

ALTERATIONS TO ENTRANCE INCLUDING NEW DOORS, WINDOW AND CANOPY, ERECTION OF A SINGLE STOREY REAR EXTENSION, PATH, ADDITIONAL CAR PARKING SPACES AND INTERNAL REMODELLING WORKS TO ALLOW THE CHANGE OF USE FROM A LIBRARY STORAGE DEPOT AND OFFICE TO REGISTER OFFICE FOR REGISTERING BIRTHS, DEATHS AND STILL-BIRTHS, DEALING WITH LEGAL PRELIMINARIES FOR CEREMONIES; CONDUCTING CEREMONIES AND ASSOCIATED FUNCTIONS.

At: Roger Ascham Library Depot, Ascham Road, Cambridge, CB4 2BD.

Applicant: Cambridgeshire County Council

Application Number: CCC/20/020/FMW

To: Planning Committee

Date: 28 January 2021

From: Assistant Director, Environment and Commercial

Electoral division(s): Arbury

Purpose: To consider the above planning application

Recommendation: That permission is granted subject to the conditions set out in paragraph 11.1

Officer contact:

Name: Dallas Owen

Post: Development Management Officer (Strategic and Specialist)

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1. Introduction / Background

- 1.1 The Roger Ascham pavilion building, the building subject of this application, formed part of a wider school site that was built in 1927 as an 'open air' school which also includes the administration building and hall; Classrooms 1, 2 and 3; Gymnasium and attached classroom that are all located to the north-west of the application site. These are also Grade II listed. The buildings were listed in 1992. Planning permission was granted in 1995 for alterations and extensions to existing buildings to provide new office accommodation and facilities for the County Libraries Services. A further permission was granted in 2006 for the removal of existing front boundary fence and gates and replacement of existing porch.
- 1.2 On 2 July 2020, a paper was taken to the Communities and Partnership Committee. This paper explained the operational changes that are required to support the growth and strategic direction of the library service, and as a consequence the need of the library service that is responsible for stock and resources across the district to vacate the Roger Ascham site (potentially leaving this building redundant moving forward) and re-locate the library distribution centre to the Lakes Business Park in St Ives. The new location in St Ives was chosen as it will provide easy road access to all libraries across the County, it meets the size requirements of the service, and it is a property that is available to purchase, giving the council an asset that can be realised at some point in the future.

2. The Site and Surroundings

- 2.1 The site is 0.26 hectares (0.64 acres), and is located to the north-east of Ascham Road at the junction with Gurney Way. The site is currently used as a library storage depot and offices within a building on a v-shaped footprint (the bottom of the 'v' is opposite the Gurney Way junction). There is off-road parking within the site frontage. Vehicular and pedestrian access to the site is via Ascham Road in the west corner of the site, opposite the residential properties 17 and 19 Ascham Road. The site is surrounded by residential development and an educational use to the north-west.
- 2.2 The original pavilion building facing onto Ascham Road is of single-storey hipped-roof design with large areas of glazing on a red brick plinth. The pavilion building was formerly used as a double classroom for the Roger Ascham School and is Grade II listed. The listing includes the original 1927 pavilion building and the later extension to the north-east; with internal features of the panelled folding partitioned panelled and glazed door between the two classrooms and the parquet flooring included within the listing description. The listing does not include the railings along the site frontage or any other structures within the curtilage. Alongside the original pavilion there are modern flat roof extensions. The front boundary of the site is defined by metal railings, and to the side and rear boundaries there is a mix of 1.8 metre (5.91 feet) high close-boarded fencing and hedge plants. Within the site frontage there is a grassed area and a fruit tree and hard-surfaced area for parking. There is a mature Magnolia tree situated immediately to the rear of the building that has statutory protection in the way of a Tree Protection Order (Cambridge City TPO ref:22/92 where the Magnolia is T7 of the 9 trees protected under the Order).
- 2.3 The application site is not located either within or adjacent to a Conservation Area. The application site is located in Flood Zone 1 which means it is at low risk of flooding.

3. The Proposed Development

- 3.1 The proposal includes both internal and external works to the building, to facilitate the change of use from a library depot to a Register Office and ceremony room which will be relocating from Castle Lodge at Shire Hall. The external works involve: a single-storey extension to the rear of the building to accommodate the reception / waiting area; removal of the ramp at the front entrance; rendering of the bricks; replacement windows; and an increase in car parking. The extended building has a proposed footprint of 547 square metres (654.21 square yards) with approximately half for the Register Office (B1 use class) and half for the Ceremony rooms (D1 use class). This application will consider the external works in terms of their impact upon the setting of the listed building, as well as the principle of the proposed change of use.
- 3.2 There are presently 23.5 existing employees (full-time equivalent). It is proposed that there will be a further 9.8 proposed employees (full-time equivalent).
- 3.3 The existing off-road parking provision within the site is 16 car spaces, 4 light goods vehicles spaces, and 14 cycle spaces. It is proposed that the off-road parking provision within the site will be 27 car spaces which includes 2 disabled parking bays and 4 staff parking bays. The cycle provision will remain at 14 cycle spaces. The uncovered 6 bay cycle parking is to be located near to the front entrance of the building, and as a response to the concerns raised by the Environmental Health Officer and neighbours by removing the need for any visitors to go into the garden area at the rear of the building, the proposed covered 8 bay cycle parking is to be located in the eastern part of the site (near to the secure gate that provides restricted access to the rear of the site).
- 3.4 Registration appointments for births, deaths, still births and legal civil preliminaries will be open to the public between 09:30-16:00 on an appointment only basis Monday-Friday; and for office staff between 08:30 to 18:00 hours.
- 3.5 Ceremonies including private citizenship will be held on Tuesday / Wednesday between 09:30-12:00 noon; Thursday / Friday between 09:30-16:15 (on Fridays 09:30-12:00 noon off-peak); Saturdays 10:00-17:45; and on Sundays the building will be closed to the public. On Saturdays / Sundays and Bank holidays registrars will be able to access the premises to collect/drop off paperwork between 08:30-18:00 hours.
- 3.6 The Listed Building Consent application is currently under consideration with Cambridge City Council (Greater Cambridge Planning) under planning reference 20/01446/LBC. The Listed Building Consent will primarily assess the impact of the internal changes and any alterations to the fabric of the building. The internal works include new films to be attached to the toilet windows and new wall partitions to be inserted.
- 3.7 As a response to the concerns raised by the Environmental Health Officer and neighbours by removing the need for any visitors to go into the garden area at the rear of the building the site layout has been revised to relocate the photographic area from the rear of the site to an enclosed landscaped area opposite the main entrance adjacent to the west boundary, and the proposed rear elevations have been redesigned so that there are windows only (no doors) facing onto the rear garden. The application is also supported with the necessary assessments to allow the proposed development to be fully considered, including the addition of a noise assessment at the request of the Environmental Health officer (EHO).

4. Planning History

4.1 The relevant planning history is set out in the table below:

Application reference number (Cambridgeshire County Council reference unless otherwise specified):	Description of proposal:	Decision date:
C/00840/94/CC	Alterations and extensions to existing buildings to provide new office accommodation and facilities for County Libraries Services.	Granted 26/01/1995
C/00841/94/CC	Alterations and extensions to existing building to provide new archive repository search room and associated accommodation.	Granted 26/01/1995
Cambridge City ref: 06/0181/LBC	Removal of existing front boundary fence and gates. Installation of new fencing and gates in a similar style but to a height of two metres and replacement of existing porch (Grade II listed building).	Granted 03/04/2006
Cambridge City ref: 06/0190/CCM	Replacement of existing boundary fencing and existing porch.	Granted 16/05/2006
Cambridge City ref: 12/0499/LBC	Renovation and repair to the external building fabric, including the creation of 3 new external doorways and revisions to the internal layout of the main and vocational buildings, associated external works including hard standing and fencing to the car park and easterly boundary.	Granted 15/06/2012
Cambridge City ref: 14/1823/FUL	Removal of the existing blue/black fibre cement slates to the double classroom building and to recover the roof with a more appropriate roofing tile.	Granted 27/01/2015
Cambridge City ref: 14/1824/LBC	Listed building consent to remove the existing blue/black fibre cement slates to the double classroom building and to recover the roof with a more appropriate roofing tile.	Granted 26/01/2015
Cambridge City ref: 20/01446/LBC	Alterations to entrance including new doors, windows, rendered walls and canopy. Erection of a single storey rear extension and internal remodelling works.	Under Consideration and linked to this application for listed building approval.

5. Publicity

5.1 This planning application has been subject to consultation and advertised via the standard consultation letters, statutory press notice and the display of a site notice in accordance

with Article 15 of the Town and Country Planning (Development Management Procedure) (England) Order 2015.

- 5.2 A site notice was put up on 14 April 2020. Occupiers of properties adjacent to the application site were notified by letter on 13 March 2020. The application was advertised in the Cambridge News on the 23 March 2020.
- 5.3 Following receipt of the amended site layout, re-consultation with interested parties were notified by email on 24 November 2020.

6. Consultation responses

- 6.1 The following paragraphs provide a summary of the consultation responses received from statutory consultees, and have been separated out to show the comments received as part of the initial public consultation undertaken, followed by comments received in relation to the re-consultation following the additional information provided by the applicant:
- 6.2 Cambridge City Council (Greater Cambridge Planning): includes the views of planners and their Environmental Health Officer, Conservation Officer, Landscape Officer, Tree Officer, and Access Officer as consultees: - No objection subject to planning conditions.

Cambridge City Council - Environmental Health: No objection to revised proposals. Originally objected to the proposals on the grounds of insufficient information to be able to adequately assess the implications to amenity such as noise. However, on receipt of further information, the EHO confirmed that the development proposed is acceptable subject to the imposition of the following conditions/informatives:

- Restricting hours of use of the venue to those applied for;
- Requiring doors and windows opening onto external areas to be closed during the playing of music (amplified / unamplified) and / or amplified voice inside during ceremonies and functions;
- The prohibition of the playing of amplified music / use of amplified voice outdoors;
- Provision of a Noise Management Plan;
- Building noise insulation scheme to be agreed;
- No internal and external plant/machinery/equipment to be installed until a noise assessment and any noise mitigation has been agreed;
- Prohibiting the use of the rear garden by visitors; and
- External Lighting scheme to be agreed.

Cambridge City Council (Greater Cambridge Planning) - Conservation: No objections subject to conditions regarding material details, junction details, window details, internal shutter details, and brick wall repairs following the removal of the ramp. Following the submission of the revised layout, a further condition regarding fencing/trellis/pagoda joinery details has also been recommended.

Cambridge City Council (Greater Cambridge Planning) - Landscape: No objection is raised on the revised proposals. Originally raised a holding objection to: the parking layout including the need for tracking to be submitted; the high number of parking spaces contrary to policy; and the requirement of further information to demonstrate sufficient space for the planting scheme. However on receipt of further information from the applicant, including tracking information for bays 20/21 and staff parking bays 1 and 4, the Landscape Officer confirmed that whilst there were still reservations about the staff parking area from the risk associated with reversing from the staff parking bays in terms of building strike and vehicle strike these could not be designed out any further and therefore must be weighed against other material planning considerations; and confirmed that the remaining concerns had been adequately responded to and therefore withdrew all objections.

Cambridge City Council - Tree: No objections subject to replacement planting conditions.

Cambridge City Council (Greater Cambridge Planning) - Access: The following points have been raised:

- a) There needs to be 2 blue badge parking spaces.
- b) This building should have a Changing Places toilet.
- c) Double doors should be asymmetrical with one leaf being a minimum 850mm or powered.
- d) Seating in waiting area should be of various heights and with and without arms there should be space for wheelchair users.
- e) Rooms need hearing loops.
- f) Signage needs tactile information.
- g) Decor must aid visually impaired people.

- 6.3 CCC Ecology: No objection subject to planning conditions. Initially raised an objection as insufficient information had been provided to demonstrate the level of impact on a European protected species (bats). Following the submission of Bushnell, H. (2020) Ecological Appraisal – Building Inspection Roger Ascham Library Site, Cambridge [TL 4548 6001] (ref. CAMB001), CCC Ecology remove the previous objection to the proposed development, subject to conditions to secure the implementation and management of the bird and bat boxes, and the tree and hedgerow maintenance as set out in section 11 of the approved Landscape and Biodiversity Enhancement Management Scheme.
- 6.4 CCC Highways Development Management Team: No objection. The County Highways officer responded that no significant adverse effect upon the Public Highway should result from this proposal; and that the submitted Traffic Management Plan is acceptable to the Highway Authority. In relation to the revised site layout and the tracking information provided they confirmed that whilst the proposed parking bays 20/21 and staff parking bays are constrained, they are not impractical and likely to be used given the level of on street parking controls in the area. Subject to planning conditions to control the timing and weight of construction traffic around school hours, alongside adherence with the approved Traffic Management Plan then no objections are raised.
- 6.5 CCC Transport Assessment (TA) Team: No objection, subject to planning conditions. The TA team is requiring a Travel Plan to be agreed with the County Council prior to occupation

and subsequent to implementation; and the provision of covered cycle parking spaces. No further comments on the revised site layout were supplied, although they liaised with Highways Development Management colleagues to ensure they were content with the tracking information provided and confirmed that 8 covered parking spaces, rather than the 9 referred to in their June and August response, were supported.

6.6 CCC Public Health: No objection.

6.7 Police Crime Prevention Design Team (CPDT): Support the application. CPDT have reviewed all documents and drawings. CPDT is happy to be contacted if security arrangements need to be reviewed as part of this Change of Use. The CPDT would always recommend PAS 24-2016 for all replacement windows standard and external doors – front entrance doors that would require more volume of use, and would always recommend LPS1175 standards. No further comments.

6.8 Cambridgeshire Fire and Rescue Service: No comments to make.

7. Representations

7.1 The following representations have been received (in summary):

7.2 Six individual representations (two from the same address) have been received, objecting to the application in relation to the originally submitted proposals. A summary of their objections and comments is below:

- Noise disturbance upon residents;
- The location of the proposed use is not suitable;
- Danger to pedestrians, especially school children due to increased traffic volume;
- Insufficient space for car parking;
- The removal of the TPO tree should not be removed;
- Parking opportunities will decrease for local residents;
- Traffic data should be submitted to address the parking concerns;
- No site notice was advertised for the application;
- Lack of consultation for local residents;
- Issues regarding submitting comments;
- Closure of Shire Hall;
- Noise/disturbance upon events by neighbouring school children;
- The lawned area to the front would be a significant loss with the additional car parking;
- Cycle parking would need to be covered and should also be relocated nearer to the front to allow easy access as opposed to being tucked in one of the corners;
- There are two trees on and near the frontage of the site which are not included within the Arboricultural Impact Assessment. These trees should be retained;
- More trees and hedge should be planted within the site to provide more privacy and reduce noise to neighbouring properties; and
- Railings along Ascham Road should be retained.

- 7.3 As a response to the re-consultation on the revised site layout in November, One individual representation has been received, raising concerns about external lighting and the need for this to be controlled if planning permission is granted.
- 7.4 A copy of the full representations will shared with members of Planning Committee one week before the meeting.

8. Planning Policy

- 8.1 Section 38(6) of the Planning and Compulsory Purchase Act 2004 and section 70(2) of the Town and Country Planning Act 1990 require that applications for planning permission must be determined in accordance with the development plan, unless material considerations indicate otherwise. In dealing with this application the Council will also be obliged to consider s.66 of the Planning (Listed Buildings and Conservation Areas) Act 1990, that places a general duty to have special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses. The relevant development plan policies are set out in paragraph 8.4 below.
- 8.2 The National Planning Policy Framework (NPPF) sets out the Government's planning policies and how these are expected to be applied. At its heart is a presumption in favour of sustainable development (paragraph 11). It states that for decision-taking this means:
- approving development proposals that accord with an up to date development plan without delay; or
 - where there are no relevant development plan policies, or the policies which are most relevant for determining the application are out of date, granting permission 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 of this Framework taken as a whole.
- 8.3 The following paragraphs within the NPPF are considered to be particularly relevant to this application:
- Paragraph 2 - Planning law requires that applications for planning permission be determined in accordance with the development plan, unless material considerations indicate otherwise. The National Planning Policy Framework must be taken into account in preparing the development plan, and is a material consideration in planning decisions. Planning policies and decisions must also reflect relevant international obligations and statutory requirements.
 - Paragraph 7 - The purpose of the planning system is to contribute to the achievement of sustainable development. At a very high level, the objective of sustainable development can be summarised as meeting the needs of the present without compromising the ability of future generations to meet their own needs.

- Paragraph 8 - Achieving sustainable development means that the planning system has three overarching objectives, which are interdependent and need to be pursued in mutually supportive ways (so that opportunities can be taken to secure net gains across each of the different objectives):
 - a) an economic objective – to help build a strong, responsive and competitive economy, by ensuring that sufficient land of the right types is available in the right places and at the right time to support growth, innovation and improved productivity; and by identifying and coordinating the provision of infrastructure;
 - b) a social objective – to support strong, vibrant and healthy communities, by ensuring that a sufficient number and range of homes can be provided to meet the needs of present and future generations; and by fostering a well-designed and safe built environment, with accessible services and open spaces that reflect current and future needs and support communities' health, social and cultural well-being; and
 - c) an environmental objective – to contribute to protecting and enhancing our natural, built and historic environment; including making effective use of land, helping to improve biodiversity, using natural resources prudently, minimising waste and pollution, and mitigating and adapting to climate change, including moving to a low carbon economy.
- Paragraph 91 - Planning policies and decisions should aim to achieve healthy, inclusive and safe places which:
 - a) promote social interaction, including opportunities for meetings between people who might not otherwise come into contact with each other – for example through mixed-use developments, strong neighbourhood centres, street layouts that allow for easy pedestrian and cycle connections within and between neighbourhoods, and active street frontages;
 - b) are safe and accessible, so that crime and disorder, and the fear of crime, do not undermine the quality of life or community cohesion – for example through the use of clear and legible pedestrian routes, and high quality public space, which encourage the active and continual use of public areas; and
 - c) enable and support healthy lifestyles, especially where this would address identified local health and well-being needs – for example through the provision of safe and accessible green infrastructure, sports facilities, local shops, access to healthier food, allotments and layouts that encourage walking and cycling.
- Paragraph 92 - To provide the social, recreational and cultural facilities and services the community needs, planning policies and decisions should:
 - a) plan positively for the provision and use of shared spaces, community facilities (such as local shops, meeting places, sports venues, open space, cultural buildings, public houses and places of worship) and other local

services to enhance the sustainability of communities and residential environments;

b) take into account and support the delivery of local strategies to improve health, social and cultural well-being for all sections of the community;

c) guard against the unnecessary loss of valued facilities and services, particularly where this would reduce the community's ability to meet its day-to-day needs;

d) ensure that established shops, facilities and services are able to develop and modernise, and are retained for the benefit of the community; and

e) ensure an integrated approach to considering the location of housing, economic uses and community facilities and services.

- Paragraph 102 - Transport issues should be considered from the earliest stages of plan-making and development proposals, so that:

a) the potential impacts of development on transport networks can be addressed;

b) opportunities from existing or proposed transport infrastructure, and changing transport technology and usage, are realised – for example in relation to the scale, location or density of development that can be accommodated;

c) opportunities to promote walking, cycling and public transport use are identified and pursued;

d) the environmental impacts of traffic and transport infrastructure can be identified, assessed and taken into account – including appropriate opportunities for avoiding and mitigating any adverse effects, and for net environmental gains; and

e) patterns of movement, streets, parking and other transport considerations are integral to the design of schemes, and contribute to making high quality places.

- Paragraph 109 - Development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe.

- Paragraphs 127 - Planning policies and decisions should ensure that developments:

a) will function well and add to the overall quality of the area, not just for the short term but over the lifetime of the development;

b) are visually attractive as a result of good architecture, layout and appropriate and effective landscaping;

c) are sympathetic to local character and history, including the surrounding built environment and landscape setting, while not preventing or discouraging appropriate innovation or change (such as increased densities);

d) establish or maintain a strong sense of place, using the arrangement of streets, spaces, building types and materials to create attractive, welcoming and distinctive places to live, work and visit;

e) optimise the potential of the site to accommodate and sustain an appropriate amount and mix of development (including green and other public space) and support local facilities and transport networks; and

f) create places that are safe, inclusive and accessible and which promote health and well-being, with a high standard of amenity for existing and future users; and where crime and disorder, and the fear of crime, do not undermine the quality of life or community cohesion and resilience.

- Paragraph 170 - Planning policies and decisions should contribute to and enhance the natural and local environment by:

a) protecting and enhancing valued landscapes, sites of biodiversity or geological value and soils (in a manner commensurate with their statutory status or identified quality in the development plan);

b) recognising the intrinsic character and beauty of the countryside, and the wider benefits from natural capital and ecosystem services – including the economic and other benefits of the best and most versatile agricultural land, and of trees and woodland;

c) maintaining the character of the undeveloped coast, while improving public access to it where appropriate;

d) minimising impacts on and providing net gains for biodiversity, including by establishing coherent ecological networks that are more resilient to current and future pressures;

e) preventing new and existing development from contributing to, being put at unacceptable risk from, or being adversely affected by, unacceptable levels of soil, air, water or noise pollution or land instability. Development should, wherever possible, help to improve local environmental conditions such as air and water quality, taking into account relevant information such as river basin management plans; and

f) remediating and mitigating despoiled, degraded, derelict, contaminated and unstable land, where appropriate.

- Paragraph 189 - In determining applications, local planning authorities should require an applicant to describe the significance of any heritage assets affected, including any contribution made by their setting. The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance. As a minimum the relevant historic environment record should have been consulted and the heritage assets assessed using appropriate expertise where necessary. Where a site on which development is proposed includes, or has the potential to include, heritage assets with archaeological interest, local planning authorities should require developers to submit an appropriate desk-based assessment and, where necessary, a field evaluation.
- Paragraph 196 - Where a development proposal will lead to less than substantial harm to the significance of a designated heritage asset, this harm should be weighed against the public benefits of the proposal including, where appropriate, securing its optimum viable use.

8.4 Cambridge City Local Plan (2018)

The following policies are of particular relevance:

Policy 1: The presumption in favour of sustainable development;
 Policy 31: Integrated water management and the water cycle;
 Policy 32: Flood Risk;
 Policy 34: Light pollution control;
 Policy 35: Protection of human health and quality of life from noise and vibration;
 Policy 36: Air quality, odour and dust;
 Policy 55: Responding to context;
 Policy 58: Altering and extending existing buildings;
 Policy 59: Designing landscape and the public realm;
 Policy 61: Conservation and enhancement of Cambridge's historic environment;
 Policy 70: Protection of priority species and habitats;
 Policy 71: Trees;
 Policy 72: Development and change of use in district, local and neighbourhood centres;
 Policy 73: Community, sports and leisure facilities;
 Policy 80: Supporting sustainable access to development;
 Policy 81: Mitigating the transport impact of development;
 Policy 82: Parking management; and
 Appendix L Car and Cycle parking standards.

- 8.5 Cambridge City Council and South Cambridgeshire District Council are in the process of working together to prepare an updated joint Local Plan for the Greater Cambridge area. Consultation ended in February 2020 on the Greater Cambridge Local Plan – The First Conversation. This document sought to ask about the kind of place residents and businesses want Greater Cambridge to be in the future. It explored the 'big themes' – climate change, biodiversity, social inclusion and great places – that will influence how homes, jobs and infrastructure are planned, and where growth might go. They have processed the large volume of feedback and comments they have received and prepared a report on the consultation results and key findings, that was taken to their Members in June 2020.

8.6 At present this emerging plan is at a very early stage and the timetable for plan making was agreed in line with the above report, and published in the Council's Local Development Scheme (LDS) which took effect on 13 July 2020. The LDS states that the next stage of development for the emerging Local Plan is the Preferred Option Consultation that is planned for Summer / Autumn 2021. As such, at this very early stage of plan making there are currently no emerging policies that need to be considered in relation to this planning application.

8.7 Relevant Supplementary Planning Guidance:

Greater Cambridge Sustainable Design and Construction SPD (2020).

9. Planning Considerations

9.1 The main planning considerations relate to the principle and justification of need; design and impact on the listed building and its setting; highways/parking impact; impact on neighbour amenity; impact on trees; air quality; climate change; and access.

Principle of Need and Justification

9.2 The application is supported by a Regulation 3 letter from the Cambridgeshire County Council Interim Head of Property which explains that the change of use to a Register Office from the current use as a library depot is needed for the strategic operational requirements of the County Council owing to the imminent disposal of Shire Hall and Castle Lodge (the current location of the Register Office on the Shire Hall site), the future occupation of the modern headquarters (currently under construction), and the provision of 'Spokes' locations across the County in addition to re-purposing County Council buildings in and around Cambridge City to support front facing service delivery. This also sits alongside the changes being made to the library service that have been acknowledged in paragraph 1.2 of this report.

9.3 The Cambridgeshire Register Office Service, which includes the current Cambridge facility, provides customers with core statutory services around official recording of key events - birth and death registrations; marriage ceremonies, civil partnerships and provision of copy certificates; in addition to non-statutory services such as naming and renewal of vows ceremonies.

9.4 Capacity in any of the Council's other register office locations is insufficient to host the Cambridge service owing to the demand for ceremonies in this area. Without a presence in the Cambridge City area, there would be a gap in service provision which the General Register Office would challenge. Roger Ascham library depot has been identified as requiring changes to align with organisational needs and accommodate staff and County Council services relocating from Castle Lodge (Shire Hall).

9.5 In principle it is considered by planning officers that the proposed change of use, to a register office, within the context of the site and wider area is an acceptable and complementary use that goes to the heart of sustainable development principles, with the right mitigation measures in place to make the development acceptable. As such the change of use is considered acceptable and compliant with the NPPF and policy 72 of the

Cambridge Local Plan 2018. However, whilst the principle in planning policy terms is considered to be acceptable, this needs to be balanced alongside other material planning considerations considered further below.

Design and impact on the listed building and its setting

- 9.6 The proposed flat-roof single-storey extension (a triangular footprint of approx. 12.5 square metres / 14.95 square yards) to the north (rear) of the listed pavilion building, to accommodate the reception / waiting area, is considered acceptable in the context of the existing building which consists of the listed pavilion and flat-roof single-storey wings to the north (rear) and east (rear); removal of the ramp at the front entrance; rendering of the bricks; replacement windows; and an increase in car parking.
- 9.7 The proposed removal of the access ramp and handrails at the front entrance to the west (side) of the listed pavilion building; and the new flat-roof entrance canopy between the listed pavilion building and the flat roof wing to the north (rear) are also considered acceptable in the context of the existing building. These parts are not included in the listing, and the existing entrance on the west side of the building has not been very well maintained with the timber boarding above the doors showing signs of wear and tear. The new canopy is considered by both planning and heritage officers to be a good indicator of the entrance and the aluminium door set will be a finer detail than the existing heavy timber doors. However, care will need to be taken when the ramp is removed, to ensure that there is no damage to the wall. These elements will be further assessed under the Listed Building application ref: 20/01446/LBC by Cambridgeshire City Council (Greater Cambridge Planning Team), which is why we have worked with colleagues from the Greater Cambridge Planning Team to ensure consistency between the two planning applications.
- 9.8 Within the site there already exists a large area of hardstanding. The proposal includes additional hardstanding for vehicles at the front of the site to accommodate 27 vehicle parking bays (inclusive of 2 disabled bays and 4 staff parking bays). The uncovered 6 bay cycle parking is to be located near to the front entrance of the building, however as a response to the concerns raised by the Environmental Health Officer and neighbours by removing the need for any visitors to go to the rear of the building the proposed covered 8 bay cycle parking is to be sensitively located in the eastern part of the site (near to the secure gate that provides restricted access to the rear of the site) to the front of the listed building, ensuring that the views from Ascham Road and the setting of the listed building are not harmed by minimising prominent visible clutter within the site frontage. The proposed extension to the rear of the building is considered to be acceptable in the context of the existing building; and the revised location of the doors on the north-west elevation will have no impact on the listed building or its setting.
- 9.9 The proposed area for photographs is away from the listed building on this site, but adjacent to the main building of the adjacent school, which is also a grade II listed building. In principle there are no objections from planning or heritage officers to this relocation of the photograph area, but details of the fencing, trellis and the pagoda will need to be conditioned so that the design and materials can be agreed in the interests of avoiding harm to the special interest of the listed buildings. A condition will be imposed to ensure this (see draft condition 5).

- 9.10 Whilst it is acknowledged that the proposed extensions and external works and alterations will have an impact on the setting of the listed building (Section 196 of the NPPF), it is considered that these changes are considered to be on the lower end of less than substantial harm to the setting of the listed building. As such it is considered that the benefits of repurposing a listed building including the sensitive external alterations and extensions that have had special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses (s.66 of the Planning (Listed Building and Conservation Areas) Act 1990); the provision of off-street parking within a Controlled Parking Zone (CPZ) area; and inclusive access within the curtilage for all users, outweigh any harm.
- 9.11 The extension and other associated external works to the building to facilitate the change of use in the context of the listing building and the impact on its setting are considered acceptable by planning officers with the advice of the City Council's Conservation Officer and compliant with s.66 of the Planning (Listed Buildings and Conservation Areas) Act 1990; paragraph 196 of the NPPF; and policies 58 and 61 of the Cambridge Local Plan 2018.

Highways/Parking Impact

- 9.12 The area of hardstanding within the site currently provides off-road parking provision for 16 car spaces, 4 light goods vehicles spaces, and 14 cycle spaces. For the proposed change of use which consists of Register Office (B1 use class) and ceremony venue (D1 use class), 22 parking spaces would be required under the Cambridge City Parking Standards. The cycle standards for the Register Office (B1 use) and ceremony venue (D1 use) would require 13 spaces in total. Within the transport statement, the evidence presented by the applicant team suggested that 30 car parking spaces would be needed to accommodate the development's parking needs without overspill onto the local highway network.
- 9.13 The Transport Assessment Team; and Highways DM Team have both confirmed that the proposal does not raise any additional transport concerns. The County Planning Authority (CPA) do acknowledge that concerns have been raised regarding highway safety and the safety of children attending the nearby school. There are also concerns raised regarding the number of car parking spaces proposed, as well as the location and features of the cycle parking.
- 9.14 As a result of comments received, the Applicant submitted a revised site layout plan reducing the number of parking spaces to 27 (inclusive of 2 disabled bays and 4 staff parking bays) to ensure that all the parking spaces to be used by visitors within the site could manoeuvre and leave the site in forward gear in the interests of highway and pedestrian safety. It should be noted that this is still an over allocation by 5 car parking spaces as set out in paragraph 9.12 above. It is acknowledged that the 4 staff parking bays are required and on the basis of their design are not ideal in terms of access constraints and reversing, however as all the manoeuvring is accommodated within a private site and tracking has been provided to demonstrate that this can be done safely, it is considered that this arrangement is acceptable as these spaces would be occupied prior to any visitors accessing the site and vacated after any visitors have departed the site.
- 9.15 In addition to car and cycle parking proposals set out above, the location of the building is such that there are safe and direct routes for walking and cycling with the surrounding

residential areas, and there are bus stops located on Milton Road (the nearest being approx. 4 minute walk away from the site) serving bus routes 9/9X, The Busway B and C, and Park and Ride; and on Gilbert Road (approx. 5 minute walk away from the site) which serves the Citi 1 and Citi 8; and 8H Histon Road Shuttle. The bus services that are undertaken in an area reasonable to the proximity to the site for inclusion in the Travel Plan include:

- 9: Cambridge-Waterbeach-Ely-Littleport-Chatteris;
- The Busway B and C: Cambridge-Longstanton-St Ives-Huntingdon;
- Park and Ride: Cambridge and Milton (noting the inbound and outbound routes are different which would lead to the use of different bus stops for this option); and Citi 1: Fulbourn-Cherry Hinton-Addenbrookes-City Centre-Arbury (includes Cambridge Central train station on the route approx. 22 minute bus journey from Gilbert Road).

- 9.16 Whilst officers have considered the objections raised and undertaken additional meetings with transport colleagues to understand their professional views on these matters, the proposed change of use is unlikely to raise any additional transport concerns and whilst it is acknowledged that the proposed car parking is above the level set out in the adopted development plan the reason for this is considered acceptable and broadly compliant with policies 80, 81 and 82 and Appendix L of the Cambridge Local Plan 2018.

Impact on neighbour amenity

- 9.17 The hours of use set out on the application form seek permission to be open to the public for the registration for births, deaths, still births and legal civil preliminaries, on an appointment only basis, between 09:30-16:00 Monday-Friday; Ceremonies including private citizenship on Tuesday / Wednesday between 09:30-12:00 noon; Thursday / Friday between 09:30-16:15 (on Fridays 09:30-12:00 noon off-peak); Saturdays 10:00-17:45; and on Sundays the building will be closed to the public. These proposals are considered by the applicant team to balance the needs of the service, whilst also taking account of the need to respect the amenity of neighbouring school and residential uses.

- 9.18 Nonetheless, the City Council's Environmental Health Officer (EHO) requested additional information to allow him to fully understand the proposals and any impacts or mitigation measures that needed to be taken into account. This included the need for a noise assessment, to be submitted. The Noise Impact Assessment prepared by Cole Jarman 20/0281/R1, dated 23 July 2020 was submitted by the applicant on 24 July 2020. Following a site visit by the Environmental Health Officer, the applicant carried out a redesign. The amended details are represented by the following:

- [Proposed] Site Plan, Drawing no. NPS-00-00-DR-A-()-010, Revision P10 by NPS Group, dated 06.01.21, received 06/01/2021;
- Plans as Proposed Elevations as Proposed, Drawing no. NPS-DR-A-()-102, Revision P11 by NPS Group, dated 25.11.20, received 25/11/2020;
- Ground Floor Plan Showing Alteration Works, Drawing no. NPS-DR-A-()-103, Revision P7 by NPS Group, dated 25.11.20, received 25/11/2020; and
- Planning/Supporting Statement (inc Design and Access Statement) by NPS Group, dated November 2020 (v3), received 24/11/2020.

The following important design alterations of importance in terms of noise control include:

- Exit door to the ceremony room has been relocated to the north-western façade of the premises. There is no need for visitors to access the rear garden of the premises;
- The photography area (previously located in the rear garden) has been moved to the western boundary of the site;
- A 2.4 metre (13.12 feet) high fence with trellis and gate are now proposed between the photography area and the rear garden;
- The rear garden has essentially been closed off to visitors;
- There is no access from the ceremony waiting room and reception area to the rear garden. Additionally, it is noted that any ceremony attendees will exit the ceremony room via the door on the northwest façade and make their way to the photography area without the need to access the rear garden; and
- The proposed new location of the photography area is less sensitive in terms of noise impacts than the rear garden, as the increased distance between the rear garden and the external photography area combined with the 2.4 metre (13.12 feet) high fence between the two is considered to offer adequate noise attenuation.

9.19 Consideration of residential amenity and potential conflict with school users has also been assessed by statutory consultees in relation to both the proposed construction operations and use of the facility, and where necessary additional information has been sought. In a similar way to noise considerations discussed above it is possible to control the type and hours of use (both during and post construction), numbers of ceremonies and controls over access to external areas etc. to ensure that the mixture of uses can work together if planning permission is granted, with appropriate measures in place if any concerns are raised in the future (see draft conditions 6 to 13).

9.20 The change of use is unlikely to have an unacceptable impact on neighbour amenity subject to the proposed planning conditions set out above and as such is considered to be acceptable in planning terms and broadly compliant with policy 35 of the Cambridge Local Plan 2018.

Impact on trees

9.21 The mature Magnolia tree that has a tree preservation order (TPO), as referred to in paragraph 2.2, is situated immediately to the rear of the building. The magnolia tree can be seen from the public domain on Ascham Road, with part of the crown visible beyond the flat roof entrance and hipped roof of the listed pavilion building.

9.22 There are comments raised regarding the loss of the TPO tree to the rear of the site, as well as concerns regarding the lack of proposed trees and potential loss of others nearby. Whilst the loss of the Magnolia tree is regrettable, there are trees in both the foreground and background of the application site that provide visual amenity to the immediate and wider area. The Cambridge City Council Tree Officer has been consulted on the application and has raised no objections to the removal of the Magnolia tree to facilitate development, subject to conditions requesting replanting. The submitted plans show that replacement tree planting is proposed to the rear of the building (see draft condition 19), with appropriate landscaping to ensure that there is a net gain in biodiversity. With the imposition of draft

condition 19 officers consider the proposal to be in accordance with policies 61 and 70 of the Cambridge Local Plan 2018.

Air Quality

- 9.23 The Greater Cambridge Sustainable Design and Construction SPD (2020) defines the requirements for electric vehicle (EV) charge point provision for all new developments that will have / introduce car parking provision. In relation to air quality all new developments require the provision of both active (slow, rapid and fast) and passive EV charge points provision where car parking is to be provided. For existing (non-residential) car parks serving premises that are due to undergo extension / upgrading, the Cambridge City Environmental Health officers' would usually expect at least 1 rapid charge point to be installed as part of the development, in line with guidance set out in the SPD.
- 9.24 Nonetheless, it is also acknowledged by Cambridge City Environmental Health officers' that visitors to the venue will only be on-site for short periods of time. Therefore, the Applicant would need to justify that such requirements would be disproportionate when considering the proposals, to be considered by Cambridge City Air Quality officers.
- 9.25 Further information supplied by the applicant team states that "Visitors to the Cambridgeshire Register Office will be on-site for short periods of time, typically between 20 to 45 minutes. Usage of an electric vehicle (EV) charge point at the site would not be optimal and would be restricted in line with the duration of the appointment/ceremony. There are however external power points currently on the site for the heaters in the mobile library vehicles. The intention would be to explore if it would be economical and beneficial to convert these given the limited time that visitors would be on site".
- 9.26 Cambridge City Environmental Health Officer has confirmed that there are no concerns regarding the potential air quality impacts of this development. The location sits outside the City's Air Quality Management Area (AQMA) and the number of vehicles forecast to enter and leave the site on a daily basis is not substantial enough to cause significant increases in the long or short term Air Quality Objectives for either particulates or nitrous oxides nor is it envisaged that there will be a detrimental impact on the AQMA. Irrespective of this, Cambridge City Environmental Health Officers' would always recommend the promotion, by applicants, of alternative forms of transport / travel to and from the site in order to ensure that any kind of impact is minimised. In addition, it is acknowledged by the Cambridge City Environmental Health Officer that visitors to the premises will be on-site for short periods of time and therefore, the provision of an EV charge point scheme for this particular development is unlikely to be viable given the short durations spent on-site. As such, the Cambridge City Environmental Health Officer will not seek further information on this aspect of the development. Notwithstanding this, it is understood that there are external power points currently on the site which power the heaters on the mobile library vehicles. It is noted by the Cambridge City Environmental Health Officer that the intention will be to explore whether it will be economical / beneficial to convert these for use as EV charge points, which is welcomed.
- 9.27 The change of use and associated vehicular movements are unlikely to raise any additional air quality concerns and whilst it is acknowledged that it would not be reasonable to require EV charging points for the visitors owing to the limited time that visitors would be at the site, on balance, as the site provides for cycle parking and is in a sustainable location with

access to bus routes, the proposal is considered acceptable and broadly compliant with policy 36 of the Cambridge Local Plan 2018.

Climate Change

- 9.28 Whilst it is acknowledged that a change of use and small extension / alterations proposed within this planning application do not trigger the climate change policies set out in the Cambridge Local Plan 2018; on the basis that the County Council declared a climate change emergency in May 2019 and are seeking through other committees to reduce the Council's carbon footprint in line with the Council's Climate Change and Environment Strategy that was approved by Full Council in May 2020, officers have considered it appropriate to include this assessment in their planning balance. The current buildings are already utilised by the County Council and the energy usage is taken into account in the Council's carbon footprint work being undertaken by the Energy Investment Unit (EIU). Officers within EIU are aware of this proposal and it is noted that the extension and internal alterations will be undertaken through Building Regulations requirements which already seek to ensure energy efficiency measures for non-residential properties under the Nearly Zero Energy Buildings (NZEB) regulation.
- 9.29 With the additional insulation already being proposed for noise purposes and the proposed works being undertaken in line with up-to-date building regulation standards (which takes account of NZEB standards), it is considered that the works will not conflict with the Council's aspiration to reduce its carbon footprint and therefore are in the spirit of the climate change work being done by the Council.

Access

- 9.30 The Cambridge City Access Officer has commented on the application recommending several elements to aid with safe and secure disability access (as set out under paragraph 6.2 for the City Council (Greater Cambridge Planning) comments). The elements that have been requested that are material to this planning application are as follows:
- a) 2 blue badge parking spaces - which have been shown on the submitted plans;
 - b) A Changing Places toilet - which has been shown on the submitted amended plans received 24 July 2020; and
 - c) Asymmetrical double doors have been shown on the submitted amended plans received 24 July 2020.
- 9.31 With the inclusion of the above measures within the scheme it is considered acceptable and compliant with policies 58 and 80 of the Cambridge Local Plan 2018.

Other issues

- 9.32 The Cambridge City Access Officer commented on the application recommending several elements to aid with safe and secure disability access that go beyond those discussed above. This is because access points d-g set out in the relevant section under paragraph 6.2, whilst important and noted by planning officers, they are not material planning considerations and cannot be assessed as part of this planning application. Nonetheless, an informative is proposed to highlight to the applicant team the further accessibility

recommendations that should be considered outside of this planning application for the benefit of all users.

- 9.33 There are comments raised regarding the lack of advertisement associated with the application. A site notice was put up by Cambridgeshire County Council on 14 April 2020 attached to a sign post in front of the site and opposite the junction with Gurney Way; and a press notice was published in Cambridge News on 23 March 2020. This was in addition to the notice put up by the City Council, Greater Cambridge Planning Team and neighbour notification letters sent out by both Councils, so this application has been advertised in full compliance with planning legislation. Officers are content that consultation on the planning application is fully compliant with the necessary legislation.
- 9.34 Issues regarding submitting comments were also raised early on in the consideration of this planning application. This has been acknowledged and has been resolved by working jointly with officers at the City Council, Greater Cambridge Planning Team, to ensure that all comments have been shared and have been taken into account and considered as part of the officer planning balance in the consideration of both planning applications i.e. this planning application by the County Council and the listed building application (reference 20/01446/LBC) by officers of the Greater Cambridge Planning Team. It was also agreed that the listed building application (reference 20/01446/LBC) would not be determined by the Greater Cambridge Planning Team, as recommended for approval by their officers, until the change of use was approved. This was to ensure that all the concerns could be considered in one planning forum.
- 9.35 Finally, there have been comments raised with regard to the closure of Shire Hall. Whilst concerns have been noted, the business decisions of an organisation or company are not a material planning consideration. The closure and imminent disposal of Shire Hall and Castle Lodge is part of the wider strategic operational requirements of the County Council. It includes the future occupation of the modern headquarters (currently under construction at Alconbury), and the provision of 'Spokes' locations across the County to support front facing service delivery, in addition to the changes to the library service, so officers have only focused on the proposal and land use sought rather than what has led to this application.

10. Conclusion

- 10.1 This application is brought before planning committee with no statutory consultee objections and with planning conditions proposed to mitigate the concerns raised by local residents, to ensure that the use is acceptable in planning terms and capable of being controlled. Therefore, in conclusion, and in line with the considerations set out in Section 9 of this report, officers consider that the development is broadly compliant with the Cambridge City Local Plan 2018 and the principles of the NPPF, subject to the inclusion of the planning conditions set out in Paragraph 11.1 below, and should therefore be supported.

11. Recommendation

- 11.1 It is recommended that planning permission is granted subject to the following conditions:

Commencement of Development

1. The development hereby permitted shall be commenced not later than three years from the date of this permission. Within 14 days of the commencement of the development hereby approved, the County Planning Authority shall be notified in writing of the date on which the development commenced.

Reason: In accordance with the requirements of Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004 and in order to establish the timescales for those details provided by conditions and to enable monitoring of the development.

Approved Plans and Documents

2. The development hereby permitted shall be carried out in accordance with the application dated 27 February 2020 and the following approved drawings and documents (received 27/02/2020 unless otherwise specified) and as amended by the information approved as required by the following conditions:
 - [Proposed] Site Plan, Drawing no. NPS-00-00-DR-A-()-010, Revision P10 by NPS Group, dated 06.01.21, received 06/01/2021; plan;
 - Roof Plans as Existing Roof Plans as Proposed, Drawing no. NPS-DR-A-()-104, Revision P3, dated 18.01.21, received 19/01/2021;
 - Plans as Proposed Elevations as Proposed, Drawing no. NPS-DR-A-()-102, Revision P11 by NPS Group, dated 25.11.20, received 25/11/2020;
 - Ground Floor Plan Showing Alteration Works, Drawing no. NPS-DR-A-()-103, Revision P7, dated 25.11.20, received 25/11/2020;
 - Junction Details to Front Extension, Drawing no. NPS-DR-A-()-105, Revision P2, dated 18.01.21, received 19/01/2021;
 - Junction Details to Rear Extension, Drawing no. NPS-DR-A-()-106, Revision P2, dated 18.01.21, received 19/01/2021;
 - Security Shutter Specification (WP36 Extruded), by Cooks Blinds & Shutters Ltd, received 29/07/2020;
 - Wardale Cycle Shelter Specification, by Broxap, received 24/07/2020;
 - Soft Landscape Plan, Drawing no. HBS-DR-L-800, Revision P2, dated 19 November 2020 by Hamson Barron Smith, received 23/11/2020; and
 - Ecological Enhancement Measures – Position of X2 Bat Boxes and X2 Bird Boxes - April 2020, revision received 18/01/2021.

Reason: To define the permission and protect the character and appearance of the locality in accordance with policies 55 and 58 of the Cambridge City Local Plan (2018).

Materials

3. No brickwork is to be erected until the choice of brick, bond, mortar mix design and pointing technique have been submitted to and approved in writing by the County Planning Authority by means of sample panels prepared on site. The approved panels are to be retained on site for the duration of the works for comparative purposes, and development must take place only in accordance with the approved details.

Reason: To avoid harm to the special interest of the listed building in accordance with policy 61 of the Cambridge City Local Plan (2018).

Building Joinery

4. No new windows or doors shall be constructed in the existing building, nor existing windows or doors altered until drawings at a scale of 1:10 of details of new or altered sills, lintels, jambs, transoms, and mullions have been submitted to and approved in writing by the County Planning Authority. The development shall be carried out in accordance with the approved details.

Reason: To avoid harm to the special interest of the listed building in accordance with policy 61 of the Cambridge City Local Plan (2018).

Hard Landscaping Joinery

5. No new fencing, trellis or pagoda shall be installed until drawings at a scale of 1:20 of all such joinery has been submitted to and approved in writing by the County Planning Authority. The development shall be carried out in accordance with the approved details.

Reason: To avoid harm to the special interest of the listed building in accordance with policy 61 of the Cambridge City Local Plan (2018).

Construction hours

6. No construction work or demolition work shall be carried out or plant operated other than between the following hours: 0800 hours and 1800 hours on Monday to Friday, 0800 hours and 1300 hours on Saturday and at no time on Sundays, Bank or Public Holidays.

Reason: To protect the amenity of nearby properties in accordance with policy 35 of the Cambridge City Local Plan (2018).

Collection and delivery restrictions during construction

7. There shall be no collections from or deliveries to the site during the demolition and construction stages by any vehicle with a gross weight of more than 3.5 tonnes other than between the hours of 0930 hours and 1530 hours.

All other collections from or deliveries to the site during the demolition and constructions stages shall not take place outside the hours of 0800 hours and 1800 hours on Monday to Friday, 0800 hours to 1300 hours on Saturday and at no time on Sundays, Bank or Public Holidays.

Reason: To protect the amenity of nearby properties and in the interests of highway safety in accordance with policies 35, 80, and 81 of the Cambridge City Local Plan (2018).

Doors and windows

8. All external doors and windows to / serving the ceremony room and associated waiting room shall remain closed during each ceremony.

Reason: To protect the amenity of nearby properties in accordance with policy 35 of the Cambridge City Local Plan (2018).

Building Noise Insulation

9. Prior to the operation of the premises as approved, full details of the following shall be submitted in writing to the County Planning Authority for approval:
- Final specifications of glazing to be incorporated into the upgrade of the building fabric (where proposed); and
 - The type, specification and operational details of the sound control system to be incorporated into the design of the ceremony room as detailed in Section 5.4.3 of the Planning/Supporting Statement (inc Design and Access Statement) by NPS Group, dated November 2020 (v3), received 24/11/2020.

The noise insulation scheme as approved shall be fully implemented before the use hereby permitted is commenced and shall be maintained and retained thereafter.

Reason: To protect the amenity of adjoining and adjacent residential properties in accordance with policy 35 of the Cambridge City Local Plan (2018).

Amplified music / voice prohibition – rear garden

10. No music, either amplified or acoustic, shall be played within (or piped into) external areas of the premises. All windows and doors for the ceremony taking place shall remain closed at all times whilst music is played within the venue.

Reason: To protect the amenity of adjoining and adjacent residential properties in accordance with policy 35 of the Cambridge City Local Plan (2018).

Use of the rear garden

11. The rear garden of the premises / venue to the north east of the building as shown hatched and annotated on [Proposed] Site Plan, Drawing no. NPS-00-00-DR-A-()-010, Revision P10 by NPS Group, dated 06.01.21, received 06/01/2021 shall not be used by visiting members of the public in association with an event, and access is only to be permitted for staff and contractors.

Reason: To protect the amenity of adjoining and adjacent residential properties in accordance with policy 35 of the Cambridge City Local Plan (2018).

Hours of use – marriage ceremonies

12. Marriage ceremonies shall only take place at the venue between the following hours:

Mondays/Tuesdays/Wednesdays – 09.30hrs to 12.00hrs;

Thursdays/Fridays – 09.30hrs to 16.15hrs (on Fridays 09.30hrs to 12.00hrs off Peak);

Saturdays – 10.00hrs to 17.45hrs; and

No marriage ceremonies shall take place on Sundays, Bank or Public Holidays.

Reason: To protect the amenity of adjoining and adjacent residential properties in accordance with policy 35 of the Cambridge City Local Plan (2018).

Noise Management Plan

13. Prior to the operation of the premises as approved, a Noise Management Plan (NMP) shall be submitted to and approved in writing by the County Planning Authority on an annual basis for the first three years of operation. The NMP shall be proactive, considerate and provide neighbour-based control with the purpose of preventing, mitigating and reducing to a minimum potential adverse noise impacts and disturbance to local residents resulting from the hereby permitted use of the property. The NMP shall include details, undertakings and procedures for (but not be limited to) the following:

- The name(s) of on-site supervisor/s responsible for the behaviour of visitors, patrons and for liaison with local residents;
- Procedure for the management and control of noise generating activities and the control of noise breakout from within the building;
- Confirmation that no music (either amplified, voice or acoustic) will be played within the external area;
- Confirmation that the NMP will be reviewed annually and implemented as per updated details;
- Procedure / responsibilities for dealing with complaints – recording / logging of complaints and response within time limits and shall include details of how the complaint was resolved;
- In the event that a noise complaint is received, the premises management will investigate the complaint and take action to establish the cause, avoid re-occurrence and inform the local authority;
- Where activities are seen to generate complaints - procedure for how the NMP will be reviewed and adapted to mitigate against these issues;
- Training of staff and/or customer to ensure awareness of noise control measures in place; and
- Any other matters that are reasonably required by the local planning authority.

The approved NMP shall be reviewed annually, be always followed and / or implemented and retained thereafter including after the period of 3 year review.

Reason: To protect the amenity of adjoining and adjacent residential properties in accordance with policy 35 of the Cambridge City Local Plan (2018).

Plant/machinery/equipment

14. No operational plant, machinery or equipment both internal and external shall be installed until a noise assessment and any noise insulation / mitigation scheme as required to mitigate and reduce to a minimum potential adverse impacts has been submitted to and approved in writing by the County Planning Authority. The scheme shall be carried out as approved and retained thereafter.

Reason: To protect the amenity of adjoining and adjacent residential properties in accordance with policy 35 of the Cambridge City Local Plan (2018).

Artificial Lighting

15. Prior to the installation of any new artificial lighting, an external artificial lighting scheme with detailed impact assessment shall be submitted to and approved in writing by the County Planning Authority. The scheme shall include details of any artificial lighting of the site and an artificial lighting impact assessment with predicted lighting levels at existing residential properties shall be undertaken (including horizontal / vertical isolux contour light levels and calculated glare levels). Artificial lighting on and off site shall meet the Obtrusive Light Limitations for Exterior Lighting Installations detailed in the Institute of Lighting Professionals - Guidance Notes for the Reduction of Obtrusive Light - GN01:2011 (or as superseded) and any mitigation measures to reduce and contain potential artificial light spill and glare as appropriate shall be detailed.

The artificial lighting scheme as approved shall be fully implemented before the use of the lighting permitted is commenced and shall be maintained and retained thereafter.

Reason: To protect the amenity of adjoining and adjacent properties in accordance with policies 34 and 59 of the Cambridge City Local Plan (2018).

Car and Cycle Parking

16. Prior to the operation of the premises as approved the twenty-seven (27) car parking spaces, eight (8) covered cycle parking spaces, and six (6) uncovered cycle parking spaces as shown on [Proposed] Site Plan, Drawing no. NPS-00-00-DR-A-()-010, Revision P10 by NPS Group, dated 06.01.21, received 06/01/2021/ shall be provided. Thereafter they shall be retained in their entirety for their specific use.

Reason: To ensure that car and covered cycle parking arrangements will be available at all times to serve the premises in accordance with policies 80, 81 and 82 of the Cambridge City Local Plan (2018).

Travel Plan

17. Prior to the operation of the premises as approved, an updated travel plan detailing the on street monitoring of Ascham Road and the surrounding streets within the Ascham Controlled Parking Zone shall be submitted to and approved in writing by the County Planning Authority.

Reason: To manage parking arrangements prior to the use commencing and to protect the amenity of nearby properties in accordance with policy policies 80, 81, 82 and 35 of the Cambridge City Local Plan (2018).

Temporary parking during construction

18. Adequate temporary facilities shall be provided clear of the highway for the parking, turning, unloading and loading of all vehicles visiting the site during construction in accordance with the Traffic Management Plan dated 24th April 2020 (May 2020 v1 received 22 May 2020).

Reason: To manage temporary parking arrangements during site works phase and to protect the amenity of nearby properties in accordance with policies 80, 81, 82 and 35 of the Cambridge City Local Plan (2018).

Landscape and Biodiversity Maintenance and Management

19. The development hereby permitted shall be constructed and maintained in complete accordance with the Landscape and Biodiversity Maintenance and Management Plan prepared by A.T. Coombes Associates Ltd, dated 20 November 2020 and the Soft Landscape Plan, Drawing no. HBS-DR-L-800, Revision P2, dated 19 November 2020 by Hamson Barron Smith, received 23/11/2020.

Reason: To ensure there is a net gain in biodiversity and in the interests of the visual appearance in accordance with policies 61 and 70 of the Cambridge City Local Plan (2018).

Replacement Planting and Seeding

20. Trees will be planted in accordance with the approved planting proposal. If within a period of five years from the date of the planting any tree, shrub, hedging or seeding fails or is removed other than in accordance with the approved details, that replacement tree, shrub, hedging or seeding, or any planted in replacement for it, is removed, uprooted or destroyed or dies, it shall be replaced by like for like replanting at the same place, unless the County Planning Authority has given prior written consent for any variation.

Reason: To require replacement trees to be approved, planted and subsequently protected, to ensure continuity of tree cover in the interest of net gain in biodiversity and visual amenity in accordance with Policies 61 and 70 of the Cambridge City Local Plan (2018).

Bat and Bird Boxes

21. Prior to the operation of the premises as approved, the bat and bird boxes identified on the Ecological Enhancement Measures – Position of X2 Bat Boxes and X2 Bird Boxes – April 2020 document received 28/04/2020, shall be installed.

An annual (winter) maintenance inspection of the bat and bird boxes shall be carried out for a minimum of five years following installation. Any damaged boxes shall either be repaired or replaced prior to the start of the next bird nesting season (March).

Reason: To ensure there the measures proposed to achieve a net gain in biodiversity are installed and maintained in accordance with Policy 70 of the Cambridge City Local Plan (2018).

Informatives

Access Officer Recommendations

1. You are advised to give consideration to the access requirements highlighted by Cambridge City Council (Greater Cambridge Planning) – Access Officer, in respect of:

- d) Seating in waiting area should be of various heights; and, with and without arms; there should be space for wheelchair users;
- e) Rooms need hearing loops;
- f) Signage needs tactile information; and
- g) Decor must aid visually impaired people.

Plant noise insulation informative

2. To satisfy the plant sound insulation condition (set out in condition 15), the rating level (in accordance with BS4142:2014) from all plant, equipment and vents etc (collectively) associated with this application should be less than or equal to the existing background level (LA90) at the boundary of the premises subject to this application and having regard to noise sensitive premises.

Tonal/impulsive sound frequencies should be eliminated or at least considered in any assessment and should carry an additional correction in accordance with BS4142:2014. This is to prevent unreasonable disturbance to other premises. This requirement applies both during the day (0700 to 2300 hrs over any one hour period) and night time (2300 to 0700 hrs over any one 15 minute period).

It is recommended that the agent/applicant submits an acoustic prediction survey/report in accordance with the principles of BS4142: 2014 "Methods for rating and assessing industrial and commercial sound" or similar, concerning the effects on amenity rather than likelihood for complaints. Noise levels shall be predicted at the boundary having regard to neighbouring premises.

It is important to note that a full BS4142:2014 assessment is not required, only certain aspects to be incorporated into an acoustic assessment as described within this informative.

Such a survey / report should include: a large scale plan of the site in relation to neighbouring premises; sound sources and measurement / prediction points marked on plan; a list of sound sources; details of proposed sound sources / type of plant such as: number, location, sound power levels, sound frequency spectrums, sound directionality of plant, sound levels from duct intake or discharge points; details of sound mitigation measures (attenuation details of any intended enclosures, silencers or barriers); description of full sound calculation procedures; sound levels at a representative sample of noise sensitive locations and hours of operation.

Any report shall include raw measurement data so that conclusions may be thoroughly evaluated and calculations checked.

Compliance with paragraph 38 of the National Planning Policy Framework

The applicant did not seek pre-application advice. The County Planning Authority has worked proactively with the applicant to ensure that the proposed development is acceptable in planning terms. The applicant has responded positively to the advice and recommendations provided and amendments have been made (where required) to satisfy concerns raised. All land use planning matters have been given full consideration, which resulted in overall support for the development proposal from statutory consultees.

Source Documents

[Link to City Council Local Plan \(2018\)](#)

[Link to Communities and Partnership Committee paper](#)