

Delegated Report

Householder Planning Application

Application No:	20211101
Location:	48 Wilberforce Way, Gravesend, Kent, DA12 5DQ
Description:	Erection of 1 no. two-storey, two-bedroom detached dwelling
Applicant:	Mr and Mrs S. Burles
Site Visit:	28/10/2021

Submitted Documents/Plans

Application Form - dated 06/09/2021;
Covering Letter - dated 06/09/2021;
Design and Access Statement;
Drawing no. 1000 - Site Location Plan (scale - 1:1250);
Drawing no. 1001 - Existing Site Block Plan (scale - 1:250);
Drawing no. 1002 - Existing Site Plan (scale - 1:100);
Drawing no. 1101 - Proposed Site Block Plan (scale 1:250);
Drawing no. 1102 - Proposed Site Plan (scale 1:100);
Drawing no. 1110 - Proposed Ground Floor Plan;
Drawing no. 1111 - Proposed Roof Plan;
Drawing no. 1120 - Proposed Sections AA and BB;
Drawing no. 1130 - Proposed North and South Elevations;
Drawing no. 1131 - Proposed East and West Elevations.

Relevant Planning History

No relevant planning history

Development Plan

Gravesham Local Plan Core Strategy (September 2014):

- CS01 - Sustainable Development
- CS02 - Scale & Distribution of Development
- CS11 - Transport
- CS12 - Green Infrastructure
- CS14 - Housing Types and Sizes
- CS15 - Housing Density
- CS18 - Climate Change
- CS19 - Development & Design Principles

Gravesham Local Plan: First Review (1994)

- P3 - Vehicle Parking Standards
- T5 - Access to the Identified Highway Network

Paragraph 33 of the NPPF (2021) sets out that policies within adopted local plans should be reviewed to

assess whether they need updating at least once every five years, and should then be updated as necessary. Such reviews are also a legal requirement as set out in Regulation 10A of the Town and Country Planning (Local Planning) England Regulations 2012.

The Council undertook such a review in September 2019 and found that the adopted Local Plan Core Strategy is in need of a partial review in terms of Policy CS02, due to the increased need for housing since the Local Plan Core Strategy was adopted and the need to ensure that a sufficient land supply exists to meet this need. Whilst saved policies from the Local Plan 1st Review (1994) generally conform with the NPPF (2021), the Council will also seek to replace these.

National Planning Policy Framework (2021)

- Section 2 - Achieving Sustainable Development
- Section 5 – Delivering a sufficient supply of homes
- Section 9 - Promoting Sustainable Transport
- Section 11 - Making effective use of land
- Section 12 - Achieving sustainable development and well-designed places
- Section 14 - Meeting the challenge of climate change, flooding and coastal change
- Section 15 - Conserving and enhancing the natural environment

Supplementary Planning Guidance

- SPG 2 - Residential layout guidelines including Housing Standards Policy Statement October 2015 Adopted 1996 - amended June 2020;
- SPG 4 - KCC Parking Standards (2006);
- Technical Housing Standards: Nationally Described Space Standards.

Consultations, Publicity and Representations

External Consultees

Kent County Council Highways - Referring to the above description, it would appear that this development proposal does not meet the criteria to warrant involvement from the Highway Authority in accordance with the current consultation protocol arrangements. If there are any material highway safety concerns that you consider should be brought to the attention of the HA, then please contact us again with your specific concerns for our consideration.

INFORMATIVE: It is the responsibility of the applicant to ensure, before the development hereby approved is commenced, that all necessary highway approvals and consents where required are obtained and that the limits of highway boundary are clearly established in order to avoid any enforcement action being taken by the Highway Authority.

Across the county, there are pieces of land next to private homes and gardens that do not look like roads or pavements but are actually part of the road. This is called 'highway land'. Some of this land is owned by The Kent County Council (KCC) whilst some are owned by third party owners. Irrespective of the ownership, this land may have 'highway rights' over the topsoil. Information about how to clarify the highway boundary can be found at:

<https://www.kent.gov.uk/roads-and-travel/what-we-look-after/highway-land/highway-boundary-enquiries>

The applicant must also ensure that the details shown on the approved plans agree in every aspect with those approved under such legislation and common law. It is therefore important for the applicant to contact KCC Highways and Transportation to progress this aspect of the works prior to commencement on site.

Kent Fire and Rescue Service - Following my assessment of Fire and Rescue Service emergency access provisions for application number 20211101 I would like to make the following observation.

Proposed site block plan 1101 shows that the width of the entrance to the proposed access road is only 2.88m with a maximum width of 3.22m. It is a requirement that a width of 3.7m is required for Fire and Rescue Service vehicle access.

Applicants should be aware that in the event of planning permission being granted the Fire and Rescue Service would require emergency access, as required under the Building Regulations 2010, to be established.

Fire Service access and facility provisions are also a requirement under B5 of the Building Regulations 2010 and must be complied with to the satisfaction of the Building Control Authority. A full plans submission should be made to the relevant building control body who have a statutory obligation to consult with the Fire and Rescue Service.

Internal Consultees

GBC Environmental Protection Team - We have no objection subject to the following comments. If permission is given, we would ask that the following conditions be applied:

Watching Brief - The applicant shall undertake a watching brief during construction in case any contamination issue is encountered. If during development any contamination is found, the local planning authority should be informed as soon as practical and the work shall not continue until written agreement is provided by the LPA as to the appropriate measures to be taken to resolve the matter and they are satisfied that those measures have been carried out

Code of Practice on Construction and Demolition - Please apply

Drainage/sewerage informative - The foul sewage shall be removed by means of the mains drainage system and not by the use of non-mains sewerage systems, unless connection to the drainage system is not reasonably practicable.

Smoke Control Informative - The proposed development is situated in a smoke control area. As such, only authorised smokeless fuels as listed in the Smoke Control Areas (Authorised Fuels) Regulations 1991 shall be burnt or fireplaces/appliances exempted by Smoke Control (Exempted Fireplaces) Orders shall be utilised. Exempt appliances are appliances (ovens including pizza and tandoori ovens, wood burners and stoves) which have been exempted by Statutory Instruments (Orders) under the Clean Air Act 1993. These have passed tests to confirm that they are capable of burning an unauthorised or inherently smoky solid fuel without emitting smoke. They must be fitted and used according to manufacturer's instructions and they can only be used for the fuel for which they are designed.

When purchasing fuels and fireplaces the applicant should clarify with the vendor their suitability with respect to use in Smoke Control Areas. For further information, including confirmation that an appliance and/or fuel is suitable for use in a smoke control area, the applicant should contact the Council's Regulatory Services - air.quality@gravesham.gov.uk.

GBC Highways Officer - This application requires very careful consideration. The existing property has no provision for car parking so none can be required for it as a result of this proposal, however the new dwelling should be provided with adequate off street car parking and one space will suffice. The following requirements should be met to comply with the Kent Design Guide:

1. The maximum suggested reversing distance for a private car is 25 metres. There appears to be inadequate turning space at the end of the access to facilitate turning and the distance between the property and the highway appears to be in the region of 43 metres.
2. Refuse vehicles are limited to a 20 metre reverse with a maximum carry distance of 25 metres,

However the access way does not appear to be highway so a collection point should ideally be positioned closer to the highway, but this would be for the refuse department to confirm.

3. The maximum reverse distance for a fire engine is 20 metres and the access requires a minimum width of 3.7 metres so the fire officers can access all parts of the fire engine. The access width appears to considerably fall below this requirement. Extracts from Building Regulations B5 below;

Provision and design of access routes and hardstandings

- 13.1 For **dwellinghouses**, access for a pumping appliance should be provided to within 45m of all points inside the **dwellinghouse**.
- 13.2 For **flats**, either of the following provisions should be made.
 - a. Provide access for a pumping appliance to within 45m of all points inside each **flat** of a block, measured along the route of the hose.
 - b. Provide fire mains in accordance with paragraphs 13.5 and 13.6.
- 13.3 Access routes and hardstandings should comply with the guidance in Table 13.1.
- 13.4 Dead-end access routes longer than 20m require turning facilities, as in Diagram 13.1. Turning facilities should comply with the guidance in Table 13.1.

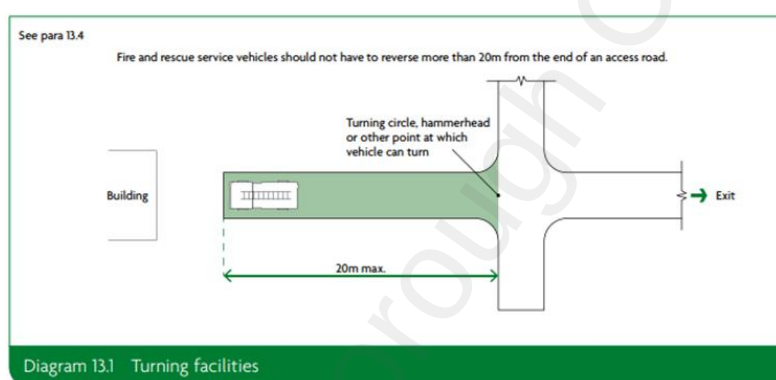


Table 13.1 Typical fire and rescue service vehicle access route specification

Appliance type	Minimum width of road between kerbs (m)	Minimum width of gateways (m)	Minimum turning circle between kerbs (m)	Minimum turning circle between walls (m)	Minimum clearance height (m)	Minimum carrying capacity (tonnes)
Pump	3.7	3.1	16.8	19.2	3.7	12.5
High reach	3.7	3.1	26.0	29.0	4.0	17.0

NOTES:

1. Fire appliances are not standardised. The building control body may, in consultation with the local fire and rescue service, use other dimensions.
2. The roadbase can be designed to 12.5 tonne capacity. Structures such as bridges should have the full 17-tonne capacity. The weight of high reach appliances is distributed over a number of axles, so infrequent use of a route designed to accommodate 12.5 tonnes should not cause damage.

4. The hose runs indicated on drawing number 1101 are not realistic as they make no allowance for avoiding obstructions, with hoses passing over boundaries and through buildings. The pedestrian path to number 48 is also obstructed by a concrete bollard according to Google Street View dated May 2018 and so is not available as a fire access.

For these reasons, I would recommend refusal of the application

Neighbouring Properties

Eight surrounding properties were consulted and two representations were received. One representation expressed concern regarding the proposal and the second objected to the development. These representations have been separated into Material and Non-Material planning considerations (please note only the material planning considerations are relevant to this decision).

Material Planning Considerations

- Loss of Privacy
- Loss of Light
- Gates and Access to Driveway Encroaching onto neighbours land

Non-Material Planning Considerations

- Impact on plans for future development on neighbouring property
- Use of heavy plant machinery and associated impact
- Neighbour disputes through increased traffic on access road
- Loss of privacy during build process – scaffolding and workers

The consultation period expired 29th September 2021.

Officer's Analysis

Given Gravesham's current inability to demonstrate a 5 year housing land supply (a 3.27 year supply has most recently been calculated within the statement published here), and as the delivery of housing was substantially below (less than 75%) that required by the Housing Delivery Test, the housing delivery element of Gravesham's Local Plan Core Strategy (LPCS) (2014) Policy CS02 must be regarded to be out of date, as required by the Paragraph 11(d) of the National Planning Policy Framework (NPPF) (2021). This requires that in regard to housing development, planning permission should be granted unless:

- i. the application of policies in this Framework that protect areas or assets of particular importance provides a clear reason for refusing the development proposed; or
- ii. any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, when assessed against the policies in this Framework taken as a whole.

In the Gravesham context, the policies referred to in paragraph 11(d)(i) above are those set out in the NPPF at footnote 7 (rather than those in development plans) relating to any of the following:

- Habitats sites (and those sites listed in NPPF paragraph 182)
- Sites of Special Scientific Interest;
- Green Belt,
- Local Green Space,
- Areas of Outstanding Natural Beauty
- Irreplaceable habitats;
- Designated heritage assets (& other heritage assets of archaeological interest, see NPPF footnote 68); and
- Areas at risk of flooding or coastal change.

In determining applications for planning permission involving housing, the Council will therefore apply a weighted balance in favour of granting planning permission in accordance with relevant case law and guidance, having regard to the acceptability or otherwise of the proposals when evaluated against development plan policy, the need to make efficient use of land (paragraph 125(c)) in context, the relative contribution the proposal makes towards the alleviation of any shortfall in housing delivery at that time and any other considerations material to the proposed development.

The proposed development for a net increase of '1' residential units would offer a minimal but important

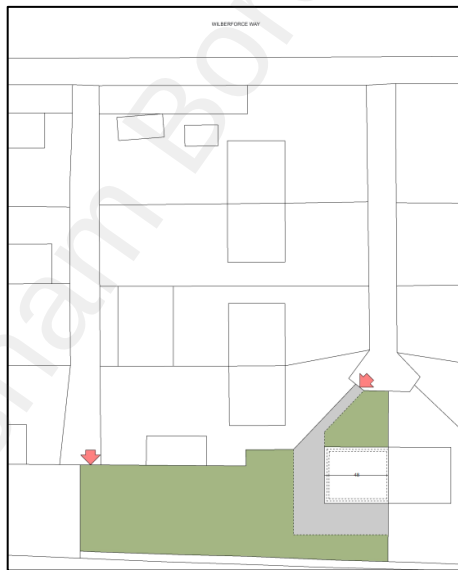
contribution towards meeting this local need and, accordingly, officers considers that this should be accorded appropriate weight in support of the application. However, this has to be balanced against other requirements of the NPPF (2021) which requires new development to contribute positively to the overall quality of the area, be visually attractive, sympathetic to local character and create acceptable amenity for future occupiers.

Policy CS02 (Scale and Distribution of Development) (LPCS) prioritises development in the urban area as a sustainable location for development by bringing forward a range of suitable sites on other parts of the urban area for residential. The application site lies within the urban area of Gravesend and is not subject to any specific local planning policies or constraints that restrict the principle of development, other than general policies that seek to protect the character of the area and the amenity of existing and future residents.

It is considered that local adopted Policies CS14 (Housing Type and Design), CS15 (Housing Density) and CS19 (Development and Design Principles) (LPCS) together provide an assessment framework in line with the guidance provided by paragraph 71 of the NPPF (2021). The proposal shall be assessed against these policies in the following section reviewing the character and appearance of the scheme.

Site Description

48 Wilberforce Way is a two storey semi-detached property located on the western side of the highway. The property is setback from the highway by approx. 42m and is accessed by a pedestrian footpath. There is a vehicular access road serving a number of properties and no.48 is served by a double gate at the northern end of the garden. However, as shown in the screenshot below the access at the end of the garden is narrow with a width of 2.26m.



The surrounding area is characterised by two storey semi-detached dwellings. These properties are uniform in terms of design, scale and roof form. Some properties have detached garages accessed by rear service lanes.

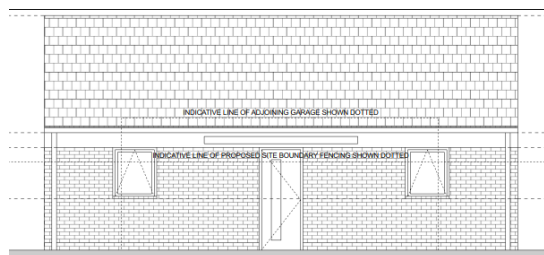
Description of the Proposal

The proposal is to erect a two bedroom single storey dwelling in the garden of no. 48 Wilberforce Way. The proposed dwelling will have a footprint of 79.6m² and has associated parking. The garden will be subdivided with the existing property retaining just under half of the original curtilage (48.5%), whilst the new dwelling will be constructed on the remaining area.

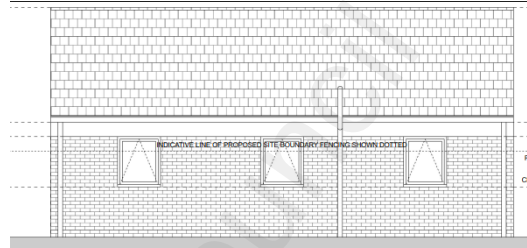
The new dwelling will have a pitched roof with gable ends. It will be accessed by a pedestrian footpath

alongside the pedestrian access to no.48 Wilberforce way and will have a vehicular access and driveway. There will be two double bedrooms, one family bathroom and an open plan kitchen/living/dining area. The new dwelling will have two windows in the front elevation, three on the rear and two double patio doors on each flank elevation.

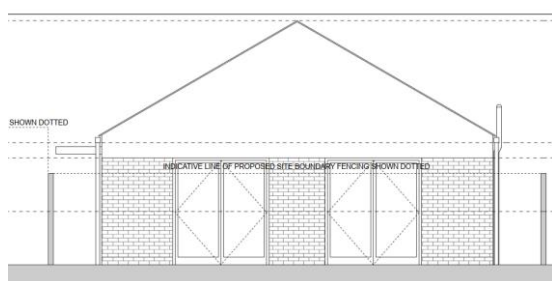
Proposed Front (East) Elevation



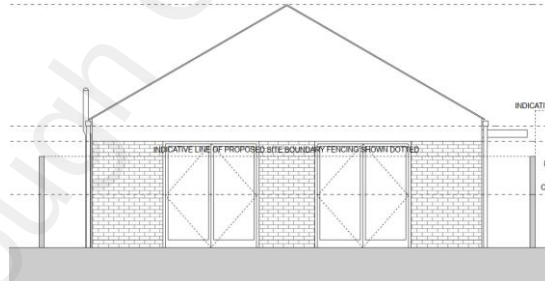
Proposed Rear (West) Elevation



Proposed Side (North) Elevation



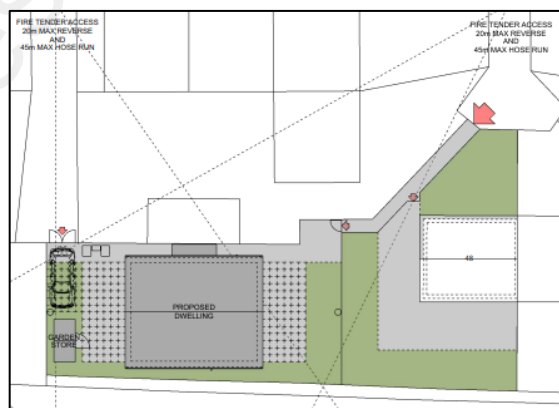
Proposed Side (South) Elevation



It will have an internal floor area of 61.4m² and will have the following dimensions:

- Depth - 7.7m
- Width - 9.7m
- Height (max) - 4.8m
- Height (eave) - 3m

The proposed dwelling is 11m from the flank elevation of the existing property. The new properties' garden wraps around the dwelling with an area of approximately 122m² (including the parking area). There is a proposed garden store to the north of the proposed dwelling.



Design, Character and Appearance

As introduced above the surrounding area is characterised by two storey terraced properties, with similar

scales, designs and roof forms. The proposed dwelling will be within a garden, would be single storey and out of character and at a different scale to the surrounding dwellings.

This matter of scale has been argued within the Design and Access statement to be similar to the garage structures and garden stores around Wilberforce Way. Whilst this is acknowledged, the footprint of the proposed dwelling and height will be significantly larger than these other structures. Equally, the proposed bungalow is out of scale with the surrounding two storey dwellings on Wilberforce Way. Therefore the introduction of the new dwelling within the rear garden would conflict with both the surrounding low-level outbuildings and two storey properties, and is considered to be inappropriate development which is out of character and would detrimentally impact on the character of the street scene.

Moreover, the property hereby proposed is a cramped form of development. As shown in the screenshot above of the site plan, the new dwelling appears to be squeezed into garden with only 0.8m separating the proposed dwelling from the front and rear boundaries. Therefore the type and design of the new dwelling, as well as the density of housing development is contrary to Policies CS14 and CS15 (LPCS).

Overall, the proposal is considered to be inappropriate and overdevelopment which is cramped onto the site and is out of character to the surrounding area contrary to Policy CS19 (Development and Design Principles) (LPCS) and Section 12 (NPPF).

Amenity of Future Occupiers

The proposed dwelling complies with Gravesham's Residential Layout Guidelines (RLG) (2020) and all habitable rooms are served by windows or glass doors. The new dwelling is positioned centrally on the plot, has two small areas of patio on the north and south elevations, and a narrow strip of grass. The garden space (excluding the driveway) has a maximum depth of 5.5m and an approximate area of 122m². Numerically the area of the garden space complies with Gravesham's RLG for a two bedroom dwelling, however the maximum depth is substandard, below 7.6m. Nevertheless, the lack of soft landscaping and grass area within the curtilage reinforces that the proposal is a cramped form of development. Additionally, the lack of soft landscaping within the curtilage is considered to provide a poor quality and overdeveloped garden area that is dominated by hardstanding.

The amenity space serving the new dwelling is considered to be private and will not be overlooked. Although there are flank windows on surrounding properties, these are obscure glazed and serve bathrooms. As such, the private amenity of any future occupiers of the new dwelling would be safeguarded.

The remaining garden size for no.48 Wilberforce Way would comply with the RLG for a two bedroom property.

The amenity space provided as part of this proposal would be cramped, similarly to the dwelling itself, with a substandard depth of garden space dominated by hardstanding and with a distinct lack of soft landscaping. As such the proposal is cramped and overdevelopment of the site which provides poor quality private amenity space for a single family dwelling by virtue of substandard garden depth and a lack of green space contrary to Policy CS19 (LPCS) and Section 12 of the NPPF.

Neighbouring Amenity

The development of a new dwelling in this location is not considered to cause material harm to the amenity of any adjoining properties in terms of loss of light, outlook, privacy or sense of enclosure. There were some representations received from neighbours referencing loss of outlook and overlooking. However, the proposed dwelling is only single storey and the windows will not be of a height to result in a loss of privacy. Similarly, as the dwelling would be single storey it is not considered to cause significant overshadowing into habitable rooms of the closest neighbouring properties (no. 46 Wilberforce way). Moreover, the lower level of the property hereby proposed will not create a sense of enclosure for neighbours.

Nevertheless, the proposal is considered to be an unneighbourly form of development. The site is part of an

existing garden area and the proposed dwelling will be cramped and close to the boundary with neighbouring properties. In addition, the new dwelling and associated paraphernalia in this location will alter the feel of the end of the cul-de-sac and impact on the character of the area.

Therefore, the application is considered to be an unneighbourly form of development that is cramped onto a small site which is a residential garden and will change the character and feel of the cul-de-sac to the detriment of amenity of surrounding properties contrary to Policy CS19 (LPCS).

There were concerns raised by a neighbouring property regarding the rear access and encroachment onto the land of neighbours of gates and vehicles using the new driveway. This will be covered in more detail in the parking and highway section below.

Parking and Highway

The proposed dwelling will have a side access and parking space for one vehicle. This accords with Kent County Council's parking standards (SPG4) for a two bedroom dwelling. However, the vehicular access encroaches into the curtilage of the neighbouring property no. 46 Wilberforce way, and any vehicle entering or egressing from the driveway will be passing across the neighbours land.

The Council's Highway Officer recommended that this application is refused on highway grounds. The comment received raised a number of reasons why the application is unacceptable:

1. Lack of turning area and unacceptable reversing distance
2. Refuse Vehicle Distance (not relevant - see Refuse section below)
3. Fire Engine reverse distance
4. Fire Hose Issues – unrealistic as indicated on drawing no. 1101

The first point raised regards the access road up to the proposed driveway. The driveway is in excess of 40m from the highway and there is no turning space to allow the vehicle, if driven up to the property in forward gear, to turn and drive to Wilberforce Way in forward gear. As such the vehicle would have to reverse down the access road for a distance of approximately 43m which significantly exceeds the maximum suggested reversing distance for private cars (25m).

The second point raised is not relevant.

The third and fourth points relate to emergency services, specifically fire engines and fire hoses. These concerns have been echoed by Kent Fire and Rescue Services who raised concerns regarding the width of the access and the fire hose layout shown in drawing no. 1101. The Fire and Rescue comment suggests that the proposal is unacceptable by highlighting that Building Regulations applications must be submitted and approved.

Overall, the proposed new dwelling is unacceptable in terms of Highways and Fire and Rescue provisions. The access to the driveway will encroach onto the land of the neighbouring property and will not have sufficient turning space to allow for entering and egressing onto Wilberforce way in forward gear. The access is substandard width to allow Fire Services to access the site and the hose layout shown in drawing no. 1101 is of concern. As such the proposed development is contrary to Policies CS11 and CS19 (LPCS), saved policy P3 and T5 of the Gravesham Local Plan First Review 1994, the Adopted Kent Vehicle Parking Standards (SPG4) and Section 9 of the NPPF.

Any Other Material Planning Considerations

Refuse - Policy CS19 (LPCS) requires new development to incorporate appropriate facilities for the storage and recycling of waste.

The submitted plans shows that to the front of the property a bin refuse area is proposed which shows space for two wheelie bins. The Design and Access Statement confirms that future occupiers will be

required to place their refuse containers on Wilberforce Way on collection day, and return them to the property following collection.

In summary with regard to refuse arrangements the strategy matches that used by other properties on Wilberforce Way and the development complies with Policy CS19 (LPCS).

Contaminated Land - Policy CS19 (LPCS) and Paragraph 170 of the NPPF require new development to avoid adverse environmental impacts of land contamination and remediating contaminated land.

The Design and Access Statement acknowledges contaminated land, but states that there is no reason to believe that the land will be contaminated. Nevertheless, the document would accept a condition regarding an assessment and a specialist assessment for potential unexploded ordnance (UXO).

As such Gravesham Regulatory Services is recommending a contaminated land assessment (in accordance with the CLEA guidelines and CLR 11 methodology) is conditioned. Therefore, given that conditions could be attached to the decision notice, if the Local Planning Authority were minded to support the application, the contaminated land issue is not a reason to refuse this application.

Ecology and Biodiversity (Bird Mitigation) - The Thames Estuary and Marshes Ramsar site and Special Protection Area (SPA) are internationally important for nature conservation as the area is a wetland and supports important numbers of wintering water birds and migrating birds. There has been a decline in the number of birds using these sites in recent years. Studies show that this could be due to people using the estuary and marshes for recreation purposes. The North Kent Bird Disturbance Report concludes that all new housing development within 6km of the North Kent Ramsar Sites or Special Protection Areas (including the Thames Estuary and Marshes) and larger housing development beyond 6km from the sites could have an adverse impact on them. This is because new housing development is likely to lead to further increases in recreational use of the sites, which means that further declines in the bird population cannot be ruled out. Possible mitigation measures are set out in the Thames, Medway and Swale Estuaries Strategic Access Management and Monitoring Strategy. Having considered a number of options, the Council have decided to impose a tariff on new housing development. Developers will need to pay £ 253.83 for every new dwelling provided within 6km of the Ramsar site and SPA and for larger housing developments beyond 6km from them. The money raised will be used to pay for schemes to avoid the adverse impacts of new housing development on the birds.

In this instance, the proposed development would result in the creation of an additional residential property and as such, additional recreational activity would result. Therefore, it is considered that there would be an adverse impact to the Thames Estuary and Marshes Ramsar Buffer Zone, which should be mitigated in line with Policy CS12 (LPCS). In such cases the Borough Council has adopted a tariff that is payable for each new dwelling unit within 6km of the SPA/Ramsar site of £250.39 per new dwelling unit.

The applicant has not completed the SAMMS Mitigation Contribution Agreement and therefore fails to comply with the requirements of the Habitat Regulations and Section 15 (specifically paragraphs 180 and 181) of the NPPF and Policy CS12 (LPCS).

Furthermore, the new dwelling would significantly reduce biodiversity within the site, and there are only token spaces of grass and soft landscaping proposed. The NPPF (Section 15) states that developments should result in biodiversity net gain, which is not the case with this application. The applicant has failed to demonstrate how the loss of biodiversity will be offset and as such should not be supported.

Conclusion and Balancing Exercise

The application has been fully considered and is contrary to local and national planning policy.

The proposed dwelling is inappropriate overdevelopment which is cramped onto the site and is out of character with the surrounding area. It fails to provide quality amenity space for future occupiers and is

unacceptable in terms of highway and fire service access, whilst also resulting in encroachment onto neighbouring land. As such the proposal is contrary to Policies CS11 and CS19 of the Gravesham Local Plan Core Strategy (2014), saved policy T5 of Gravesham Local Plan First Review (1994) and SPG 6: Planning Policy for Vehicular Accesses to Classified Highways (2009), as well as Sections 9 and 12 of the National Planning Policy Framework (2021).

Additionally, the proposal fails to secure a contribution towards strategic mitigation measures within Special Protection Areas, and in the absence of this contribution or adequate information to inform an Appropriate Assessment, the development fails to comply with the requirements of the Habitat Regulations and Section 14 (specifically paragraphs 180 and 181) of the National Planning Policy Framework 2021 and Policy CS12 of the Gravesham Local Plan Core Strategy (2014). Moreover, the new dwelling results in a net loss of biodiversity with a limited amount of green space and landscaping retained contrary to Policy CS12 of Gravesham Local Plan Core Strategy (2014) and Section 15 of the National Planning Policy Framework (2021).

Recommendation

Refusal

(For detailed reasons for refusal and informatives, see draft Decision)

Case Officer:	Mr Ethan Bonthron	Team Leader:	Miss Faye Hobbs
Signed:		Signed:	
Dated:	1 st November 2021	Dated:	02 November 2021