance from the use of these balconies. No concerns would arise from the other minor alterations to the proposed scheme. Therefore, it is considered that the proposal complies with Policy EN1 of the CS&P DPD and guidance contained in the Design SPD and would not result in an unacceptable loss of privacy, overbearing appearance or noise and disturbance to adjoining properties.
- 7.15 Due to the separation distances and relationship with adjoining properties, no loss of light is considered to arise.
- 7.16 For the future occupiers of the property, there is a significant shortfall in the required amenity space as set out in the Design SPD. However this shortfall was agreed under the previous scheme. This is the conversion of an existing building within the town centre and balcony areas are provided. In addition, there are two public parks/recreation grounds within close walking distance. The site is in a sustainable location and is considered satisfactory to meet the amenity needs of the future occupiers of the flats. Therefore, the proposal is considered acceptable on amenity grounds, particularly as the site is providing additional residential accommodation within a sustainable town centre location, in compliance with paragraph 11 of the NPPF.
- 7.17 The proposal seeks to provide 4 no. 1 bedroom flats and 2 no. 2 bedroom flats. The flats have floor areas that meet the requirements set out in the

minimum floorspace for new dwellings as set out in the Technical Housing Standards - nationally described space standard, and the Council's own Design SPD.

- 7.18 The concerns regarding the commercial uses are noted. However the building is in a commercial use within a town centre location. Any air conditioning units or extraction equipment would require planning permission and any noise and disturbance issues from any potential A3 use would be managed by Environmental Health and Licensing legislation.

#### Housing size, type and density

- 7.19 The housing density remains unchanged from the extant approval. Policy HO1 seeks to deliver housing development within the borough, and to encourage housing development on all suitable sites for that purpose taking into account other policy objectives. The proposed development is considered to comply with these policy objectives. There is no policy objection to the addition of residential units on this site.
- 7.20 Policy HO4 seeks to ensure that the size and type of housing reflects the needs of the community by requiring development of four or more units to provide at least 80% of their total as one or two bedroom units. The proposed scheme here would provide 100% 1 and 2 bed units and so complies with policy HO4.
- 7.21 Policy HO5 seeks to ensure that new housing development makes effective use of land this policy sets out density guidelines, to ensure that new development respects the density of the surrounding areas, and to direct higher density developments towards town centre locations. This proposal has a gross density of 60 dwellings per hectare (dph). In view of the town centre location and given the extant approval, this is considered acceptable.

#### Parking / Transportation

- 7.22 The Council's adopted Parking Standards SPG sets out the Council's minimum parking standards for new development. The proposal would provide a total of 10 off street parking spaces in the existing parking area to the rear of the building including a disabled space, which will be made available only to the residential units. A total of 8 spaces are required for the six flats.
- 7.23 The County Highway Authority was consulted on the proposal and raised no objections, stating the scheme would have no material impact on the safety and operation of the adjoining public highway.
- 7.24 No parking is proposed for the proposed commercial units. The CHA considers that any customer/ staff parking would be safely accommodated within the local highway parking bays and there are parking restrictions in the vicinity of the site. In addition it is considered that the site is in a sustainable location on Shepperton High Street where there is good access to public transport and viable alternatives to private car trips. Therefore as with the extant approval, the proposal is considered acceptable on transportation grounds. The proposal would also provide secure, covered bicycle parking spaces, which is considered acceptable.

#### Other matters

- 7.25 The previous comments from SCAN are noted. Policy HO4 requires developments to encourage inclusion within housing schemes to meet the needs of people with disabilities. This proposal is the conversion of an existing building, which is a sustainable form of development, restricted by its existing structure. The proposal does include a disabled toilet and parking space at ground floor level. It is considered that the benefits of the proposal by providing housing on this site are significant and disability access would be covered by Building Regulations.

#### Local Finance Considerations

- 7.26 Under S155 of the Housing and Planning Act 2016, Local Planning Authorities are now required to ensure that potential financial benefits of certain development proposals are made public when a Local Planning Authority is considering whether or not to grant planning permission for planning applications which are being determined by the Council's Planning Committee. A financial benefit must be recorded regardless of whether it is material to the Local Planning Authority's decision on a planning application, but planning officers are required to indicate their opinion as to whether the benefit is material to the application or not.
- 7.27 In consideration of S155 of the Housing and Planning Act 2016, the proposal is a CIL chargeable development rate of £180 per sq metre of new floorspace. This is a material consideration in the determination of this planning application. The proposal will also generate a New Homes Bonus and Council Tax payments which are not material considerations in the determination of this proposal.

#### Conclusion

- 7.28 The proposed alterations to an extant scheme are considered acceptable and the proposal provides additional residential units within a sustainable town centre location. The design and scale of the building, whilst being larger than the existing building would have an acceptable impact on the streetscene and the adjoining properties. The scheme would provide satisfactory parking and access arrangements and would not result in any adverse impacts upon the residential amenity of neighbouring properties in terms of any loss of light, privacy or overbearing. The replacement of the obscure glazed balconies with raining are acceptable, given the distances to the boundary. The application is recommended for approval.

### **8. Recommendation**

GRANT subject to the following conditions: -

1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason:-.This condition is required by Section 91 of the Town and Country Planning Act, 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

2. Before any work on the development hereby permitted is first commenced details of the materials and detailing to be used for the external surfaces of the building(s) and surface material for parking areas be submitted to and approved by the Local Planning Authority.

Reason:-. To ensure that the proposed development does not prejudice the appearance of the development and the visual amenities and character of the locality, in accordance with policies SP6 and EN1 of the Spelthorne Borough Core Strategy and Policies Development Plan Document 2009.

3. Prior to the commencement of development a survey report detailing ground conditions of the site shall be submitted to and approved in writing by the Local Planning Authority. Where made ground or contamination is encountered a scheme to investigate, assess and remediate contamination risks shall be agreed in writing with the Local Planning Authority, and shall be carried out in accordance with the agreed details and timetable.

Reason: To protect the amenities of future residents and the environment from the effects of potentially harmful substances.

4. No development shall take place until there has been submitted to and approved in writing by the Local Planning Authority a plan indicating the positions, design, materials and type of boundary treatment to be erected. The boundary treatment shall be completed before the building is occupied. Development shall be carried out in accordance with the approved details and maintained as approved.

Reason:-. To ensure that the proposed development does not prejudice the enjoyment by neighbouring occupiers of their properties and the appearance of the locality, in accordance with policies SP6 and EN1 of the Spelthorne Borough Core Strategy and Policies Development Plan Document 2009.

5. No development shall take place until full details of both soft and hard landscape works have been submitted to and approved in writing by the Local Planning Authority and these works shall be carried out as approved. The trees and shrubs shall be planted on the site within a period of 12 months from the date on which development hereby permitted is first commenced, or such longer period as may be approved by the Local Planning Authority, and that the planting so provided shall be maintained as approved for a period of 5 years, such maintenance to include the replacement in the current or next planting season whichever is the sooner, of any trees or shrubs that may die, are removed or become seriously damaged or diseased, with others of similar size and species, unless the Local Planning Authority gives written permission to any variation.

Reason:-. To minimise the loss of visual amenity occasioned by the development and to enhance the proposed development. In accordance with policies SP6 and EN1 of the Spelthorne Borough Core Strategy and Policies Development Plan Document 2009.

6. That the parking and turning, loading, and unloading space shown on the submitted plan be constructed within three months of the commencement of any part of the development permitted, or such longer period as may be approved by the Local Planning Authority, and thereafter the approved facilities together with the means of access thereto shall be maintained as approved, and be reserved for the benefit of the development hereby permitted.

Reason:-. To ensure that the proposed development does not prejudice the free flow of traffic or the conditions of general safety along the neighbouring highway(s) and to ensure that the facilities provided are reserved for the benefit of the development for which they are specifically required, in accordance with policy CC3 of the Spelthorne Borough Core Strategy and Policies Development Plan Document 2009.

7. That within 3 months of the commencement of any part of the development submitted, or such longer period as may be approved by the Local Planning Authority, facilities shall be provided within the curtilage of the site for the storage of refuse and waste materials in accordance with the details hereby approved, and thereafter shall be maintained as approved.

Reason:-. To ensure that the proposed development does not prejudice the enjoyment by neighbouring occupiers of their properties and the appearance of the locality, in accordance with policies SP6 and EN1 of the Spelthorne Borough Core Strategy and Policies Development Plan Document 2009.

8. That no further openings of any kind be formed in the rear elevation of the development hereby permitted without the prior written consent of the Local Planning Authority.

Reason:-. To safeguard the amenity of neighbouring residential properties, in accordance with policies SP6 and EN1 of the Spelthorne Borough Core Strategy and Policies Development Plan Document 2009.

9. The development hereby permitted shall be carried out in accordance with the following approved plans: PGA001; PGA002; PGA003; PGA004; PGA005; PGA006 and PGA 010 received 24.06.2019.

Reason:-. For the avoidance of doubt and in the interest of proper planning.

## **INFORMATIVES TO APPLICANT**

1. Notwithstanding any permission granted under the Planning Acts, no signs, devices or other apparatus may be erected within the limits of the highway without the express approval of the Highway Authority. It is not the policy of the Highway Authority to approve the erection of signs or other devices of a non-statutory nature within the limits of the highway.

The permission hereby granted shall not be construed as authority to obstruct the public highway by the erection of scaffolding, hoarding or any other device or apparatus for which a licence must be sought from the Highway Authority Local Highways Service.

The developer is reminded that it is an offence to allow materials to be carried from the site and deposited on or damage the highway from uncleaned wheels or badly loaded vehicles. The Highway Authority will seek, wherever possible, to recover any expenses incurred in clearing, cleaning or repairing

highway surfaces and prosecutes persistent offenders. (Highways Act 1980 Sections 131, 148, 149).

All buildings or apparatus (with the exception of projecting signs) which project over or span the highway, including balconies, may be erected only with the formal approval of the Transportation Development Planning Division of Surrey County Council under Section 177 or 178 of the Highways Act 1980.

2. The Town and Country Planning (Development Management Procedure) (England) Order 2015

Working in a positive/proactive manner

In assessing this application, officers have worked with the applicant in a positive and proactive manner consistent with the requirements of paragraphs 186-187 of the NPPF. This included the following:-

Provided or made available pre application advice to seek to resolve problems before the application was submitted and to foster the delivery of sustainable development.

3. Historically land across Spelthorne has been subjected to extensive mineral extraction, with subsequent infilling of the resultant voids. Excavations during some development works have encountered fill materials where records have not previously identified a history of extraction / infilling.

To confirm ground conditions at the application site minimum requirements of the survey are as follows:

- The excavation of 2 -3 trial holes to a depth of 1.00mbgl. This can be done by hand or with a small digger
- At least one location beneath the footprint of the proposed dwelling and another one to two holes within the proposed rear garden and other associated landscaped areas.
- An inspection to be made of the ground conditions and confirm the absence or otherwise of any made ground / fill materials at this property, their thickness and extent.
- Photographs shall be taken of each exploratory position including all associated soil arisings (soils excavated and placed to the side of the hole as works progress).
- Where different soil horizons are encountered (i.e. topsoil to 0.40mbgl overlying a layer of sandy gravel to 0.60mbgl with stiff clay to the base of the excavation (c.1.00mbgl)) appropriate written logs will be required to detail the depths, thickness and description of the materials encountered.
- A scale plan (such as the site layout plan) indicating the location of the exploratory positions in relation to the proposed property and a photograph taken across the site detailing the soils and arisings.
- The information, logs and photographs can be submitted to us in a simple letter report.
- If made ground materials are encountered during the excavations soil sampling and assessment of contamination risks will be required to be undertaken by a suitably qualified person.

Made ground refers to non-natural / notable fill materials – fragments of brick, concrete, metal, plastic, timber, glass, ashy materials. Evidence of contamination is identified by either visual (staining of soil or sheens on groundwater (if encountered)) or olfactory means (organic, tarry, hydrocarbon / petrochemical odours). In the event that materials of this nature are discovered during the survey, you are advised to contact us for further guidance.

- 4 You are advised that the Council will expect the following measures to be taken during any building operations to control noise, pollution and parking:
- a) Work that is audible beyond the site boundary should only be carried out between 08:00hrs to 18:00hrs Monday to Friday, 08:00hrs to 13:00hrs Saturday and not at all on Sundays or any Public and/or Bank Holidays;
  - b) The quietest available items of plant and machinery should be used on site. Where permanently sited equipment such as generators are necessary, they should be enclosed to reduce noise levels;
  - c) Deliveries should only be received within the hours detailed in (a) above;
  - d) Adequate steps should be taken to prevent dust-causing nuisance beyond the site boundary. Such uses include the use of hoses to damp down stockpiles of materials, which are likely to generate airborne dust, to damp down during stone/slab cutting; and the use of bowsers and wheel washes;
  - e) There should be no burning on site;
  - f) Only minimal security lighting should be used outside the hours stated above; and
  - g) Building materials and machinery should not be stored on the highway and contractors' vehicles should be parked with care so as not to cause an obstruction or block visibility on the highway.

Further details of these noise and pollution measures can be obtained from the Council's Environmental Health Services Unit. In order to meet these requirements and to promote good neighbourliness, the Council recommends that this site is registered with the Considerate Constructors Scheme - [www.ccscheme.org.uk/index.php/site-registration](http://www.ccscheme.org.uk/index.php/site-registration).

5. The applicant is advised that the essential requirements for an acceptable communication plan for surrounding properties forming part of a Method of Construction Statement are viewed as:
- a) how those likely to be affected by the site's activities are identified and how they will be informed about the project, site activities and programme;
  - b) how neighbours will be notified prior to any noisy/disruptive work or of any significant changes to site activity that may affect them;
  - c) the arrangements that will be in place to ensure a reasonable telephone response during working hours;
  - d) the name and contact details of the site manager who will be able to deal with complaints; and
  - e) how those who are interested in or affected will be routinely advised regarding the progress of the work. Registration and operation of the site to the standards set by the Considerate Constructors Scheme (<http://www.ccscheme.org.uk/>) would help fulfil these requirements.