

Delegated Report

Planning Application

Planning Application No: 20230019

Location: 139 And 140 Parrock Street Gravesend Kent DA12 1EZ

Description: Erection of a four-storey infill extension, four storey rear extension, two storey extension above existing first floor with mansard roof with windows front and rear, to No. 140 and conversion of existing 4 bedroom dwelling; Erection of three storey extension above existing ground floor rear projection with mansard roof with windows, change of use of first floor restaurant area, conversion of existing residential unit and extension and alteration to existing pitch roof to a mansard roof with windows to front and rear and conversion of existing roofspace into habitable rooms, to No. 139; to provide 11 no. one bedroom, one person units.

Applicant: Tufail

Site Visit Date: 24/04/23 and 04/07/23

Submitted Documents/Plans

Application Form
OS Plan and Block Plan Proposed
2022/28/01 – Site Plan Existing
2022/28/02 – Basement Plan Existing
2022/28/03 – Ground Floor Plan Existing
2022/28/04 – First Floor Plan Existing
2022/28/05 – Second Floor Plan Existing
2022/28/06 – Front and Side Elevation Existing
2022/28/07 – Side and Rear Elevations Existing
2022/28/08 – Front and Side Elevation Existing
2022/28/09 – Rear Elevations Proposed
2022/28/11 – Basement Plan Proposed
2022/28/12 – Ground Floor Plan Proposed
2022/28/13 – First Floor Plan Proposed
2022/28/14 – Second Floor Plan Proposed
2022/28/15 – Third Floor Plan Proposed
2022/28/16 Rev A – Revised Front and Side Elevations
2022/28/17 – Side Elevation facing 138 and Rear Elevations Proposed
2022/28/18 – Roof Plan Proposed
2022/28/19A - Revised Proposed Streetscene
2821 – Sections Proposed
2820 – Third Floor and Roof Plan Existing

Supplementary Information:

Sunlight/Daylight Analysis
Bike Storage Details
Mitigation Assessment
Viability Assessment

Cover Letter
 Site Safe Carbon Document
 Silencer Document
 Equipment Installed at the Premises
 Design and Access Statement
 Anti Vibration Mounts and Jet Cowl Details
 Helios Fan Details

Superseded Plans:

~~2022/28/16 – Front and Side Elevations Proposed~~
~~2022/28/19 – Street Scene Proposed~~

Relevant Planning History

139 Parrock Street

Reference	Description	Decision	Decision Date
20200815	Erection of first and second floor rear extension, conversion of existing bedsits and change of use of redundant restaurant area on first floor to create 4 no. one bedroom, one person flats.	Permitted	14.10.2020
20070868	Erection of single storey infill extension at the side to form enlarged kitchen.	Permitted	29.11.2007
20050114	Amendment of planning permission GR/04/0214 to incorporate an enlarged single storey rear extension.	Permitted	04.04.2005
20040214	Erection of single storey rear extension to form enlarged restaurant.	Permitted	03.06.2004
20030850	Installation of an external extraction flue at the rear.	Permitted	20.11.2003
19780162	Erection of a single storey extension to form male and female toilets at the rear	Permitted	04.04.1978

140 Parrock Street:

Reference	Description	Decision	Decision Date
20111025	Application for renewal of planning permission reference number 20080942 for conversion of existing dwelling into four one bedroom self contained flats involving erection of four storey side and rear extension and second storey extension.	Permitted	13.01.2012
20080942	Conversion of existing dwelling into four one bedroom self contained flats involving erection of four storey side and rear extension and second storey extension.	Permitted	08.12.2008
20050927	Conversion of lower ground floor of dwelling into a self-contained one bedroom flat involving erection of a single storey rear extension.	Permitted	16.12.2005

Development Plan

Gravesham Local Plan Core Strategy (September 2014):

- CS01 – Sustainable Development
- CS02 – Scale & Distribution of Development

- CS11 - Transport
- CS12 – Green Infrastructure
- CS14 – Housing Type and Size
- 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
- AP2 – Parrock Street Area Policy

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

Supplementary Planning Guidance

- SPG 2 - Residential layout guidelines including Housing Standards Policy Statement October 2015 Adopted 1996 – amended June 2020;
- Technical Housing Standards – nationally described space standard (2015);
- SPG 4 - KCC Parking Standards (2006);
- Householder Extensions/Alterations Design Guide (2021)
- Windmill Hill Conservation Area Character Appraisal (2007)

Consultations, Publicity and Representations

Consultees

Ward Councillors: No comments received.

GBC Highways Officer (18/01/2023):

‘This is an edge of centre development, so no car parking is required. The provision of 11 cycle parking spaces is welcomed. I have no objections.’

GBC Highways Officer (19/04/2023):

‘I have no objections this is an edge of town location, and no car parking is required. The proposed cycle store is acceptable.’

GBC Environmental Protection:

No objection in principle to this application. However, although the extract flue is now in a better location with regards to the windows of the flats it is still in close proximity to number 38 and is attached to the side wall of 139 which houses bedrooms. Although information has been submitted regarding the fan, silencers etc, no noise or odour assessment has been undertaken as previously advised. These assessments will still be required.

In addition, the noise assessment should also look at the noise insulation of the floor/ceiling partition between the ground floor restaurant and the proposed flats above on the 1st floor. Placing flats directly over a restaurant use can give rise to noise problems due to the conflicting uses. It will be important to ensure that the floor ceiling partition between the 2 uses is adequate in terms of sound insulation and in this type of situation will usually need to be to a higher specification than that given under Building Control, Regulations. Again, this needs to be assessed.

To deal with the above, the following conditions are recommended:

Restaurant/Takeaway Odour:

Prior to any works commencing on site, the applicant shall:

- 1) Submit a scheme in writing to the Local Planning Authority for approval in relation to cooking odour/fume control. The extraction system must be designed and installed in accordance with the "EMAQ/Defra Control of Odour and Noise from Commercial Kitchen Exhaust Systems (2018 update)". Full details of proposed extraction system to deal with grease and odour control should include:
 - a) Plans and details of all duct work (internal and external) and equipment.
 - b) Plans showing the location/position of the external flue/discharge stack, including its position in relation to neighbouring properties and window openings.
 - c) Details of all grease filtration and odour control including the manufacturer's specification/data sheets. This includes the canopy.
 - d) Details, including manufacturer's specification/data sheets of the fan.
 - e) Details of proposed routine cleaning and maintenance of the system, and the service requirements of the installed odour control system, including details of system access panels and confirmation that they will be grease tight.
 - f) Details of the type of food to be cooked, the cooking time per day; and the type of cooking appliances to be used. Where the end user is not yet known, the extraction system shall be designed for a 'very high' grease content, a 'very high' level of odour potential and a 'very high' smoke content (EMAQ/Defra Control of Odour and Noise from Commercial Kitchen Exhaust Systems (2018 update)).
- 2) Install and commission the extract system using a competent ventilation engineer in accordance with approved details. Provide a commissioning report to the LPA to verify the installation, ensuring minimum discharge rates are included. The extraction and odour/fume control equipment shall be maintained and operated in compliance with the approved scheme. After installation of the approved plant, no new plant or ducting system shall be used without the written consent of the Local Planning Authority.

Reason: In the interests of protecting the amenity of adjoining/nearby residential properties and safeguarding the amenities of the surrounding area

Noise transmission between restaurant and flats

Prior to commencement, a noise impact assessment shall be carried out and submitted to the LPA for approval demonstrating that:

- The internal ambient noise levels in all habitable rooms of the proposed residential dwellings shall not exceed the guideline LAeq values found in Table 4 of BS8233:2014.
- The maximum internal noise levels in all habitable rooms should not exceed 45dB L_{Amax} more than 10 times per night in accordance with the Professional Practice Guidance on Planning & Noise and the WHO Guidelines for Community Noise.

Restaurant/Takeaway Noise:

Prior to any works commencing on site, the applicant shall:

- 1) Submit a scheme in writing, including a noise survey, to the Local Planning Authority for approval in relation to noise control. The extraction system must be designed and installed in accordance with the "EMAQ/Defra Control of Odour and Noise from Commercial Kitchen Exhaust Systems (2018 update)". The noise survey should assess the worst-case scenario noise impact from the proposed extract and ventilation system, on nearby residential properties and must:
 - a) Assess the whole system and any tonal elements associated it; a 1/3 octave band analysis may be necessary.
 - b) Assess structural transmission with the use of anti-vibration mounts where necessary, linings to ductwork to prevent noise transmission, any inline silencers and provide details of where they have been installed.
 - c) Use the results of the noise survey to ensure that the noise generated at the boundary of any noise sensitive property meets the requirements laid down in BS4142:2014 "Method for Rating and Assessing Industrial and Commercial Sound".
- 2) Install and commission the extract system using a competent ventilation engineer in accordance with approved details. Provide a commissioning report to the Local Planning Authority to verify the installation, including post completion noise levels. The equipment shall be maintained and operated in a condition such that the requirements of BS4142:2014 continue to be met. After installation of the approved plant, no new plant or ducting system shall be used without the written consent of the Local Planning Authority.

Reason: In the interests of protecting the amenity of adjoining/nearby residential properties and safeguarding the amenities of the surrounding area

GBC Conservation Officer: No comments received.

GBC Waste and Recycling Manager: No comments received.

KCC Growth and Communities:

No contributions required given small size of units.

KCC Heritage: No comments received.

Natural England: No comments received.

Neighbouring properties

A site notice was placed near the site and an advert was placed in the Gravesend Messenger on 28/04/2023. The final date for receipt of comments ended on 27/06/23.

19no. surrounding properties were consulted, and no comments were received from members of the public.

Officer's Analysis

The principle considerations in the assessment of this application are:

- Locational Sustainability
- Housing Need
- Density of Development
- Affordable Housing
- Conservation Area, Design, Character and Appearance
- Amenity of Future Occupiers
- Neighbouring Amenity
- Parking and Highways
- Any other Materials Planning Considerations
- Planning Balance

Locational Sustainability

This dwellinghouse is located in an urban area, near Gravesend Town Centre and near the Windmill Hill Conservation Area. Character Area 1,

Policy CS02 of the Local Plan Core Strategy (2014), prioritises development in the urban area as a sustainable location for development.

Housing Need

In *Hopkins Homes Ltd v Secretary of State for Communities and Local Government* [2017] 1 W.L.R. 1865, Lord Carnwath reemphasised that the National Planning Policy Framework is only a material consideration in planning decisions and that that planning applications should be determined in accordance with the development plan. Paragraph 12 of the NPPF expressly states that the starting point for decision-making is the development plan. Lord Carnwath as part of the Supreme Court decision stated,

“It is important, however, in assessing the effect of the Framework, not to overstate the scope of this policy-making role. The Framework itself makes clear that as respects the determination of planning applications (by contrast with plan-making in which it has statutory recognition), it is no more than “guidance” and as such a “material consideration” for the purposes of section 70(2) of the 1990 Act... It cannot, and does not purport to, displace the primacy given by the statute and policy to the statutory development plan. It must be exercised consistently with, and not so as to displace or distort, the statutory scheme.”

It is a matter of law that all planning applications need to be considered in accordance with the legislation and relevant policy that applies at the point a decision is taken. The Council published a revised 5 year housing land supply statement in March 2023, it demonstrates that based on data up for the period 2022-2027, the Council can only demonstrate a land supply of 2.9 years.

Given the Council’s current inability to demonstrate a 5-year housing land supply, 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)
- 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.

Density of the Development

Development on this site should meet the requirements of Policy CS14 (LPCS), where the Council expects new housing development to provide a range of dwelling types and sizes, taking into account the existing character of the area. Policy CS15 (LPCS) requires that all new housing will be developed at a density, which is consistent with achieving good design and does not compromise the distinctive character of the area in which it is situated. These policies will be considered and assessed against the proposal later in this report.

The site has an approximate area of 414m² which equates to 0.0414 Hectares. There is an existing 8 residential units on the site which are bedsits. These would be replaced with 11 self-contained flats.. This would result in a density of 266 residential units per hectare. CS15 requires that density of residential development in the urban area is a minimum of 40 dwellings per hectare. This scheme exceeds this requirement.

Affordable Housing

Provision of affordable housing is required on developments of 15 dwellings or more or on sites of 0.5 hectares or more in the urban area. The provision of affordable housing is not a requirement on this proposal totalling 11 residential units on this site of 0.0414Ha.

Conservation Area, Design, Character and Appearance

Development is expected to have a high-quality appearance, appropriate to the existing character of the Area.

It is evident that the existing building does not positively contribute to the character of the area, given the uncharacteristic restaurant signage and simple pitched dwellinghouse which is not reflective of the roof forms in the wider area. This proposal offers the opportunity to improve the streetscene. The proposed front elevation as shown in the streetscene below (Not to Scale), would create a more uniform appearance, reflective of the features on dwellinghouses to the southern end of Parrock Street, falling in the Conservation Area and other nearby 3/4 storey buildings .



It would also remove the restaurant signage, which poorly impacts the appearance and quality of the area. The proposed openings would be reflective of the style of the existing building at 139 Parrock Street, and would be arranged to provide a symmetrical appearance and a level of passive surveillance. In terms of materials, the proposed development would use brick/render with slate and fibreglass to the roof. The windows would be white upvc. To ensure a high-quality appearance and finish, full details of materials would be required by condition, where the scheme is approved.

On balance, the proposed development would represent a vast improvement to the design, character and appearance of the scheme.

On balance, the proposed development would comply with the requirements of Policy CS19 and CS20 of the Core Strategy 2014, Saved Policy TC3 of the Gravesham Local Plan: First Review (1994) and Section 12 and 16 of the NPPF (2021), Section 72(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 in terms of design, character and appearance and impact on the Conservation Area.

Amenity of Future Occupiers

The NPPF (2021) states that planning decisions should aim to secure a high standard of amenity for all existing and future users. The impact on amenity is also considered with regard to the criteria with Policy CS19 of the Core Strategy, which states that new development should be located, designed and constructed to safeguard the amenity, including privacy, daylight and sunlight, of its occupants, and those of neighbouring properties and land.

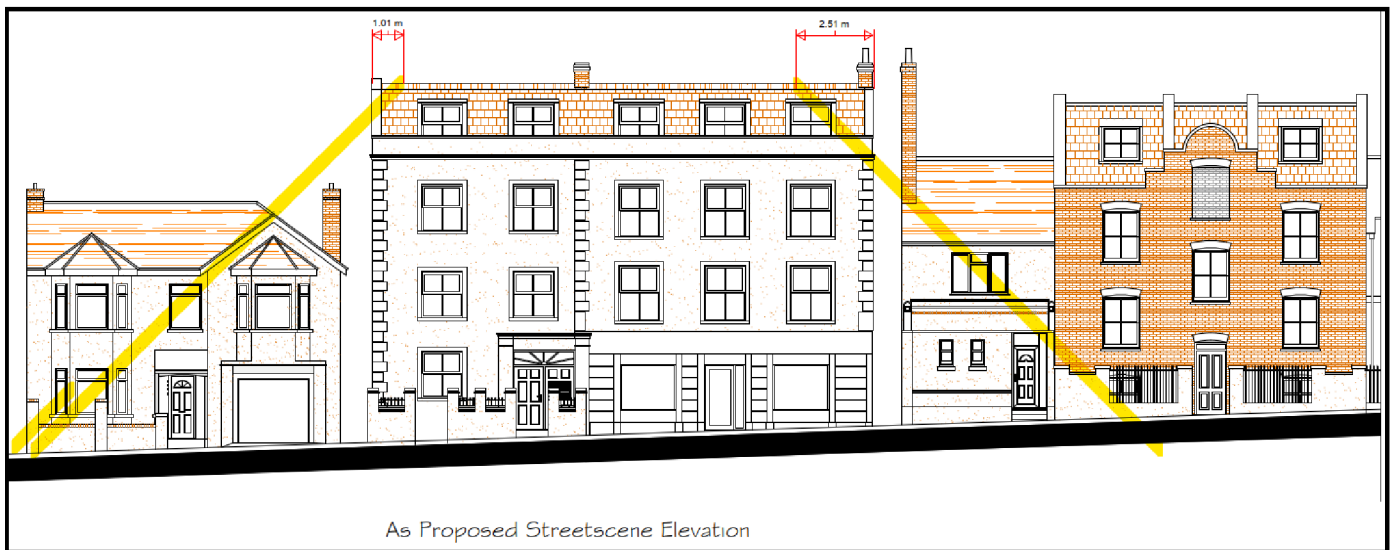
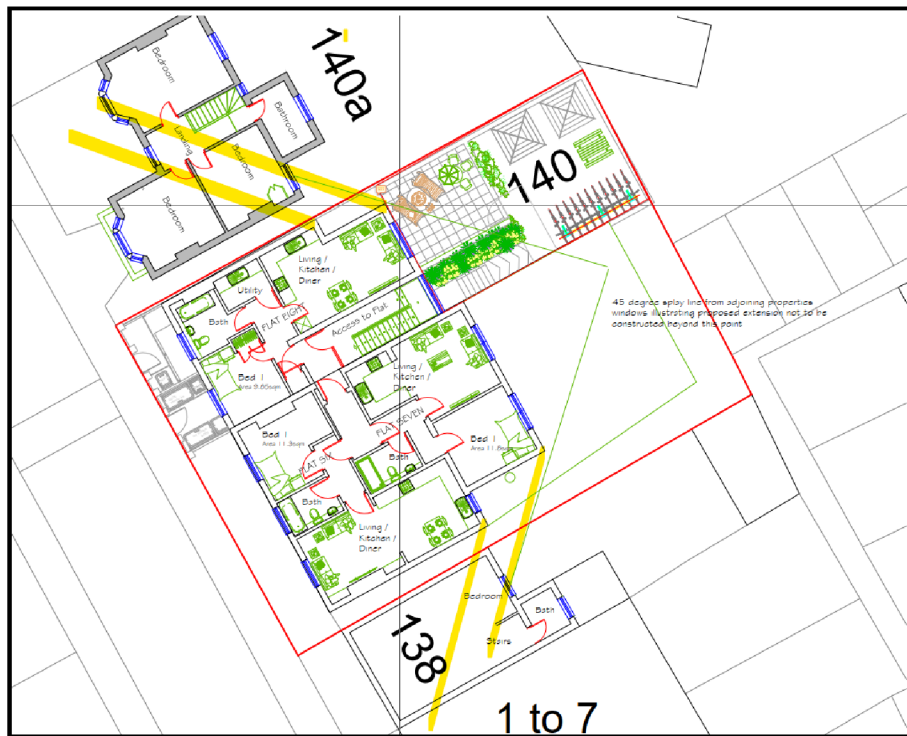
The Residential Layout Guidelines (2015) provided minimum internal space standards which the scheme should comply with. As single occupancy units, the flats would meet the internal space standards required. The hallway would also meet the minimum 900mm width requirement.

The document also requires that communal flats provide amenity space in excess of 10m². There is a 72m² rear garden space which would be accessible by the communal corridor.

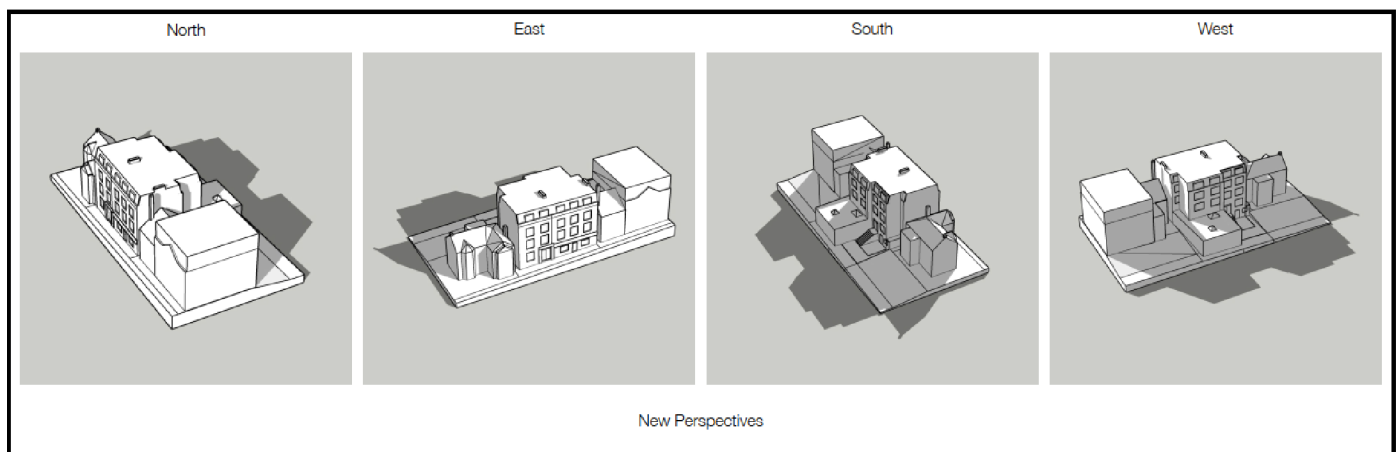
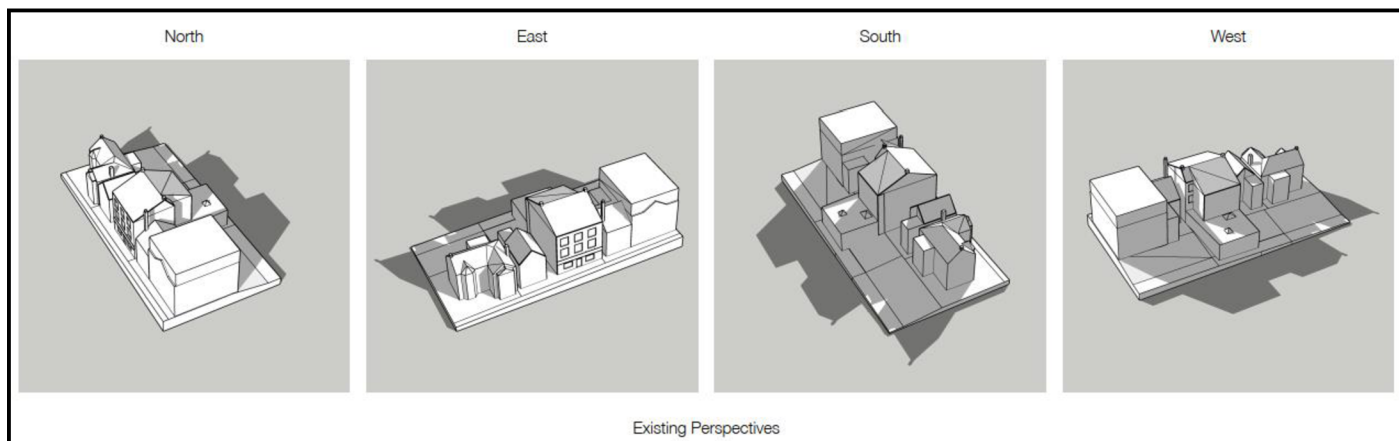
Neighbouring Amenity

As outlined above, it is important that any development safeguards the amenity of neighbouring properties and land. Following a period of consultation with neighbouring properties, no objection to the proposal was received.

There are two nearby neighbours most likely to be impacted by the development; 140a Parrock Street to the North West and 138 Parrock Street to the South East of the site. A 45 degree test was undertaken to both properties and this is detailed in the image below:



It is noted from the 45-degree test that there would be some overshadowing of the neighbouring properties from the building proposed. However, as the Sunlight/Daylight Analysis shows, this would not be substantially increased, in an impactful way to the neighbouring amenity as a result of the works.



140a Parrock Street

The proposed development would result in extension at the rear of the site, which would be 3 metres deep at its closest point with this neighbour. There is a distance of 1.75 metres between the neighbour and the subject buildings. The distance would be unchanged. The proposed rear extension would be set in from the shared boundary by 1 metre.

140 Parrock Street is the building most closely associated with 140a Parrock Street to the North West. Is it two storeys in height. The proposed changes would alter this to four storeys in height, from approximately 9.6m high to 12.1m. The stepped nature of the rear elevation would limit the impact of this increase on this neighbouring property.

Given the proposed scale, position, and design, it would not overbear on or result in direct overlook of this neighbouring property. As also described above it would not result in significant increase in overshadowing above the existing level of overshadowing.

138 Parrock Street

There is an existing distance of 1.7 metres between the side elevations of these neighbouring buildings. This distance would be unchanged as a result of the development. There would be a third-floor rear extension with a depth of 4.5 metres. The rear extension would be set in from the southeastern elevation, closest to this neighbour by 2.5m. From this neighbour's perspective there would be no increase to the maximum roof height. However, the pitches to front and rear would raise to allow for the third-floor accommodation.

Given the proposed scale, position, and design, it would not overbear on or result in direct overlook of this neighbouring property. As also described above it would not result in significant increase in overshadowing above the existing level of overshadowing.

On balance, the proposed development would result in some increase in overshadowing. However, this would not be substantially increased from the level of overshadowing currently created by the existing buildings. As such and based on the assessment of all other matters above the proposal is therefore considered to safeguard the amenity of neighbouring properties in compliance with policy CS19 of the Core Strategy 2014.

Highways & Parking

Comments were received from GBC Highways Officer advising that the edge of Town location requires no additional vehicular parking provision. They did note however that the cycle store is considered acceptable.

Adequate vehicle and cycle parking provision is therefore available in accordance with paragraphs 110 to 113 of the National Planning Policy Framework (2021), Saved Policies T1 and P3 of the Local Plan First Review (1994) and Policies CS11 and CS19 of the Core Strategy 2014 subject to further details of cycle parking provision.

Planning Obligations

Planning obligations under Section 106 of the Town and Country Planning Act 1990 (as amended), commonly known as s106 agreements, are a mechanism that we as a Council, often use to secure financial contributions or other forms of mitigation such as affordable housing from developers, make a development proposal acceptable in planning terms.

In order for the Local Planning Authority to request financial contributions on behalf of third parties any contributions will need to meet all of the tests listed below:

- (A) necessary to make the development acceptable in planning terms;
- (B) directly related to the development; and
- (C) fairly and reasonably related in scale and kind to the development.

Developer Contributions

It is important to ensure that sufficient infrastructure is provided to meet the needs of new residents, employees and businesses in the Borough. As recognised in the NPPF (2021), the provision of new infrastructure is an important part of new development, and the Council has worked with local service providers to identify their infrastructure needs over the plan period. Policy CS10 (LPCS) states that where new development generates a need for new infrastructure, developers will have to provide or contribute towards such provision, subject to viability consideration.

KCC have confirmed no requests.

In the case of residential development, developer contribution are required in instances of creation of 10 or more dwellings. KCC Growth and Communities have confirmed that no contributions are required, and no other requests were made by any consultees. As such Development Contributions are not required for this proposed development.

Any Other Material Planning Considerations

Ecology and Biodiversity (Bird Mitigation)

Paragraph 174 and 177 of the NPPF (2021) requires planning decisions to ensure that the natural and local environment is enhanced by minimising impacts on and providing net gains for biodiversity and this is reflected in Section 40 of the Natural England Commission Rural Communities (NERC) Act (2006) and the

Environmental Act (2021).

Policy CS12 (LPCS) indicates that sites designated for their biodiversity value will be protected, with the highest level of protection given to internationally designated Special Protection Areas, Special Areas of Conservation and Ramsar sites, and that there will be no net loss of biodiversity in the Borough.

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 waterbirds 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 £314.05 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.

Where there are no other contributions required for a development, applicants generally have chosen to submit the payment of £314.05 per dwelling by filling in the Strategic Access Management and Monitoring Strategy (SAMMS) Agreement. There are 8 existing bedsits and these would be replaced with 11 flats. There is a net increase of 3 dwellings, which therefore would require a fee of £942.15. By filling in this form there are no legal fees to be paid by the applicant and refund mechanisms are in place in the event of a refusal.

The applicant has completed the SAMMS Mitigation Contribution Agreement and made the required payment, addressing this issue.

Therefore, the development would comply with the requirements of the Habitat Regulations and Section 14 (specifically paragraphs 175 and 176) of the National Planning Policy Framework 2021 and Policy CS12 of the Gravesham Local Plan Core Strategy (2014).

Environmental Protection

The Environmental Protection Team have provided comments requiring further details in relation to Odour and Noise. These pre-commencement condition have been agreed in writing with the planning agent.

Planning Balance

As the delivery of housing is substantially below (less than 75%) what is required by the Housing Delivery Test, any restrictive housing supply policies of the development plan must be regarded as out-of-date. In these circumstances, the 'tilted balance', as set out in paragraph 11(d) of the Framework is engaged unless specific policies indicate that permission should be restricted. This requires applications for planning permission to be determined in accordance with the development plan unless material considerations indicate otherwise, in accordance with section 38(6) of the Planning and Compulsory Purchase Act 2004 (as amended).

Benefits capable of weighing in favour of the proposal:

- Provision of 11 residential units. The existing 8 bedsits would be replaced with 11 flats.(a net increase of 3 residential units), this would offer a minimal contribution to the shortfall. Given the minor increase in residential units this shall be given limited weight.
- Sustainable Urban Location with alternative modes of transport. This shall have moderate weight.

- Substantial improvement to character, Design and Appearance. This shall have significant weight reflective of the extent of the improvement.
- Increased level of active street frontage/passive surveillance. This shall have moderate weight.

Harms that weigh against the proposal:

- Some increased level of overshadowing. Given the existing level of overshadowing this shall be afforded minimal weight.

On balance, the cumulative benefits of the scheme would outweigh the adverse impacts of the proposed development.

Conclusion & Recommendation

On balance, the proposed development complies with all relevant national and local planning policies subject to details reserved by planning condition.

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

Case Officer:	Miss Lisa Williams	Team Leader:	Richard Hart
Signed:		Signed:	
Dated:	7th September 2023	Dated:	8 th September 2023