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Item No: 7.3

Application: 192137

Applicant: Mr Beckett, Colchester Foodbank

Agent: Ms Richmond, Duncan Clark & Beckett Ltd

Proposal: Change of Use and Minor remodelling works to accommodate Colchester Foodbank centre

Location: Former Pharmacy, Abbey Field Medical Centre, Ypres Road, Colchester, CO2 7UW

Ward: Shrub End

Officer: Alistair Day

Recommendation: Approval

1.0 Reason for Referral to the Planning Committee

- 1.1 This application is referred to the Planning Committee as Cllr Hazell has called the application in on the following grounds:

Ypres Road is narrow and suffers from heavy traffic congestion. The medical centre car park is always overflowing, cars park on every piece of green or pavement on both side of the road from Circular Road South. It is often quite hazardous to find a way through in the narrow space available. Car spaces at the application site will be inadequate for the running of the project.

- 1.2 Cllr Hazell has been advised that the application has been amended so that applicant is now seeking a temporary two-year permission to use the Medical Reception Store as a Foodbank. Cllr Hazell does not believe that this amendment affects the problems highlighted in regard to the congestion the whole length of Ypres Road and in nearby roads.

2.0 Synopsis

- 2.1 The key issues for consideration are the principle of the development, the potential impact on the local highway network (notably Ypres Road), parking provision, the impact that the development would have on residential amenity and on the character and appearance of the area.

- 2.2 The application is recommended for condition approval.

3.0 Site Description and Context

- 3.1 The former military Medical Reception Stores (MRS) sits on the southern boundary of the wider Abbey Field Medical Centre, itself bounded by Ypres Road. The MRS is currently vacant and has not been actively used since the military vacated the site.
- 3.2 The MRS is a single storey detached pavilion building composed of one principal volume with subsidiary extended volumes at either end. It is brick-built with a pitched roof of double Roman interlocking roof tiles. The building's principal elevation faces Ypres Road; the north elevation into the site is almost windowless. Windows are timber sliding sash, with security bars fitted externally. The building is served by a separate vehicular access from Ypres Road (gated), with a setting down area and two parking spaces.
- 3.3 Residential development and the Fox Burrow Care Homes are located to the west and south of Ypres Road. To the east and north of the site is the Abbey Field Medical Centre. Beyond the Abbey Field Medical Centre to the east is a landscaped corridor (the Garrison Eastern Greenlink). To the north of the Medical Centre car park is the former Garrison Gym which is currently used as a theatre rehearsal space and for community-based lettings. A Locally Equipped Play Area (LEAP) is proposed on the site of the former garrison swimming pool (to the west of the gym).

4.0 Description of the Proposal

- 4.1 The application seeks planning permission for the change of use of the MRS to a foodbank.
- 4.2 The application as originally submitted proposed a permanent change of use; the application has however been amended and now seeks a temporary planning permission (two years from the date of opening).

5.0 Land Use Allocation

- 5.1 Garrison Regeneration Area

6.0 Relevant Planning History

- 6.1 O/COL/01/0-0009 – Garrison Urban Village Development comprising residential development (up to 2,600 dwellings) mixed uses (including retail, leisure and employment), public open space, community facilities, landscaping and highway and transportation
- 6.2 120254 - Change of use to D1 primary health care facility, internal alterations and adaptations, 2no. minor extensions, formation of car park and perimeter 2.4m security fencing and gates. Erection of site signage, installation lighting to car park.
- 6.3 173319 - Change of Use of the former MoD Medical Reception Store to provide ancillary accommodation for the Abbey Field Medical Centre.
- 6.4 182757 - Refurbishment of current redundant building into an Administration Hub; together with internal alterations to Medical Practice to provide 3 Consultation/Examination rooms along with provision of overspill car parking for 20 cars.

7.0 Principal Policies

- 7.1 Planning law requires that applications for planning permission must be determined in accordance with the development plan, unless material considerations indicate otherwise. The National Planning Policy Framework (the Framework) is a material consideration. Colchester's Development Plan is in accordance with these national policies and is made up of several documents as follows below.
- 7.2 The adopted Colchester Borough Core Strategy (adopted 2008, reviewed 2014) contains local strategic policies. Particular to this application, the following policies are most relevant:
- SD1 - Sustainable Development Locations
 - SD2 - Delivering Facilities and Infrastructure
 - SD3 - Community Facilities
 - UR1 - Regeneration Areas

- UR2 - Built Design and Character
- PR1 - Open Space
- PR2 - People-friendly Streets
- TA1 - Accessibility and Changing Travel Behaviour
- TA2 - Walking and Cycling
- TA3 - Public Transport
- TA4 - Roads and Traffic
- TA5 - Parking
- ENV1 - Environment

7.3 The adopted Colchester Borough Development Policies (adopted 2010, reviewed 2014) sets out policies that apply to new development. Specific to this application are policies:

- DP1 Design and Amenity
- DP4 Community Facilities
- DP14 Historic Environment Assets
- DP17 Accessibility and Access
- DP19 Parking Standards
- DP20 Flood Risk and Management of Surface Water Drainage
- DP25 Renewable Energy

7.4 Some “allocated sites” also have specific policies applicable to them. The adopted Site Allocations (adopted 2010) policies set out below should also be taken into account in the decision making process:

- SA GAR1 Development in the Garrison Area

7.5 The Council is developing a new Local Plan (Submission Colchester Borough Local Plan 2017-2033). The whole of the emerging Local Plan was submitted to the Secretary of State in October 2017; however, the examination of the sections is taking place separately. The Section 1 examination hearing sessions were held in January and in May 2018. The Inspector had concerns with the plan’s evidence base and the examination process paused to allow additional work to be undertaken that would make the plan sound. Further hearing sessions have taken place in January 2020 and the Inspectors initial findings are expected in late spring. The examination of Section 2 of the emerging Local Plan is estimated to go ahead in late 2020 .

7.6 Regard should also be given to the following adopted Supplementary Planning Documents (SPD):

- The Essex Design Guide
- External Materials in New Developments
- EPOA Vehicle Parking Standards
- The Garrison Master Plan
- Goojerat and Sobraon Barracks Development Brief

8.0 Consultations

8.1 The stakeholders who have been consulted and who have given consultation responses are as set out below. More information may be set out on our website.

Archaeological Advisor

8.2 No material harm will be caused to the significance of below-ground archaeological remains by the proposed development. There will be no requirement for any archaeological investigation.

Environmental Protection

8.3 No comments

Contaminated Land Officer

8.4 No comments

Highway Authority

8.5 The Highway Authority initially raised an objection to this application on the grounds of parking and the lack of evidence to demonstrate the potential impact of the traffic movements on the local highway network.

8.6 The Highway Authority has withdrawn its previous recommendation of refusal and has confirmed that they are content to accept a temporary approval for a period of not less than two years. A condition securing concise monitoring and recording of traffic movements generated by the sites activities is recommended. In addition, the Highway Authority suggests that the applicants submit a Travel Plan that is approved in writing by the Local Planning Authority, to be effective from the first date of operation of the proposed development.

9.0 Parish Council Response

9.1 Not Parished.

10.0 Representations from Notified Parties

10.1 The application resulted in a number of notifications to interested third parties including neighbouring properties. The full text of all of the representations received is available to view on the Council's website. However, a summary of the material considerations is given below.

- Increase traffic
- Lack of parking facilities
- Ypres Road is a narrow road and is already congested with parked cars
- The area is used as parking for people that walk into town
- Getting to and from the site is not easy; one bus an hour or quite a walk into town
- A town centre location would be more accessible
- Children playing locally and at the proposed play area at the bottom of this road will be exposed to additional traffic and pollution

11.0 Parking Provision

11.1 Two car parking will be maintained to serve this development

12.0 Accessibility

12.1 Please refer to Design & Access Statement regarding duties under the Equalities Act.

13.0 Open Space Provisions

13.1 Not applicable

14.0 Air Quality

14.1 The site is outside of any Air Quality Management Area and will not generate significant impacts upon the zones.

15.0 Environmental and Carbon Implications

15.1 The Council has declared a Climate Emergency and has committed to being carbon neutral by 2030. The purpose of the planning system is to contribute to the achievement of sustainable development as defined in the Framework. Achieving sustainable development means that the planning system has three overarching objectives, which are interdependent and need to be pursued in mutually supportive ways. These are economic, social and environmental objectives. Consideration of this application has taken into account the Climate Emergency and the sustainable development objectives set out in the Framework. It is considered that on balance the application represents sustainable development.

16.0 Planning Obligations

- 16.1 This application is not classed as a “Major” application and therefore there was no requirement for it to be considered by the Development Team and it is considered that no Planning Obligations should be sought via Section 106 (s.106) of the Town and Country Planning Act 1990.

17.0 Report

Background and Principle of the Development

- 17.1 Outline planning permission was granted in 2003 for Garrison Urban Village Development which comprised residential development (up to 2,600 dwellings) mixed uses (including retail, leisure and employment) public open space, community facilities, landscaping and highway and transportation improvements. The current application site falls within the Garrison Urban Village site boundaries.
- 17.2 The former gym and the Medical Reception Centre (but not the MRS building) were identified in the garrison legal agreement for transfer to the Council and are to be used for community and health uses. The former gym and the Medical Reception Centre were transferred into Council ownership in 2010. The MRS was acquired by the medical centre from Taylor Wimpey as a part of a private sale agreement.
- 17.3 Planning Policy SA GAR1 of the Site Allocations Plan states that the garrison area will be predominantly residential but can include leisure, community and health uses. The adopted Goojerat and Sobraon Barracks Development Brief identifies this part of the application site as being suitable for providing primary health care facilities and/or other local community uses.
- 17.4 In 2013 an application was approved for the conversion of the Medical Reception Centre and the MRS to D1 Primary Health Care use (now operated / known as the Abbey Field Medical Centre).
- 17.5 In 2017 a planning application was submitted for change of use and conversion of the MRS to a new primary healthcare centre (Class D1 (Primary Health Care)) to be used by Beacon House, a homeless charity. This application was subsequently amended to a change of use of the MRS for ancillary purposes to the medical centre. The amended application in effect removed the restriction that the MRS had used for the purposes of a doctor’s surgery only but still required the building to be used for the purposes of the medical centre. This permission remains extant.
- 17.6 In 2018 a further application was submitted for the refurbishment and conversion of the MRS into an Administration Hub (linked to the medical centre); together with internal alterations to Medical Practice and the conversion of the central landscape courtyard into an overspill parking area. This permission remains extant.
- 17.7 The current application seeks permission for the re-use of the MRS as Foodbank. Planning Policy SA GAR1 accepts the principle of community

and health uses within the Garrison Urban Village development and these uses accord with the guidance set out in the Council's adopted development brief. In view of this, and the recent planning history associated with MRS, there is not considered an objection in principle to the change of use of this building to a foodbank.

Character and Appearance

- 17.8 The MRS is a single-storey building, composed of one principal volume with subsidiary extended volumes at either end. It is brick-built with a tiled roof. The building's principal elevation is to Ypres Road; the north elevation, facing into the site, is almost windowless. Windows are timber sliding sash, with security bars fitted externally. The building is considered to be of historic interest as it reflects the later stages of the historic development of the Garrison in Colchester and, as such, can be considered as a non-designated heritage asset.
- 17.9 The proposal to convert the MRS to a new use is welcomed both from a sustainability and heritage perspective. The Design and Access Statement explains that design principle underpinning the submitted scheme is to keep interventions to the minimum and to restore and retain the building's positive qualities. It is proposed to keep the service deliveries and client accesses separate for safety and operational reasons. The existing rear access will be used for deliveries, and a new 'client' entrance will be created by modifying an existing window opening. This is the only proposed alteration to the external appearance of the building. Internally some remodelling will take place to create a 'meet & greet' reception area and 1 no. WC and 1 no. accessible WC, with baby changing facilities.
- 17.10 The proposed conversion and refurbishment of the MRS will serve to improve the character and appearance of this area. The existing boundary fencing (a remnant from when the MRS was used by the military) is not in-keeping with residential development that now characterises the area. It is therefore recommended that a condition is attached requiring the removal of the chain link fence as a part of this application. (This is consistent with conditions attached to previous permissions).

Residential Amenity

- 17.11 The nearest residential properties to the MRS are located in Ypres Road and Foxburrow Grange. There are also residential properties in Berechurch Hall.
- 17.12 It is proposed that the Foodbank will be open to visitors from 10am to 2pm Monday to Saturday. The conversion of the MRS building to a Foodbank is not considered to result in significant adverse impact (in terms of noise and disturbance) to neighbouring property and is not materially different to the uses previously approved in this respect. Environmental Protection has not raised an objection to the use of the MRS as a Foodbank.
- 17.13 Objection has been raised on the grounds that the proposal will result in increased car trips which will result in an adverse impact on air quality.

Whilst these concerns are appreciated, the anticipated number of trips to the foodbank are (based on the available information) likely to be relatively modest and are not considered to significantly affect the air quality in this part of the town. Environmental Protection have not raised any concerns regarding this development's potential impact on air quality.

- 17.14 The conversion works could potentially cause temporary noise and disturbance. To safeguard the amenity of nearby residents, it is also recommended that a construction management plan (to include the hours of work) is submitted for approval.
- 17.15 Subject to the above safeguards, it is considered that the proposed development would not have a significant adverse effect on the living conditions of the neighbouring residential properties. The proposed development is not therefore considered to conflict with DPD Policy DP1 or the Framework insofar as they seek to secure a good standard of amenity for all occupants of land and buildings.

Trees and Landscape

- 17.16 Policy ENV1 states that the Borough Council will conserve and enhance Colchester's natural and historic environment. The change of use of this building will not result in a material change to the existing townscape. No trees are directly affected by this proposal. A condition is proposed requiring the removal of the existing fence prior to the occupation of the building and a general landscape condition. These should potentially lead to enhancement of the existing site.
- 17.17 Given the above, the current planning application is considered to accord with relevant CS Policy ENV1, DPD Policies DP1 and DP21 which requires planning applications to conserve or enhance landscape features.

Transport, Accessibility and Parking

- 17.18 Both the CS and DPP contain policies to safeguard highway safety and promote accessible developments. The site is located approximately 1.5km to the south of Colchester town centre. Circular Road South and Berechurch Road are located to the north and east of the site respectively. Buses travel along both of these roads. Ypres Road wraps around the west and south of the site. The vehicular access to the site is from Ypres Road (south side). In terms of pedestrian and cycle connectivity, there are combined pedestrian / cycleways to the north and east of the site. A Toucan crossing connects these routes to the pedestrian cycle link that crosses Abbey Field and continues beyond. There are 2m wide footways to the south and west of the site. There is a controlled pedestrian crossing at the junction of Circular Road South and Berechurch Road. The site is thus well connected in terms of pedestrian and cycle links.
- 17.19 Concern has been expressed that the proposed change of use of the MRS to a Foodbank will increase car activity in the area and that this will create highway safety and capacity issues in Ypres Road (where access can be

restricted due to on-street parking). Concerns have also been raised that parking provision in the area is already inadequate and if more people are encouraged to this site, they would be displaced into the road and further impede the movement of vehicles in Ypres Road. The Highway Authority shares the concerns about the level of parking and the implications that this may have for the free flow of traffic in Ypres Road.

- 17.20 The Design and Access Statement explains that the site (as a whole) provides 46 spaces + 6 accessible spaces on the Abbey Field Medical Centre side; a further 3 + 1 accessible spaces adjacent to the Portland Practice entrance; and two outside the MRS. Each parking area is separately accessed, and no parking area can be reached via the other.
- 17.21 The MRS is allocated two parking spaces. The proposed use (foodbank) does not fall neatly into any of the categories / uses in the Council's adopted parking standards; however, a B8 use (Storage and Distribution use with an element of retail) would seem reasonably compatible. This use requires 1 space per 150 sqm +1 space per 20 sqm retail area for customer parking; these standards would result in a requirement for 4 parking spaces. As Members will be aware, the Council's adopted parking standards for commercial development are maximum standards and therefore the proposal to provide two parking spaces is not in conflict with the adopted standards.
- 17.22 Notwithstanding the above, given the concerns expressed in respect of parking, the agent has sought to clarify how the Foodbank will operate. They have explained that site is located approximately midway between Monkwick and central Colchester (which will be the primary areas that this Food bank will serve) and where reliance on the Foodbank is higher. It is stated many of the existing users do not own a car and that it is expected that these users will continue to travel to the foodbank on cycle, foot, &/or bus. The applicant states that approximately 50% of their existing users travel to the foodbank by car and that the typical time spent visiting the foodbank is 15-20 minutes. It is further explained that the foodbank will be open for four hours and will typically have 10 visits a day, of which 5 to 6 are made by car. The 6 visits will be divided between the three foodbank centres (Abbeyfields, Greenstead, North Station Road); which means that each centre will be visited by 2 cars, on average, each day. Given this, it is opined that the two parking spaces at the MRS will be sufficient to accommodate the level of visitor traffic associated with the proposed Abbeyfields foodbank. With regard to staff parking, it is stated 2 staff will be on duty at any time. It is proposed that one of the two allocated parking spaces will be used by staff. It is stated that deliveries are made by car rather than van and will take place when the centre is not open to the public (and will therefore be able to park in the visitor parking space).

- 17.23 Notwithstanding the above and the submission of a travel plan, the Highway Authority has continued to express concern over the lack of provision of on-site parking and the implications that potential overspill parking may have on the flow of traffic in Ypres Road. In negotiation with the applicant it has been agreed to amend their application to a temporary permission (two years from the date of the operation coming into use). This will allow the applicant to gather site specific information on travel patterns and therefore support a potential future application for a permanent use. The temporary permission also gives the Highway Authority the safeguards that they require should the travel patterns be significantly different to those anticipated by the applicant – i.e. the Highway Authority will be able to seek mitigation measures to address increased traffic flows or recommend that application for permanent permission is refused if mitigations works are not considered possible. Highway Authority has confirmed that they have no objection to a temporary use. Their recommendation for monitoring and recording of traffic movements is proposed as an informative rather than a condition and a condition is attached requiring the submission of a travel plan.
- 17.24 For the reasons given above the proposal is considered acceptable in terms of potential highway impacts and in terms of the proposed level of parking provision. The temporary nature of the permission sought allows for the operation of the venture to be reviewed should any problems arise.

Contamination

- 17.25 DPD Policy DP1 requires all development to avoid or mitigate unacceptable environmental impacts; part (vi) requires the appropriate remediation of contaminated land. The Council's Contamination Land Officer has not raised an objection to this application. Given that the site was formerly garrison land there is potential for unknown contamination and a condition is proposed to cover this eventuality, together with the informative recommended by the Contamination Land Officer

18.0 Conclusion

- 18.1 The Framework has at its heart the promotion of sustainable development. The proposal has significant sustainability credentials. The conversion of the MRS to a foodbank will secure the future of the building, a non-designated heritage asset. The proposal is not considered to not have detrimental impact on air quality, residential amenity and/or the character and appearance of the area. The highway impact of the proposals is unproven; however it is considered that a temporary use will enable the traffic implications to be monitored basis and traffic impacts to be addressed should an application be submitted in the future for permanent permission. It is considered that the scheme would acceptably fulfil the environmental dimension of sustainable development. The development will also have economic benefits in terms possible creation / retention of jobs. The re-use the MRS as foodbank is considered to fulfil social dimension of the Framework and would deliver an important public benefit to vulnerable members of the community. Having given careful consideration to

application, the submitted representations and local and national planning policy and guidance it is considered, on balance, that the current application should be approved subject to conditions

19.0 Recommendation to the Committee

19.1 The Officer recommendation to the Committee is for **APPROVAL** of planning permission subject to the following conditions:

1 - ZAA - Time Limit for Full Permissions

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

Reason: To comply with the requirements of Section 91 of the Town and Country Planning Act 1990, as amended by the Planning and Compulsory Purchase Act 2004.

2 - ZAM - *Development to Accord With Approved Plans*

The development hereby permitted shall be carried out in accordance with the details shown on the submitted Drawing Numbers JP CFB PA-10 and JP-CFB PA LOC A.

Reason: For the avoidance of doubt and to ensure that the proposed development is carried out as approved.

3 - Temporary Permission

The development hereby permitted shall expire after a period of two years from the date of that the foodbank first opens to the public. The applicant shall submit notice to the Council of the opening date of the foodbank a minimum of 14 days prior to the use hereby permitted coming into operation. Within 28 days from the date at which this permission expires any material, equipment or hard landscaping resulting from, or used in connection with, the use hereby permitted shall be removed from the site in its entirety and in accordance with a scheme that shall have previously been submitted to and agreed, in writing, by the Local Planning Authority.

Reason: For the avoidance of doubt as to the scope of this permission and to enable the traffic trips generated by the Foodbank to be properly assessed / monitored.

4 - Building Recording

Prior to the commencement of any works, a programme of building recording and analysis shall have been undertaken and a detailed record of each building shall have been made by a person or body approved by the Local Planning Authority and in accordance with a written scheme which first shall have been submitted to and approved, in writing, by the Local Planning Authority

Reason: To ensure the proper and timely investigation, recording, reporting and presentation of heritage assets affected by this development.

5 - Construction Method Statement

No works shall take place, including any demolition, until a Construction Method Statement has been submitted to and approved, in writing, by the Local Planning Authority. The approved Statement shall be adhered to throughout the construction period and shall provide details for:

- the parking of vehicles of site operatives and visitors;
- hours of deliveries and hours of work;
- loading and unloading of plant and materials;
- storage of plant and materials used in constructing the development
- measure to prevent dirt and debris going onto the highway

Reason: In order to ensure that the construction takes place in a suitable manner and to ensure that amenities of existing residents are protected as far as reasonable.

6 - Lighting

Any lighting of the development (including resultant sky glow, light trespass, source intensity and building luminance) shall fully comply with the figures and advice specified in the CBC External Artificial Lighting Planning Guidance Note (EZ1 AONB; EZ2 rural, small village or dark urban areas; EZ3 small town centres or urban locations; EZ4 town/city centres with high levels of night-time activity)

Reason: In order to safeguard the amenity of the surrounding area by preventing the undesirable, disruptive and disturbing effects of light pollution.

7 - Control over Opening Hours

The use hereby permitted shall operate between the hours of:

- 09:00 and 18:00 on Mondays to Fridays
- 09:00 and 18:00 on Saturdays; and
- at no time on Sundays, Bank or Public Holidays

And the building shall not be open to customers except between the hours of:

- 10:00 and 14:00 on Mondays to Fridays
- 10:00 and 14:00 on Saturdays; and
- No time on Sundays, Bank or Public Holidays

Reason: To ensure that the use hereby permitted is not detrimental to the amenity of the area and/or nearby residents by reason of undue noise and for the avoidance of doubt as to the scope of this permission.

8 - Removal of existing fencing

Notwithstanding the details shown on the submitted drawings, the existing perimeter chain link fence and concrete posts shall be removed and an alternative boundary treatment, which shall previously been agreed in writing with the Local Planning Authority, shall be implemented prior to the Foodbank coming into operation.

Reason: The former MoD boundary treatment (chain link fence and concrete posts) is considered inappropriate in terms of its design and detracts from the quality of this residential area.

9 - Travel Plan Amendments

Notwithstanding the details set out in the Travel Plan, the Travel Plan shall be amended to include details of the following:

- Travel Plan objectives
- Travel Plan Coordinator
- Monitoring and recording methods to travel to the centre

- Targets

- Action Plan

- Sustainable travel options
- Car Park management
- Promotion and Marketing
- Monitoring and Review

The amended Travel Plan shall be submitted to and approved in writing by the Local Planning Authority prior to the occupation of the proposed Foodbank and the development shall be operated in accordance with the agreed Travel Plan.

Reason: To ensure that a development takes place which exploits opportunities for the use of sustainable transport modes for the movement of goods and people

10 - Unforeseen contamination

In the event that historic land contamination is found at any time when carrying out works in relation to the development, it must be reported in writing immediately to the Local Planning Authority and all development shall cease immediately. Development shall not re-commence until such time as an investigation and risk assessment has been submitted to and approved in writing by the Local Planning Authority, and where remediation is necessary, a remediation scheme has been submitted to and approved in writing by the Local Planning Authority. Development shall only re-commence thereafter following completion of measures identified in the approved remediation scheme, and the submission to and approval in writing of a verification report. This must be conducted in accordance with DEFRA and the Environment Agency's 'Model Procedures for the Management of Land Contamination, CLR 11' and the Essex Contaminated Land Consortium's 'Land Affected by Contamination: Technical Guidance for Applicants and Developers'. The Local Planning Authority has determined the application on the basis of the information available to it, but this does not mean that the land is free from contamination. The applicant is responsible for the safe development and safe occupancy of the site.

Reason: The site lies on or in the vicinity of former MoD land where there is the possibility of contamination

11 – New doors

Prior to installation of the new door drawings at a scale of between 1:10 and 1:50 as appropriate shall be submitted and approved in writing by the Local Planning Authority. The development shall be undertaken in accordance with the approved

drawings. The existing windows shall be retained and repaired unless otherwise approved in writing by the Local Planning Authority.

Reason To ensure that the architectural and historic integrity of the building is retained and enhanced.

1. Informatives

2. ZT0 – Advisory Note on Construction & Demolition

The developer is referred to the attached advisory note *Advisory Notes for the Control of Pollution during Construction & Demolition Works* for the avoidance of pollution during the demolition and construction works. Should the applicant require any further guidance they should contact Environmental Control prior to the commencement of the works.

3. ZTA - Informative on Conditions Stating Prior to Commencement/Occupation

PLEASE NOTE that this permission contains a condition precedent that requires details to be agreed and/or activity to be undertaken either **before you commence the development or before you occupy the development**. This is of critical importance. If you do not comply with the condition precedent you may invalidate this permission and be investigated by our enforcement team. Please pay particular attention to these requirements. To discharge the conditions and lawfully comply with your conditions you should make an application online via www.colchester.gov.uk/planning or by using the application form entitled 'Application for approval of details reserved by a condition following full permission or listed building consent' (currently form 12 on the planning application forms section of our website). A fee is also payable, with the relevant fees set out on our website

4. ZTB - Informative on Any Application with a Site Notice

PLEASE NOTE that a site notice was erected in a publicly visible location at the site. Colchester Borough Council would appreciate your co-operation in taking the site notice down and disposing of it properly, in the interests of the environment.

5. Informative Asbestos

The applicant's attention is drawn to the need for asbestos surveys to be undertaken, in accordance with the obligations under the Control of Asbestos Regulations 2012.

6. Informative Highways

The applicants should be advised to contact the Development Management Team by email at development.management@essexhighways.org or by post to:

SMO1 – Essex Highways
Colchester Highways Depot,
653 The Crescent,
Colchester
CO4 9YQ