



PL.07 12/13

Planning Committee

Date 19 September 2012

Subject: Planning applications for determination

Report by:

Contact Officer:

Purpose / Summary:

Director of Regeneration and Planning

The report contains details of planning applications that require determination by the committee together with appropriate appendices

RECOMMENDATION(S): Each item has its own recommendation

Nick Ethelstone Area Team Manager

01427 676629

IMPLICATIONS

Legal:

None arising from this report.

Financial :

None arising from this report.

Staffing :

None arising from this report.

Equality and Diversity including Human Rights :

The planning applications have been considered against Human Rights implications especially with regard to Article 8 – right to respect for private and family life and Protocol 1, Article 1 – protection of property and balancing the public interest and well-being of the community within these rights.

Risk Assessment :

None arising from this report.

Climate Related Risks and Opportunities :

None arising from this report.

Title and Location of any Background Papers used in the preparation of this report:

Are detailed in each individual item

Call in and Urgency:

Is the decision one which Rule 14 of the Scrutiny Procedure Rules apply?

Yes		Νο	x				
Key Decision:							
Yes		No	x				

Executive Summary

Planning Application No: 128487

PROPOSAL:Planning Application for dry grain store and dry area.

LOCATION: Village Farm Marton Gainsborough DN21 5AP

RECOMMENDED DECISION: Grant Planning Permission subject to conditions

Planning Application No: 128827

PROPOSAL: Planning application for construction of a new community hall with associated hard landscaping and boundary treatments. Change of use from residential garden land

LOCATION: Welton Methodist Church Cliff Road Welton Lincoln LN2 3JJ

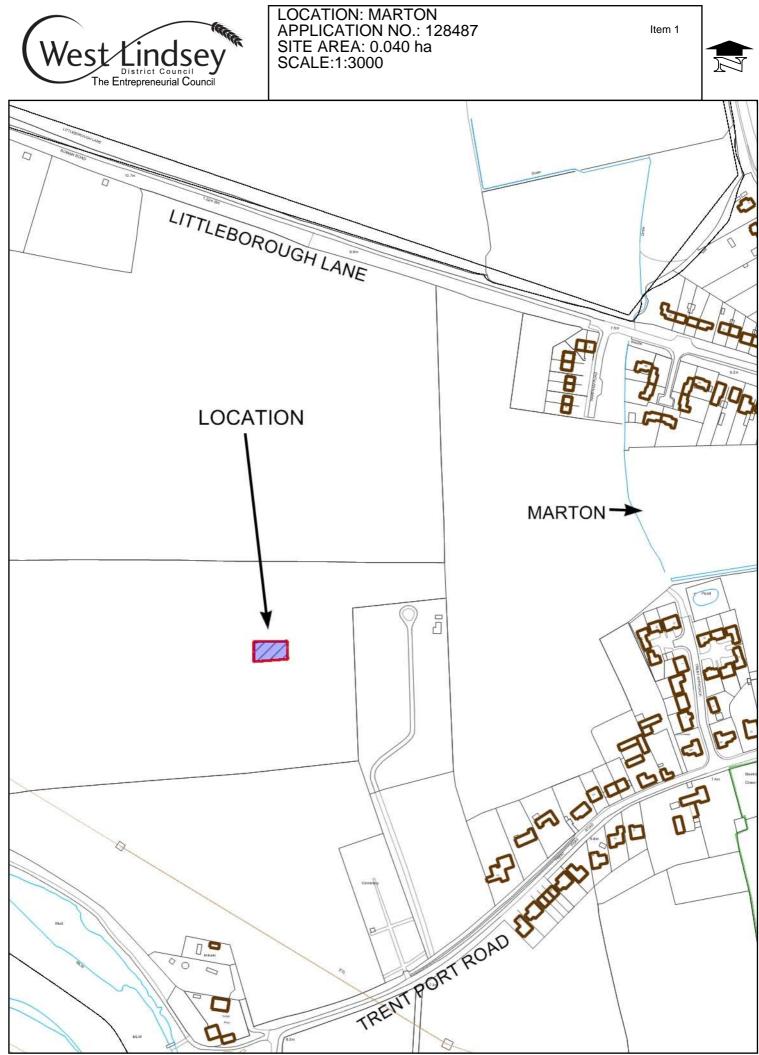
RECOMMENDED DECISION: Grant Planning Permission subject to conditions

Planning Application No: 128989

PROPOSAL: Planning application for proposed 2 storey rear extensionresubmission of 128275

LOCATION: "Redbourne", 36 Lodge Lane, Nettleham, Lincoln, Lincolnshire

RECOMMENDED DECISION: Grant subject to conditions



Reproduced from the Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office ©Crown copyright. Unauthorised reproduction infringes ©Crown copyright and may lead to prosecution or civil procidings. West Lindesy District Council Licence No. LA 100018701 2011

Planning Application No: 128487

PROPOSAL:Planning Application for dry grain store and dry area.

LOCATION: Village Farm Marton Gainsborough DN21 5AP WARD: Torksey WARD MEMBER(S): Cllr Kinch APPLICANT NAME: Mrs C Tindale

TARGET DECISION DATE: 28/05/2012 DEVELOPMENT TYPE: Minor - Manufacture/Storage/Warehouse CASE OFFICER: Fran Bell

RECOMMENDED DECISION: Grant Planning Permission subject to conditions

Description:

- Site The application site is to the north of Trent Port Road and is above the level of the road. It is visible from parts of the village and from the hill to the east. The field has various caravans, sheds, motor cars and other pieces of machinery on it together with varieties of poultry and associated items. Another agricultural shed is partly constructed to the north east of the proposed site.
- **Proposal** This application seeks permission to build a dry grain store and dry area measuring 15.9 metres wide by 29 metres long with an eaves height of 4.7 metres and a ridge height of 7.3 metres. It will be a portal frame structure of steel cladding sheets in forest green. A landscaping belt of trees will also be planted to the south west of the building.

Relevant history:

128078 Agricultural Determination for agricultural storage building. Prior approval not required 28th December 2011.

128248 Agricultural Determination for proposed portal frame building for timber processing and log store. Planning permission required 23rd February 2012

128249 Agricultural Determination for proposed portal frame building for grain storage and animal feed preparation. Planning permission required 21st February 2012.

Enforcement proceedings 2005 and 2006.

Representations:

Chairman/Ward member(s): None received

Parish Council: Would like reassurance that public rights of way will not be affected especially by the tree planting/coppicing. Concerned that the traffic may increase – there are already large lorries with trailers driving down Trent Port Road. The proposed planting and eventual coppicing should be at least 2m away from the public footpath. The Parish Council would like assurance that this building will not be used as a manufacturing facility. There is some doubt as to whether there are as many livestock as quoted in the supporting documents. Is there proof that there is this number of animals?

Local residents:

Objections received from 10 local residents raising the following issues:

- Untidy / rubbish on land with more arriving recently visible from public footpath
- Unlawful actions including living on land, camp site on neighbouring land and court orders ignored / Police involvement.
- WLDC should not agree to this application until outstanding court orders complied with.
- Use of building will not be as proposed
- Validity of application
- Visibility of building under construction
- Size of buildings
- Building construction not thermally efficient
- Waste management no provision for removal of waste / dumped on land
- Coppice take a number of years to mature where will wood come from in meantime?
- Land not big enough to grow grain to feed poultry
- Are the flocks registered?
- Numbers of animals involved do not need building of this size for feed preparation
- Other buildings owned by applicant elsewhere in village could be used for animal feed.
- Lack of care for animals
- Traffic especially large vehicles on narrow lane
- Feed supply from Devon not sustainable / Mr Tindale takes 30 50 minutes to return with straw bales
- No environmental statement identifying species on land.
- No valid business plan
- Lack of regard for residents / devalues properties
- Impact on public footpath

LCC Highways: None received

LCC Footpaths: No comments or observations to make.

Environment Agency: None received

WLDC Tree Officer: Verbal comments that mix seems alright but suggests including willow as a good tree to coppice. Will need details of final mix, height, girth, distance of planting.

LCC Archaeology: Within an area of Roman activity with a scheduled Roman fort in the field immediately to the north and the associated Roman town straddling Littleborough Lane. High potential that ground works will disturb archaeological remains. Need to have a Scheme of Archaeological Works secured by condition. Envisage would involve monitoring of groundworks with ability to stop and record. Given proximity to scheduled monument, it is recommended that English Heritage be consulted.

English Heritage: Do not wish to comment. The application should be determined in accordance with national and local policy guidance, and on the basis of your specialist conservation advice.

Relevant Planning Policies:

Development Plan

• East Midlands Regional Plan

Policy 1: Regional Core Objectives Policy 18: Regional Priorities for the Economy Policy 30: Regional Priorities for Managing and Increasing Woodland Cover <u>http://webarchive.nationalarchives.gov.uk/20100528142817/http://www.</u> <u>gos.gov.uk/497296/docs/229865/East_Midlands_Regional_Plan2.pdf</u>

West Lindsey Local Plan First Review 2006
STRAT1 Development Requiring Planning Permission
STRAT12 Development in the Open Countryside
CRT9 Public Rights of Way affected by Development
NBE20 Development on the edge of settlements

National guidance

National Planning Policy Framework (March 2012)
http://communities.gov.uk/publications/planningandbuilding/nppf

Main issues

- Principle
- Visual appearance
- Tree belt
- Traffic
- Archaeology

Assessment:

Principle - Permitted development rights allow for 465 square metres of agricultural building on an agricultural holding. This measurement has to include any other buildings within 90 metres and allowed in the last two years. Therefore, as a previous agricultural building was allowed via an agricultural determination last year within 90 metres of this site, combined with this building, the footprint exceeds that allowed under permitted development rights. Therefore, this planning application is required instead of an agricultural determination.

Each case has to be judged on its own merits, regardless of other breaches, Enforcement Orders or applications that may be ongoing. It would be unreasonable of the Local Planning Authority to refuse this application on the grounds that the applicant needed to tidy the land up. The Local Planning Authority is currently pursuing separate action in relation to outstanding breaches. This application is valid even if there are other breaches on the land. The land is still classed as being in agricultural use.

Policy STRAT12 of the Local Plan controls development in the countryside to that which is essential to agriculture, horticulture, forestry or some other essential need. This development will support an existing agricultural business and so can be supported in this location. It is on the edge of Marton within site of a public right of way. However, the public right of way will not be diverted by the development and the outlook from it will be improved with the planting of a tree belt (discussed further below) and therefore the proposal does not fail against policy CRT9. The tree belt will also soften the appearance of the site. The proposal complies with NBE20 as buildings such as this are found on settlement edges and in the open countryside around the District.

The land is part of Village Farm and the applicant has 74 cattle, 10 horses, 350 poultry for food egg and 80 poultry for fertile egg. The feed for the poultry is currently stored in wheelie bins across the site. The applicant buys the food from Devon at present as it is cheapest. However, it is the intention to grow the basic ingredients at the farm in the form of grain and pulses. This will be mixed with molasses, minerals and vitamins to form the feed. This will save money and will involve less transport as the bulk of the feed will be grown locally and deliveries will drop from fortnightly to every two months. Once the feed is mixed, it will be distributed around the holding to the location of the stock.

The barn will be used to store the grain, prepare the animal feed and then store the mixed feed. A biomass boiler will be installed to provide the heat to dry the grain. The fuel for the boiler will be provided from the site. The aim is to coppice the woodland belt that will be planted. This will contain over 1000 trees with other planting planned for the future.

In response to the objections regarding the appearance of the site, the applicant has responded to say there are seven pylons running across the

farm and five large power stations nearby, which she considers to be more of an eyesore.

Objections have been raised that the building will not be used as described. In order to ensure that the building is used for the use described, a condition restricting it to be used for agricultural purposes only will be attached to the consent. If there is a breach, then enforcement action can be taken. However, it is unreasonable to refuse the application on the assumption that the building may not be used for the purposes described.

There are no other buildings in the applicants ownership that could be used for the same purpose.

Visual Appearance -The building is a standard agricultural steel building and will be seen in context with the other building being constructed under agricultural permitted development rights. It will be visible from the rear of properties on Trent Port Road and in the distance from the parts of the village on the hill.

In time, the tree belt will help to screen the building and the rest of the site from the public right of way. However, these trees have not been planted yet.

The building is large but buildings of this type are typical in an agricultural context such as this. It is not considered that the structure will be visually intrusive in this setting. The size will allow for grain storage throughout the year as well as storage of mixed feed and an area for preparation.

Tree Belt - The majority of the tree belt will consist of a mix of ash, oak and beech with a limited planting mixture of cherry, sycamore and hazel. The Tree Officer has suggested including willow which is a good tree for coppicing. However, the final mix including the numbers per species, height and girth on planting and position will be required by condition, as will the requirement to plant the belt in the next planting season after permission is granted. A retention condition will also be added. The addition of the tree belt should encourage an increase in biodiversity and is supported by Policy 30 in the Regional Plan which seeks to increase the amount of woodland cover.

Traffic -The amount of deliveries will be reduced as a result of this proposal. Deliveries will be every two months rather than once a fortnight. The access to the east was the subject of enforcement action but as it has been in place for more than four years it now has immunity from enforcement action.

Archaeology - Given the Roman remains and previous finds in the area, it is considered necessary to add the conditions requiring a specification to be submitted, groundworks to be monitored with the ability to stop and record, the report of the works to be submitted and any finds logged at the archive.

English Heritage has been consulted on the potential impact on the Scheduled Ancient Monument of the Roman Fort in the field to the north but they have replied that they do not wish to offer any comments. The impact on the Scheduled Ancient Monument is minimal given the strong field boundary between the fort and the development site.

Other Matters - The care of animals and flock registration are not covered by planning legislation and cannot form part of the consideration of this application. DEFRA is the responsible for animal welfare.

It is not a requirement to supply a business plan for a development such as this. An environmental statement would not be required for this building. These statements are usually required for barn conversions where protected species may be resident. However, this structure is yet to be built.

Conclusions and reasons for decision

The proposal has been considered against the Development Plan particularly Policy 1: Regional Core Objectives, Policy 18: Regional Priorities for the Economy and Policy 30: Regional Priorities for Managing and Increasing Woodland Cover of the East Midlands Regional Plan and saved policies STRAT1 Development Requiring Planning Permission, STRAT12 Development in the Open Countryside, CRT9 Public Rights of Way affected by Development and NBE20 Development on the edge of settlements of the West Lindsey Local Plan First Review June 2006 together with the guidance contained in the National Planning Policy Framework March 2012. In light of this assessment, the proposals are considered acceptable as they will allow feed to be prepared on site for the animals, lessening the environmental impact of transporting feed long distances and tidying up the various storage containers across the site. The tree belt will improve the setting of the public right of way and will increase local biodiversity. Buildings such as this are found at the edge of settlements and in the open countryside across the District. This case has been considered on its own merits and any other applications, breaches or Enforcement actions against the land owners cannot be taken into account.

<u>Recommendation</u>: Grant planning permission subject to the following conditions.

Conditions stating the time by which the development must be commenced:

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

Reason: To conform with Section 91 (1) of the Town and Country Planning Act 1990 (as amended).

Conditions which apply or require matters to be agreed before the development commenced:

2. No development shall take place until a written scheme of archaeological investigation has been submitted to and approved in writing by the local planning authority. This scheme shall include the following

1. An assessment of significance and proposed mitigation strategy (i.e. preservation by record, preservation in situ or a mix of these elements).

2. A methodology and timetable of site investigation and recording.

3. Provision for site analysis.

4. Provision for publication and dissemination of analysis and records.

5. Provision for archive deposition.

6. Nomination of a competent person/organisation to undertake the work.

7. The scheme to be in accordance with the Lincolnshire Archaeological Handbook.

Reason: To ensure the preparation and implementation of an appropriate scheme of archaeological mitigation and in accordance with the National Planning Policy Framework (2012).

3. The local planning authority shall be notified in writing of the intention to commence the archaeological investigations in accordance with the approved written scheme referred to in condition 2 at least 14 days before the said commencement. No variation shall take place without prior written consent of the local planning authority.

Reason: In order to facilitate the appropriate monitoring arrangements and to ensure the satisfactory archaeological investigation and retrieval of archaeological finds in accordance with the National Planning Policy Framework (2012).

4. No development shall commence until details of the tree belt have been submitted to and approved in writing by the Local Planning Authority. The details shall include numbers of plants of different species, height on planting, width on planting, protection measures against animals and the distance between trees.

Reason: To ensure that the tree belt is planted in an acceptable manner for the well-being of the trees, that the development is screened and that the setting of the public right of way is enhanced in accordance with saved polices STRAT1, STRAT12, CRT9 and NBE20 of the West Lindsey Local Plan First Review June 2012 and Policy 30 of the East Midlands Regional Plan March 2009.

Conditions which apply or are to be observed during the course of the development:

5. The archaeological site work shall be undertaken only in full accordance with the written scheme required by condition 2

Reason: To ensure the satisfactory archaeological investigation and retrieval of archaeological finds in accordance with the National Planning Policy Framework (2012).

6. Following the archaeological site work referred to in condition 5, a written report of the findings of the work shall be submitted to and approved in writing by the local planning authority within 3 months of the said site work being completed.

Reason: To ensure the satisfactory archaeological investigation and retrieval of archaeological finds in accordance with the National Planning Policy Framework (2012).

7. The report referred to in condition 6 and any artefactual evidence recovered from the site shall be deposited within 6 months of the archaeological site work being completed in accordance with a methodology and in a location to be agreed in writing by the local planning authority.

Reason: To ensure the satisfactory archaeological investigation and retrieval of archaeological finds in accordance with the National Planning Policy Framework (2012)..

8. The tree belt shall be planted in accordance with the details approved by condition 4 in the first planting and seeding season following the date of this consent and shall be retained thereafter. Any trees which within a period of 5 years from the planting of the tree belt die, are removed, or become seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species, unless the Local Planning Authority gives written consent to any variation.

Reason: To ensure that the tree belt is planted in a speedy and diligent way allowing it time to mature while the building is constructed and that initial tree losses are overcome in the interests of the visual amenities of the locality and the public right of way in accordance with saved policies STRAT1, STRAT12, CRT9 and NBE20 of the West Lindsey Local Plan First Review June 2006 and Policy 30 of the East Midlands Regional Plan March 2009.

Conditions which apply or relate to matters which are to be observed following completion of the development:

9. The building hereby permitted shall be used for agricultural purposes only.

Reason: To define the terms of the planning permission for the avoidance of doubt in accordance with West Lindsey Local Plan First Review Policy STRAT1 and STRAT12.

Notes to the Applicant

The written scheme required by condition 2 shall be in accordance with the archaeological brief supplied by the Lincolnshire County Council Historic Environment advisor (tel 01522 550382)

In relation to condition 4, willow shall be included in the tree mix as it is good for coppicing.



Reproduced from the Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office ©Crown copyright. Unauthorised reproduction infringes ©Crown copyright and may lead to prosecution or civil procidings. West Lindesy District Council Licence No. LA 100018701 2011

Officers Report Planning Application No: <u>128827</u>

PROPOSAL: Planning application for construction of a new community hall with associated hard landscaping and boundary treatments. Change of use from residential garden land

LOCATION: Welton Methodist Church Cliff Road Welton Lincoln LN2 3JJ WARD: Welton WARD MEMBER(S): Cllr M. Parish, Cllr Mrs D. Rodgers APPLICANT NAME: Friends of Welton Methodist Church c/o Mr J Ryland

TARGET DECISION DATE: 24/08/2012 DEVELOPMENT TYPE: Minor - all others CASE OFFICER: Fran Bell

RECOMMENDED DECISION: Grant Planning Permission subject to conditions

Description:

Site

Welton Methodist Church is a traditional stone and slate chapel on the corner of Cliff Road and Manor Lane, within the village centre of Welton. It is within Welton Conservation Area and is identified as an Important Building within the Conservation Area Assessment, though it is not listed. An extension was added to the rear of the building in the 1980's and this now accommodates a kitchen and a meeting room.

Proposal

It is intended to build an extension to the southern side of the building to accommodate a new hall. The current chapel space can seat about 70 people at a push (60 can be seated comfortably). The new hall could seat approximately 140 people.

The extension would be linked to the existing chapel by a flat roofed link with the main extension having a mono pitch roof sloping away from the chapel. The walls will be coated with render, the roof will be mid grey with an imitation standing seam finish and the fascia will be dark grey powder coated aluminium.

Relevant history:

Pre application discussions about this proposal. W119/904/84 Extend chapel - Granted unconditionally 14/01/85

Representations:

Chairman/Ward member(s): Councillor Malcolm Parish called case into Planning Committee for the following reasons:

- We already have a very well used gathering area for the community (village hall)
- Car parking near the chapel is dangerous and diabolical on Sundays and other days and evenings. Cliff Road and the centre of the village becomes blocked if other users are to be encouraged. An accident will be bound to occur. Please come and see this on a Sunday to witness it. Highways must object to this.
- The proposed extension to the stone built chapel is out of context and too modern. What about STRAT1?
- Should proposal go ahead I suggest it will split the community.
- The Chapel management have considered the building of a completely new larger facility and land was available. This would be the only safe way forward.

Parish/Town Council/Meeting: Object for the following reasons:

- Concern of members is the problem of parking within the village centre. No plan for the provision of parking within the application. Roadside parking is limited to two inadequate parking bays on Cliff Road. Existing problem with vehicles parking when services or events are held at the Chapel. This causes regular difficulty for the buses turning into and exiting Manor Lane as the junction is not large enough to accommodate them. Stagecoach should be consulted for their views on this matter.
- Views up Cliff Road are restricted causing drivers to pull out onto the opposite side of the road with no visibility of what might be coming from the opposite direction and the situation is an accident waiting to happen! On occasions residents on Cliff Road have been prevented from accessing their own properties due to the vehicles parked.
- The impact on the neighbourhood is a material consideration that should be taken into account in the determination of this application; increased community events could necessitate up to 90 vehicles visiting the area and this needs to be taken into account. Officers should also bear in mind that this is not just a problem on Sundays, but could become a daily nuisance and will result in greater intrusion around neighbouring properties. It is Welton & Dunholme Methodist Chapel and it is envisaged that those residing a greater distance away will not walk, but arrive by car.
- The property is in the Conservation Area and contained within the Welton Conservation Area document held by WLDC under Policies and Actions for Conservation, applications for new development will be granted only if it is considered that the proposed use will not detract from the appearance and character of the Conservation Area and therefore the exterior appearance of the property should be in keeping with other buildings in the neighbourhood, which the proposed community hall is not.
- We consider it essential that Officers from both WLDC Planning and LCC Highways visit the area during Sunday morning service times and Wednesday evening Youth Club night (term time only) to observe the amount of cars parking in this area and to evidence the problems that will be exacerbated by additional vehicles parking at these times. The Council also requests a site visit at which members can be present.
- Further concerns were expressed regarding where delivery and construction vehicles will park and materials stored that will not cause major chaos to the

buses gaining access to Manor Lane and the parking problems that will be exacerbated within the village centre and those residing on Cliff Road and Manor Lane.

• This development will impact on all those in the village going about their daily business by causing disruption and hazardous conditions for cyclists, pedestrians and drivers.

Local residents:

Objection letters from 3 households raising the following points:

- Does not comply with policy STRAT1
- Does not address the increase in car parking in the immediate area and its impact on the neighbourhood.
- Current parking on Sunday has lead to near misses and restricted access for residents.
- As facilities open to wider community more people and therefore more cars throughout the week.
- If new hall can seat 140, on national average car occupancy of 1.58, 88.6 cars can be expected.
- 87 cars would have impact on Manor Lane, Vicarage Lane, Cliff Road, Chapel Lane and Norbeck Lane.
- University of the Third Age (U3A) members use Methodist Chapel as venue already and park on Cliff Road and Chapel Lane. Other users will increase parking.
- Manor Lane is a bus route.
- Chapel Lane too narrow to be overspill car park.
- A fully attended event will alter character of area from quiet mature residential area to noisy car park.
- Impact on the character of the Conservation Area
- Noise impact especially as groups other than Chapel users will use the hall.
- Detrimental effect on resale value of property

Support letters received from 6 households raising the following points:

- Significant numbers attend chapel on foot and others use a car share scheme. Two members wheelchair bound and one is visually impaired. These members are dropped off at present outside the Chapel.
- Two parking spaces will be made where there are none currently. Bicycle parking will also be made available.
- Village centre location is close to public transport. If new Chapel facilities built on village fringe then not as accessible.
- The limited parking spaces will encourage walking and cycling.
- Objections re parking in the village exaggerated. Parking is always available within 150m of facility though many want to walk less than 50m. Parked vehicles may delay journeys by 30 seconds but this does reduce traffic speed through the village.
- Development will enhance the Church's active role in the community and in the village centre where the Methodist Church has been for nearly 200 years. Also increases the space available in the centre of the village for other groups. Can use premises as informal meeting space including resource centre and possible coffee shop.

- Chapel congregation is part of wider community.
- Existing facilities too small to support growing congregation and activities. Currently waiting list for some groups due to lack of space. Enlarged premises will increase the church's ability to develop outreach work such as the mobile 'God pod' (a converted bus) that works at William Farr School.
- As a Primary Rural Settlement, Welton needs development like this to continue to meet residents' day to day needs. The village hall is the only main building available for let to voluntary groups and is already well used.
- Activities will not be socially unacceptable. Existing activities such as the Coffee Morning and ladies and mens groups provide Christian outreach in the village, encourages lonely people back into church and village community activities and provides support for those who need it. Activities are open to everyone in the community and are free or for minimal charge.
- Style and design will enhance the character and distinctiveness of the village centre.
- Other locations were explored but notwithstanding the lack of immediately available land, any location would be away from the village centre requiring greater car use. Also would be less accessible for village community groups.
- Supports Priorities 1 Safer, Stronger Communities, 2 Children and Young People and 3 Health and Social Well Being and 4 Economic Development of the Local Plan. Chapel instrumental in carrying out all these functions with Mission Statement 'We serve God by serving the Community'.
 - Provides safe environment for multitude of groups and activities for all ages.
 - Children and young people encouraged to learn more about faith, morality and community involvement. New premises can provide facilities for youngsters who spend lunchtime in village. Can extend children's group work with more space.
 - As part of holistic health approach, spiritual well being and religious belief should not be discounted. Events such as Garden Party and Winter Wonderland contribute to well being of wider village. Can restart Supper Club to provide more support to older villagers.
 - If development turned down, congregation will look elsewhere for premises. Haven't found viable site over past 8 years. If current building vacated and made into residential use this would be detrimental to economic development of village.

LCC Highways: Requested details regarding other possible uses of the hall including frequency and times of the sessions. Following additional details being submitted by the applicants, request a condition regarding writing and implementation of a Travel Plan.

Welton Methodist Church response to original Highways request.

- U3A, British Legion and occasionally others use premises for groups of about 20 people, once or twice a week between them
- Our Children's groups meet 2 nights a week between 6.15 and 9pm but this does not involve parking except at drop off and pick up times.
- There are no plans for playgroups as there are 3 in village already.

- Hope to expand our services to the community and their usage of facilities but unlikely to be fully occupied every day.
- Other time of significant 'chapel' parking is occasional Saturday mornings with coffee morning. Envisage expanding these but majority attend on foot and will visit the coffee morning as part of their shopping expedition in the village.
- Parking was discussed with the Parish Council prior to submitting the application. It was acknowledged by them that parking is an ongoing village problem, which they have been unable to resolve over many years.
- Cliff Road restricted access is not solely down to Chapel access. There are often cars parked when no Chapel functions are being held, especially at busy shopping periods and school opening and closing times.
- Two additional parking spaces will be available for members in wheelchairs. Already offer transport system for elderly and infirm and intend to extend this car share as chapel membership increases. Also offer private parking facilities for up to eight cars at members addresses in Prebend Lane and Ryland Road.
- Understand the concern about Manor Lane access. Frequently observed traffic, including Stagecoach buses, using the 'wrong' side of the bollards when negotiation the corner.
- Suggested that Manor Lane be made one-way over its complete length and use common land in front of existing Chapel as car park.
- Have tried to make contact with Stagecoach but no response yet.
- Also aware that piece of land at Chapel Lane has been offered to Parish Council for car parking.
- Would welcome a visit from Planning and Highways at service and other times to confirm that problem is not confined to the area adjacent to our premises but is widespread village problem.
- During construction, materials can be stored at two adjacent properties which Chapel members own.
- In response to objectors use of Dept for Transport Nation Survey 2010, this is misleading. Currently have attendance of about 60. This usually leads to 12/13 cars thus ratio is 1:5. Unlikely that congregation will double. Even if congregation reached 150, this would only be 30 cars and hopefully the Parish Council will have resolved overall problem by then.

Stagecoach: No objection to the design or building covered by the application. Concerned over the impact the development may have on parking in the area. Buses use Cliff Road, Manor Lane, and Lincoln Road to turn at the terminus. Full sized buses run the route. The turning manoeuvre is already difficult at times due to car parking in the area. Some buses travel via Prebend Lane and Cliff Road to / from the terminus. Any additional car parking generated by the development might obstruct the highway in the immediate area, which would cause operational difficulties for bus drivers and may impact on bus service provision for the village.

Archaeology: Site is within the core of Welton which has a wealth of archaeological remains from Roman to Modern periods. There is a potential that the groundworks will impact on the sub-surface historic assets. Condition Scheme of Archaeological Works. Brief will be produced by LCC Archaeology.

Conservation: Benefited from extensive pre application discussions. Agreed any extension should be contemporary to evidence the development of the building. Contemporary architectural design is a principle supported by English Heritage. Advice on this approach can be found in the publication, 'Building In Context – New Development in Historic Areas' produced by English Heritage and CABE (Commission for Architecture and the Built Environment) 2001. This publication advocates buildings that are recognisable of 'our age' whilst understanding and respecting historic context and support is given to intelligent and imaginative approaches to new development in sensitive locations such as this.

The design and materials achieve an honest and respectful extension which contributes to the architectural qualities of the site. The massing, scale, proportions and form all respond appropriately to the context and take care not to detract from the traditional character. Particular care has been taken to respect the existing grain and scale of development resulting in a deliberate sweeping of the new roof to embrace the modest height of the neighbouring residential element to the larger massing of the Chapel. Initially there were concerns regarding the wrap around component, however, it was assessed that this element of the design actually reinforced the symmetry of the chapel whilst the fenestration scheme responded to the vertical emphasis.

The new extension is of its own time but is clearly ancillary to the chapel and its render finish is intentionally recessive against the historic stonework. The materials will be as high a quality as those existing and the overall site will provide new views and juxtapositions which will add variety to the context and setting of the heritage asset.

The proposal preserves the setting of the conservation area, the Methodist chapel as a building of local importance and the nearby listed building and will allow for the continued sustainable use and maintenance of this important local building and community asset.

Recommend conditions re render surface finish and colours to be agreed and window and door sections to be agreed

Relevant Planning Policies: <u>National guidance</u> National Planning Policy Framework http://communities.gov.uk/publications/planningandbuilding/nppf

East Midlands Regional Plan Policy 1 Regional Core Objectives Policy 2 Promoting Better Design Policy 27 Regional Priorities for the Historic Environment Policy 41 Regional Priorities for Culture, Sport and Recreation Policy 48 Regional Car Parking Standards Policy Lincoln Policy Area SRS6 Tourism, Culture and Education <u>http://webarchive.nationalarchives.gov.uk/20100528142817/http://www.gos.go</u> <u>v.uk/497296/docs/229865/East_Midlands_Regional_Plan2.pdf</u>

West Lindsey Local Plan First Review 2006

STRAT1 Development Requiring Planning Permission http://www2.west-lindsey.gov.uk/localplan/written/cpt3a.htm

RTC3 Retailing and Village Centre Uses in Primary Rural Settlements http://www2.west-lindsey.gov.uk/localplan/written/cpt5.htm

Main issues

- Principle
- Design and impact on heritage assets
- Parking / highway safety and village centre
- Noise

Assessment:

Principle

Policy STRAT1 is the keynote policy of the Local Plan and requires development to be satisfactory with regard criteria including i) the number, size, layout, siting, design and external appearance of buildings, ii) the provision of adequate and safe access to the road network to prevent the creation or aggravation of highway problems, iii) the scope for providing access to public transport, iv) the scope for reducing the length and number of car journeys, v) the provision of vehicular and cycle parking facilities, vi) the impact on the character, appearance and amenities of neighbouring and other land; vii) the impact on the character, appearance and setting of historic assets including Conservation Areas and Listed Buildings, viii) the impact of the proposal on neighbouring and other uses, and any other material considerations.

Design, the impact on the various heritage assets and highway matters are discussed below. The addition of a further community space in the centre of the village is considered to be a community asset rather than a hindrance especially given the size of the village. The Chapel use is established on this site (the chapel was built in 1815) and its extension will not affect the use of neighbouring or other land.

Design and impact on heritage assets

Paragraph 131 of the NPPF requires local planning authorities to take account of

- The desirability of sustaining and enhancing the significance of heritage assets and putting them to viable uses consistent with their conservation;
- The positive contribution that conservation of heritage assets can make to sustainable communities including their economic vitality; and
- The desirability of new development making a positive contribution to local character and distinctiveness.

Policy 27 of the East Midlands Regional Plan adds the recognition of heritage assets intrinsic value and its contribution to quality of life. This policy also allows sensitive change of the historic environment.

The Methodist Chapel is a locally important heritage asset within the Welton Conservation Area, also a heritage asset, so any development needs to take into account the significance of both the building and the Conservation Area. There is also a Grade II listed building, Stonecliffe House, located across Cliff Road, from the Chapel and its setting, character and appearance also need to be protected. It is recognised that the setting is in a sensitive village centre location. Sensitive modern additions to heritage assets are supported by English Heritage (see Conservation comment). The design of the extension is modern but respects both the Chapel and 9 Manor Lane, the cottage to the south through the massing, scale, proportions and form of the new development. The roof slopes away from the Chapel to reflect the change in height to the cottage. The use of a flat roof element as the link between the two allows the original building to stand out and reinforces the timeline of development on this site. The Chapel is not symmetrical, having more wall to the south than the north. However, the addition of the extension will make the Chapel appear more symmetrical. The windows and doors reflect the vertical emphasis of the original fenestration. A stone or brick extension here would appear too heavy and would not allow the distinctiveness of the Chapel to be seen.

Extending the Chapel will allow the congregation to stay in the village centre and maintain a use in the building. If the congregation had to move elsewhere, due to a growing congregation, then an alternative use would have to be found for the Chapel. It is always better for the original use to be retained in a heritage asset rather than a new use having to be sought.

Changing the use of some of the neighbouring garden land at 9 Manor Lane to land for the Chapel extension does not detract from the Conservation Area. Alterations and extensions at 9 Manor Lane have been the subject of a separate planning consent (128663).

Parking / highway safety and village centre

Policy RTC3 allows for D1 uses (places of worship are in use class D1) in the village centre provided that they serve a local need only, will not detract from the area's primary function as a local shopping and service destination, do not harm the amenities of nearby residents, include the provision of safe car parking facilities if they are not already conveniently located nearby and are of a scale, design and character, which is reflective of and sympathetic to the surrounding neighbourhood streetscapes.

The extension will serve a local congregation who need more space and the wider community through various events and groups. The village centre will not lose any retail or other service as a result of this proposal and the expanded facilities will add to the village centre service provision. The village centre has parking provision, albeit heavily used and this application provides two more spaces than are available at present. The design has already been discussed above and is considered acceptable.

Many of the congregation walk to services and a car sharing and lift system operates for those unable to reach services on foot. There are eight parking spaces available on private drives nearby. It is acknowledged that the Chapel is in the village centre where parking is an on-going issue. However, the Chapel alone should not be made responsible for solving the issue. The site is close to the bus terminus for the village. The bus company, Stagecoach, has raised concerns about additional parked cars hindering the bus being able to manoeuvre. A service runs to Welton every half hour. Manor Lane is two way to the junction with Vicarage Lane and there are no parking restrictions. The Planning Authority does not have the power to impose parking restrictions. It is understood that Highways has looked into making Manor Lane one way along its entire length but this was rejected.

18 Chapel Lane, the bungalow immediately to the west of the Chapel is also owned by some of the Friends of Welton Chapel. The potential of this site for a village centre car park is the subject of separate discussions – the Friends have offered it for purchase to the Parish Council. However, the application needs to be determined according to the current situation in terms of parking provision.

LCC Highways asked for further information regarding other groups using the new hall and following the response from the Chapel, LCC Highways request that a condition regarding the writing and implementation of a Travel Plan be added to the consent.

Noise

If noise was sufficient to cause a nuisance, then action could be taken under The Environmental Protection Act 1990. However, there has been no noise nuisance reported from the current use.

Archaeology

As the site is in the centre of Welton, where other significant archaeological finds have been discovered, it is considered reasonable to require archaeological monitoring of the site during groundworks and conditions can be added to the consent.

Other matters

Welton is a large village and the presence of the village hall does not mean that there cannot be any other community gathering places built in the village.

Property values are not material considerations and cannot be taken into account as part of this application.

Conclusion

The design will not detract from the heritage assets of either the existing Chapel building or the Welton Conservation Area as it has been sensitively designed to take account of the surroundings and its scale, massing, proportions and materials further assist in making it subordinate to the original Chapel and the cottage next door.

Whilst it is acknowledged that the centre of Welton has parking issues, it is not for the Chapel alone to solve them. Two parking spaces will be created

and, as the Chapel has a village centre location, many users can walk to the facility.

Recommendation – Grant planning permission subject to conditions.

Conditions stating the time by which the development must be commenced:

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

Reason: To conform with Section 91 (1) of the Town and Country Planning Act 1990 (as amended).

Conditions which apply or require matters to be agreed before the development commenced:

2. No development shall take place until details of the colours and finish of the render have been submitted to and approved in writing by the Local Planning Authority.

Reason: To ensure a satisfactory external appearance of the development to protect the character, setting and appearance of the heritage asset of Welton Methodist Chapel and the Welton Conservation Area in accordance with West Lindsey Local Plan First Review Policy STRAT 1.

3. No development shall take place until details of the window and door frames, including materials and sections, have been submitted to and approved in writing by the Local Planning Authority.

Reason: To ensure a satisfactory external appearance of the development to protect the character, setting and appearance of the heritage asset of Welton Methodist Chapel and the Welton Conservation Area in accordance with West Lindsey Local Plan First Review Policy STRAT 1.

4. No development shall take place until the RAL colour numbers for the roofing material and the fascia material have been submitted to and approved in writing by the Local Planning Authority.

Reason: To ensure a satisfactory external appearance of the development to protect the character, setting and appearance of the heritage asset of Welton Methodist Chapel and the Welton Conservation Area in accordance with West Lindsey Local Plan First Review Policy STRAT 1.

5. No development shall take place until a written scheme of archaeological investigation has been submitted to and approved in writing by the local planning authority. This scheme shall include the following

1. An assessment of significance and proposed mitigation strategy (i.e. preservation by record, preservation in situ or a mix of these elements).

2. A methodology and timetable of site investigation and recording.

3. Provision for site analysis.

4. Provision for publication and dissemination of analysis and records.

5. Provision for archive deposition.

6. Nomination of a competent person/organisation to undertake the work.

7. The scheme to be in accordance with the Lincolnshire Archaeological Handbook.

Reason: To ensure the preparation and implementation of an appropriate scheme of archaeological mitigation and in accordance with the National Planning Policy Framework (2012).

6. The local planning authority shall be notified in writing of the intention to commence the archaeological investigations in accordance with the approved written scheme referred to in condition 5 at least 14 days before the said commencement. No variation shall take place without prior written consent of the local planning authority.

Reason: In order to facilitate the appropriate monitoring arrangements and to ensure the satisfactory archaeological investigation and retrieval of archaeological finds in accordance with the National Planning Policy Framework (2012).

7. No development shall take place until a Travel Plan has been submitted to and approved in writing by the local planning authority.

Reason: In order that the access to the site is sustainable and reduces the dependency on the car in accordance with the National Planning Policy Framework (2012).

Conditions which apply or are to be observed during the course of the development:

8. The development shall be carried out in accordance with the details as approved by conditions 2 to 4 inclusive.

Reason: To ensure a satisfactory external appearance of the development to protect the character, setting and appearance of the heritage asset of Welton Methodist Chapel and the Welton Conservation Area in accordance with West Lindsey Local Plan First Review Policy STRAT 1.

9. The archaeological site work shall be undertaken only in full accordance with the written scheme required by condition 5.

Reason: To ensure the satisfactory archaeological investigation and retrieval of archaeological finds in accordance with the National Planning Policy Framework (2012).

10. Following the archaeological site work referred to in condition 9 a written report of the findings of the work shall be submitted to and approved in writing by the local planning authority within 3 months of the said site work being completed.

Reason: To ensure the satisfactory archaeological investigation and retrieval of archaeological finds in accordance with the National Planning Policy Framework (2012).

11. The report referred to in condition 10 and any artefactual evidence recovered from the site shall be deposited within 6 months of the archaeological site work being completed in accordance with a methodology and in a location to be agreed in writing by the local planning authority.

Reason: To ensure the satisfactory archaeological investigation and retrieval of archaeological finds in accordance with the National Planning Policy Framework (2012).

12. The parts of the Travel Plan required by condition 7 that are to be implemented after occupation shall be implemented in accordance with the timetable contained in the Travel Plan and shall continue whilst the building is in use.

Reason: In order that the access to the site is sustainable and reduces the dependency on the car in accordance with the National Planning Policy Framework (2012).

Conditions which apply or relate to matters which are to be observed following completion of the development:

None

Notes to the Applicant

1. The written scheme required by condition 5 shall be in accordance with the archaeological brief supplied by the Lincolnshire County Council Historic Environment advisor (tel 01522 550382)

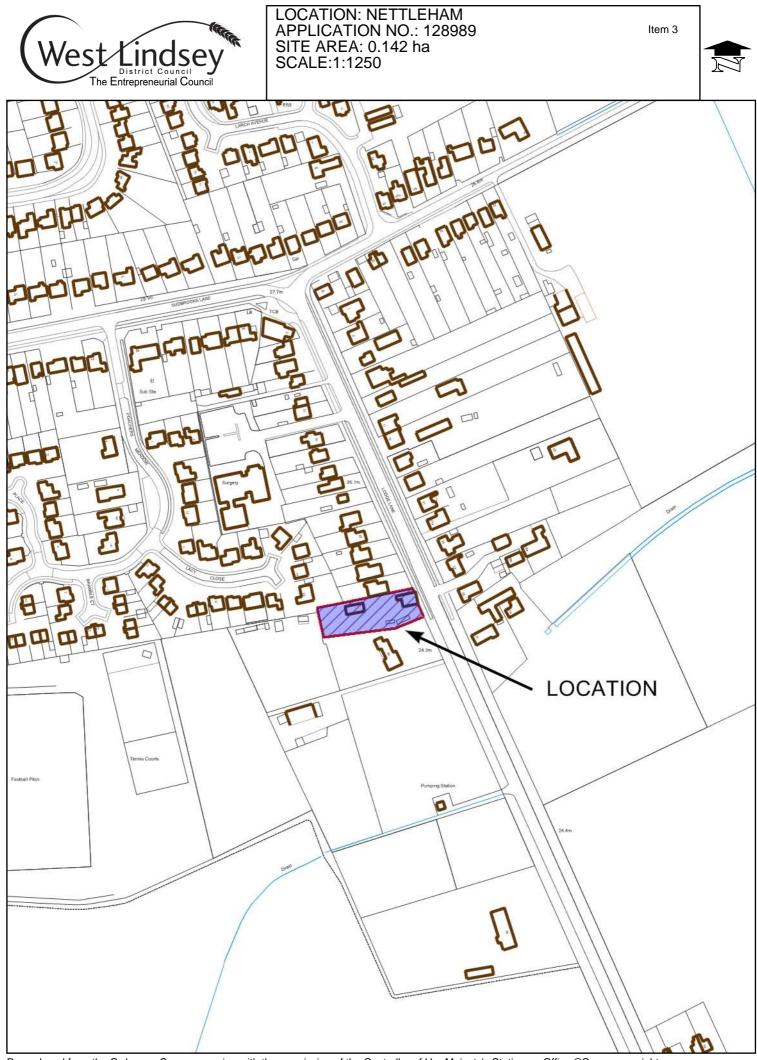
2. The scope of the travel plan required by condition 7 shall be discussed with the Travel Planning Officer, Lana Meddings (tel 01522 782070) at Lincolnshire County Council before it is drafted.

Reasons for granting permission

The proposal has been considered against the provisions of the development plan particularly Policy 1 Regional Core Objectives, Policy 2 Promoting Better Design, Policy 27 Regional Priorities for the Historic Environment, Policy 41 Regional Priorities for Culture, Sport and Recreation, Policy 48 Regional Car Parking Standards and Lincoln Policy Area SRS6 Tourism, Culture and Education of the East Midlands Regional Plan and saved policies STRAT1 Development Requiring Planning Permission and RTC3 Retailing and Village Centre Uses in Primary Rural Settlements of the West Lindsey Local Plan First Review June 2006 together with the guidance contained in the National Planning Policy Framework (March 2012). In light of this assessment, the proposal is considered acceptable for the following reasons:

The design will not detract from the heritage assets of either the existing Chapel building or the Welton Conservation Area as it has been sensitively designed to take account of the surroundings and its scale, massing, proportions and materials further assist in making it subordinate to the original Chapel and the cottage next door.

Whilst it is acknowledged that the centre of Welton has parking issues, it is not for the Chapel alone to solve them. Two parking spaces will be created and, as the Chapel has a village centre location, many users can walk to the facility.



Reproduced from the Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office ©Crown copyright. Unauthorised reproduction infringes ©Crown copyright and may lead to prosecution or civil procidings. West Lindesy District Council Licence No. LA 100018701 2011

Officers Report Planning Application No: <u>128989</u>

PROPOSAL: Planning application for proposed 2 storey rear extensionresubmission of 128275

LOCATION: Redbourne 36 Lodge Lane Nettleham Lincoln, Lincolnshire LN2 2RS WARD: Nettleham WARD MEMBER(S): Councillor M Leaning and G McNeill APPLICANT NAME: Mr C Henderson

TARGET DECISION DATE: 20/09/2012 DEVELOPMENT TYPE: Householder Development CASE OFFICER: Ian Elliott

RECOMMENDED DECISION: Grant subject to conditions

Description:

The application site is a two storey detached traditional cottage located on the south east edge of Nettleham. The cottage is set just off the highway and prominently positioned as it is one of the first dwellings you see when driving north on Lodge Lane. It has a detached single garage, front driveway and large rear garden area. The rear garden space includes a couple of outbuildings. The dwelling is mostly surrounded by other residential dwellings with an area to the west looking over open fields.

The application seeks permission for a proposed 2 storey rear domestic extension (resubmission of 128275)

Relevant history:

128275 - Planning application for a proposed 2 storey rear domestic extension – 27/04/12 – Refused – Appeal Dismissed 13/07/12

Representations:				
Chairman/Ward member(s):	No representation received to date			
Parish/Town	Objection:			
Council/Meeting:	The proposed extension more than doubles the floor area of the existing building, so we have concerns over the massing set amongst a row of bungalows. The proposal will cause overlooking on dwellings particularly on the same side of the street, The proposal will be contrary to RES 1 of the West Lindsey Local Plan Review 2006.			
Local residents:	No representation received to date			
LCC Highways:	N/A			
Archaeology:	No objections/comments			
Building Control:	No representation received to date			
Conservation Officer:	N/A			

Relevant Planning Policies:				
Local Guidance	STRAT 1 Development requiring Planning Permission			
	http://www.west-lindsey.gov.uk/localplan/written/cpt3a.htm			
	RES 11 Extensions to Dwellings Located within Settlements			
	http://www.west-lindsey.gov.uk/localplan/written/cpt6.htm			
National Guidance	National Planning Policy Framework:			
	Chapter 7: Requiring Good Design			
	http://www.communities.gov.uk/documents/planningandbuilding/pd			
	<u>f/2116950.pdf</u>			
Other	Nettleham Village Design Guide			
considerations	http://parishes.lincolnshire.gov.uk/Files/Parish/9/VDS_September_			
	2010_low_res.pdf			

POLICY RES 11 – Extensions to dwellings located within settlements

i. Does the proposal introduce a terracing effect in the street-scene?

The proposal will project the dwelling closer to No.34 Lodge Lane which will reduce the gap between the dwellings. However there will still be a clear gap therefore it will not introduce a terracing effect in the street-scene.

ii. Is the proposal well designed in relation to the size, shape and materials of the building to be extended, and is subordinate to the existing property?

The design is acceptable as the overall size and massing of the proposal is reduced by the glazed link and the stepping down of the element off the rear extensions south elevation. Although visible from the highway the main two storey element of the proposal will mainly be hidden behind the existing dwelling. The stepped down element is lower than the existing dwelling therefore the existing traditional style cottage remains the principal feature of the site and is not adversely impacted by the proposed extensions.

The dormer windows to the north roof plane are small in scale and will not over dominate the existing roof plane when viewed from the north. The material finish of the proposal will match the existing dwelling which will be restored by the applicant as part of the development. The proposal will include the removal of the existing front door to the south elevation which is a design characteristic of the host dwellings. The impact of losing the original door will be reduced by the proposal minimally setting back the bricks which block the doorway. This will still allow the original position of the door to be acknowledge and viewable from the highway. The proposal will therefore not affect the character and appearance of the host dwelling in relation to its restored form and existing status within the street scene.

The dwellings along the west of Lodge Lane and in close proximity to No.36 are predominantly detached bungalows. However the rhythm of bungalows is broken by the introduction of the occasional two storey dwelling. The host dwelling already acts as a termination point to the identical detached bungalows to the south end of Lodge Lane. The introduction of the proposal will increase this effect without having a detrimental impact on the street scene or neighbouring bungalows.

The proposal is not subordinate in height or volume as it matches the existing dwellings ridge height and the additional floor space increases the existing dwelling by more than double. Even though the proposal isn't subordinate it is considered acceptable as the design respects the host dwelling and does not significantly impact on the street scene or the neighbouring dwellings.

iii. Does the proposal adversely affect the amenity of the residents of neighbouring properties by virtue of over-dominance or appearance?

The dormer windows on the north roof plane will look over the front elevation and garden area of 34 Lodge Lane. However the front elevation and garden area of No.34 are already publicly viewable from the footpath, highway and a small area to the north of the application site therefore the dormer windows will not have any further adverse affect on overlooking.

The proposal will not overlook into the rear garden space of 34 or 38 Lodge Lane due to the position of the proposal and the set back position of both neighbouring dwellings in relation to 36 Lodge Lane. Therefore the proposal will not affect the rear garden areas of 34 and 38 Lodge Lane.

The proposal will project the dwelling closer to 34 Lodge Lane to leave a separation distance of approximately 2.3 metres. Although the distance between the dwellings is reduced a sufficient gap will still be present to limit an overbearing impact. The extension will still be a significant distance from 38 Lodge Lane therefore will not have an overbearing impact.

The position of the proposal will reduce light received by the front elevation and garden area of 34 Lodge Lane however light is already significantly restricted by the existing dwelling and the direction of the sun. The glazing to the north and south elevations of the link element allows light through to the front area of No.34.

The proposal will not result in any adverse affects on the living conditions of the neighbouring properties.

iv. Does the proposal prejudice the retention of any significant trees or other important features?

No significant trees or other landscaping features will be affected by the proposal.

v. Does the proposal enable adequate off-street parking space to remain for at least one vehicle to park?

The proposal will not affect the current parking facilities therefore an adequate amount of off-street parking space will remain.

vi. Does the proposal enable an adequate amount of private garden space to remain?

The proposal will decrease the size of the rear garden area but the dwelling has a large rear garden therefore an adequate amount will remain.

vii. Does the proposal have a significant impact on the supply, availability and subsequent affordability of smaller properties as part of the overall mix of properties within the locality?

The property is located within the residential area of Nettleham which has a mix of house types and designs. The property currently has 3 bedrooms and the extension will increase it to 5 bedrooms. The extension will result in the loss of a smaller property but there is still an adequate mix of properties available in the area.

Other considerations:

Conclusion and reasons for decision:

The decision has been considered against policies STRAT 1: Development Requiring Planning Permission and RES 11: Extensions to Dwellings Located Within Settlements of the adopted West Lindsey Local Plan First Review 2006 in the first instance and guidance contained within the National Planning Policy Framework Chapter 7 Requiring Good Design. In light of this assessment it is considered that the proposal will not harm the character and appearance of the street-scene or the dwelling, nor the living conditions of neighbouring occupiers.

Recommendation: Grant planning permission subject to the following conditions;

Conditions stating the time by which the development must be commenced:

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

Reason: To conform with Section 91 (1) of the Town and Country Planning Act 1990 (as amended).

Conditions which apply or require matters to be agreed before the development commenced:

NONE

Conditions which apply or are to be observed during the course of the development:

2. All external materials used in the development shall match those of the existing building in colour, size, coursing and texture unless otherwise agreed in writing with the Local Planning Authority.

Reason: To ensure the use of appropriate materials in accordance with West Lindsey Local Plan First Review Policies STRAT 1.

3. The first floor en-suite window to the rear east elevation of the proposal shall be obscure glazed and retained thereafter.

Reason: To protect the neighbour's private garden area from undue loss of privacy from overlooking in accordance with policies STRAT 1 and RES 11 or the West Lindsey Local Plan First Review 2006.

4. The first floor bathroom window to the rear West elevation shall be obscure glazed and retained thereafter.

Reason: To protect the neighbour's private garden area from undue loss of privacy from overlooking in accordance with policies STRAT 1 and RES 11 or the West Lindsey Local Plan First Review 2006.

Conditions which apply or relate to matters which are to be observed following completion of the development:

NONE

Human Rights Implications:

The above objections, considerations and resulting recommendation have had regard to Article 8 and Article 1 of the First Protocol of the European Convention for Human Rights Act 1998. The recommendation will not interfere with the applicant's and/or objector's right to respect for his private and family life, his home and his correspondence.

Legal Implications:

Although all planning decisions have the ability to be legally challenged it is considered there are no specific legal implications arising from this report

Notes/Informative

Representors to be notified - (highlight requirements):							
Standard Letter	Special Letter	Draft enclos	ed				
Prepared by : lan Elliott		Date: 6 th Se	Date: 6 th September 2012				
Signed:							
Authorising Officer:	Da	nte:					