

# Public Document Pack



*Neuadd y Sir / County Hall, Llandrindod, Powys, LD1 5LG*

Os yn galw gofynnwch am / If calling please ask for  
Carol Johnson

*Ffôn / Tel:* 01597826206

*Llythyru Electronig / E-mail:* carol.johnson@powys.gov.uk

## **PLANNING, TAXI LICENSING & RIGHTS OF WAY COMMITTEE**

**Friday, 15th December, 2017**

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The use of Welsh by participants is welcomed. If you wish to use Welsh please inform us by noon, two working days before the meeting

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## **SUPPLEMENTARY PACK**

### **1.1. Updates**

Any Updates will be added to the Agenda, as a Supplementary Pack, wherever possible, prior to the meeting.

**(Pages 1 - 38)**

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## Planning, Taxi Licensing and Rights of Way Committee Report

**Application No:** P/2017/0696

**Grid Ref:** 314810.6  
289750.3

**Community Council:** Kerry

**Valid Date:** 27/06/2017  
**Officer:** Rachel Mulholland

**Applicant:** Mr & Mrs Bebb, Common Road, Upper Common, Kerry, Newtown, Powys, SY16 4NY.

**Location:** Lomond, Kerry, Newtown, Powys, SY16 4NY.

**Proposal:** Outline - Residential development of 5 dwellings including replacement of an existing dwelling, formation of access, highway improvement and all associated works (some matters reserved).

**Application Type:** Application for Outline Planning Permission

### REPORT UPDATE

#### Consultee Response

##### PCC – Land Drainage

*Correspondence received 6<sup>th</sup> December 2017*

Having considered the information which has been submitted, the lead Local Flood Authority (LLFA) would make the following comments/recommendations.

##### Local Flood Risk/Land Drainage

Comment: The Authority holds no historical flooding information relating to this greenfield site.

Records indicate that the surrounding land slopes towards the site; the applicant would need to consider how surface water run-off from the surrounding land will be controlled without exacerbating or creating any flooding problems on site or elsewhere.

##### Surface Water Drainage

Observations: No proposed surface water drainage details or layout drawings have been submitted to indicate how the development will be drained.

Records indicate that the site slopes towards the public highway, the applicant would need to consider how surface water run-off will be controlled from the site whilst interrupting drainage of the surrounding land and not exacerbating or creating any flooding problems elsewhere.

Comments: The site is classed as Greenfield. The proposed surface water flows should therefore be equivalent to existing Greenfield run-off in accordance with the principles of TAN15 – Development and Flood Risk and good practice drainage design.

The general soil type for the site location is described as being 'Freely draining'. Soakage in this type of soil structure would seem feasible. The use of sustainable drainage techniques and or soakaways are therefore recommended, the design of which shall follow Welsh Government's guidance "Recommended non-statutory standards for sustainable drainage (SuDS) in Wales – designing, constructing, operating and maintaining surface water drainage systems" dated January 2016. This guidance can be downloaded via the following link:- (<http://gov.wales/topics/environmentcountryside/epq/flooding/drainage/?lang=en>).

Recommendation: No development shall commence until full engineered drawings and drainage calculations for the surface water drainage of the site has been submitted to and approved in writing by the local planning authority. The approved scheme shall be completed before any dwellings are occupied.

Reason: To ensure that the proposed drainage systems for the site follow best practice sustainable drainage designs and are fully compliant with regulations and are of robust design.

#### Environment Protection

Informative: Foul drainage from the proposed development should be conveyed to the main foul sewer, subject to the agreement by Severn Trent Water Ltd. There must be adequate capacity at the receiving sewage treatment works to treat the additional flows. Consent is required from the service provider to connect into the foul main sewer.

#### PCC – Built Heritage

*Correspondence received 13<sup>th</sup> December 2017*

Thank you for consulting me on the above application.

The site is not directly adjacent to any listed building with the nearest listed building being The Moat Cadw ID 7564. The site is closer to Scheduled Ancient Monument Cadw ID MG050 The Moat Mound and Bailey castle (adjacent to The Moat listed building) and as Cadw are the consultee in respect of Scheduled Ancient Monuments I shall defer any consideration in respect of the setting of the Scheduled Ancient Monument to them.

The application site is on the western side of Common Road and is sited between 2 clusters of residential properties with Uchel Dre being to the south of the site and between the site and the listed building The Moat Cadw ID 7564.

I am mindful of the advice in Sections 16 and 66 of the Planning (Listed Buildings and Conservation Areas) Act 1990, which directs authorities considering applications for planning permission to have special regard to certain matters, including the desirability of preserving the setting of the building. I would also refer to more recent guidance in paragraph 6.5.11 of Planning Policy Wales 9th edition 2016 which identifies that the primary material

consideration is the statutory requirement to have special regard to the desirability of preserving the building, or its setting”.

Given the location of the site with residential properties on both sides of the site along Common Road, of which Uchel Dre is sited between the application site and the listed building, I would not consider that the development of the site as indicated would affect the setting of The Moat Cadw ID 7564.

Taking into account the new Welsh Government guidance on Setting of Historic Assets in Wales in TaN24 and its annexe, I would have no objections on built heritage grounds.

## **Officer Appraisal**

### Surface Water Drainage

Policy DC13 of the Powys Unitary Development plan seeks to ensure that development proposals should provide adequate provisions for land drainage and surface water disposal. Development should not give rise to unacceptable on or off site flooding.

In respect of surface water disposal, the submission indicates that this would be disposed of through the use of soakaways. No further drainage details or drawings have been submitted. As part of this application process the Council’s Land Drainage Officer has been consulted. We have received comments in response which considers flood risk and surface water potential arising from the proposed development. No historic flooding information relating to the site is held by the authority and no further concerns have been raised by the officer in this respect. The proposed soakaway system for surface water runoff is noted by the land drainage officer and further details in the form of a drainage scheme have been sought by the inclusion of a condition upon any grant of consent.

Officers consider that subject to the suggested condition the proposed development fundamentally complies with policy DC13 of the Powys Unitary Development Plan 2010 in respect of surface water drainage.

### Built Heritage

The planning authority is required to have special regard to the desirability of preserving listed buildings or their settings under section 66(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990. The site is not adjacent to any listed building but the listed Kerry Moat is located approximately 190 metres to the southwest of the site and, as such, the Powys Built Heritage Officer has been consulted on the proposal.

The Built Heritage Officer notes that the development site is located between two clusters of residential properties with one of these being between the site and the listed building The Moat. Given this siting it is considered that the development would not affect the setting of The Moat and no objections have been raised to the proposals.

In light of the above and the Built Heritage Officer’s comments it is considered that the development fundamentally complies with policy ENV14 of the Powys Unitary Development Plan (2010), Planning Policy Wales (9<sup>th</sup> Edition, 2016) and Technical Advice Note 24 – The Historic Environment (2017).

## Recommendation

Whilst the proposal is a departure from the development plan, the Council's current lack of housing land supply carries considerable weight in favour of this development and given that the proposal would otherwise comply with development plan and national planning policies, the recommendation is one of conditional consent.

## Conditions

1. Details of the appearance, landscaping, layout, and scale, (hereinafter called "the reserved matters") shall be submitted to and approved in writing by the local planning authority before any development begins and the development shall be carried out as approved.
2. Any application for approval of the reserved matters shall be made to the local planning authority not later than three years from the date of this permission.
3. The development shall begin either before the expiration of five years from the date of this permission or before the expiration of two years from the date of approval of the last of the reserved matters to be approved, whichever is the later.
4. The development shall be carried out strictly in accordance with the plans stamped as approved on 15/12/2017 (drawing no: 16128-4)
5. Development shall not commence until a scheme for the provision of affordable housing as part of the development has been submitted to and approved in writing by the local planning authority. The affordable housing shall be provided in accordance with the approved scheme and shall meet the definition of affordable housing in Annex B of TAN 2 or any future guidance that replaces it. The scheme shall include:
  - i) the numbers, type, tenure and location on the site of the affordable housing provision to be made which shall consist of not less than 20% of housing units/bed spaces;
  - ii) the timing of the construction of the affordable housing and its phasing in relation to the occupancy of the market housing;
  - iii) the arrangements for the transfer of the affordable housing to an affordable housing provider [or the management of the affordable housing (if no RSL involved)];
  - iv) the arrangements to ensure that such provision is affordable for both first and subsequent occupiers of the affordable housing; and
  - v) the occupancy criteria to be used for determining the identity of occupiers of the affordable housing and the means by which such occupancy criteria shall be enforced.
6. The affordable dwelling/s shall have a maximum gross floor area of 130 square metres (measured internally and including garages where designed as an integral part of the dwelling) and notwithstanding the provisions of schedule 2, part 1, classes A, B, C and E of the Town and Country Planning (General Permitted Development) (Amendment) (Wales) Order 2013 (or any order revoking and re-enacting that order with or without

modification), the affordable dwelling shall not be subject to extensions, roof alterations and buildings other than those expressly authorised by the reserved matters approval.

7. Upon the submission of the reserved matters referred to in conditions 1 and 2 above, plans detailing cross sections of the application site and finish floor levels of the dwellings provided must be submitted to the Local Planning Authority. The scheme must be implemented as approved.
8. Prior to the occupation of any dwelling any entrance gates shall be set back at least 10 metres distant from the edge of the adjoining carriageway and shall be constructed so as to be incapable of opening towards the highway and shall be retained in this position and form of construction for as long as the development hereby permitted remains in existence.
9. The gradient of the access shall be constructed so as not to exceed 1 in 15 for the first 10 metres measured from edge of the adjoining carriageway along the centre line of the access and shall be retained at this gradient for as long as the development remains in existence.
10. The centre line of the first 10 metres of the access road measured from the edge of the adjoining carriageway shall be constructed at right angles to that edge of the said carriageway and be retained at that angle for as long as the development remains in existence.
11. No development shall commence until the access has been constructed so that there is a clear visibility splay from a point 1.05 metres above ground level at the centre of the access and 2.4 metres distant from the edge of the adjoining carriageway, to points 0.6 metres above ground level at the edge of the adjoining carriageway and 43 metres distant in each direction measured from the centre of the access along the edge of the adjoining carriageway. Nothing shall be planted, erected or allowed to grow on the area of land so formed that would obstruct the visibility and the visibility shall be maintained free from obstruction for as long as the development hereby permitted remains in existence.
12. Before any development is commenced the area of the access to be used by vehicles is to be constructed to a minimum of 410mm depth, comprising a minimum of 250mm of sub-base material, 100mm of bituminous macadam base course material and 60mm of bituminous macadam binder course material for a distance of 10 metres from the edge of the adjoining carriageway. Any use of alternative materials is to be agreed in writing by the Local Planning Authority prior to the access being constructed.
13. Prior to the occupation of any dwelling, provision shall be made within the curtilage of the site for the parking of not less than 1 car per bedroom excluding any garage space provided. The parking areas shall be retained for their designated use in perpetuity.
14. Prior to the commencement of development full engineering drawings for all highway related infrastructure which shall include details of the carriageway widening, new footway and any retaining structure to the rear of the new footway, shall be submitted to and approved in writing by the Local Planning Authority.

15. Prior to the occupation of any dwelling all the highway works shall be fully completed to the written satisfaction of the Local Planning Authority.
16. Prior to the occupation of any dwelling the area of the access to be used by vehicles is to be finished in a 40mm bituminous surface course for a distance of 10 metres from the edge of the adjoining carriageway. This area will be maintained to this standard for as long as the development remains in existence.
17. No storm water drainage from the site shall be allowed to discharge onto the county highway.
18. Prior to the commencement of development detailed drainage plans for the disposal of foul and surface water flows shall be submitted to and approved in writing by the Local Planning Authority. The scheme shall be implemented as agreed and maintained thereafter.
19. No demolition or construction works shall take place outside the hours of 0800 to 1800 Mondays to Fridays and 0800 to 1300 on Saturdays and at no time on Sundays or Public Holidays.
20. The mitigation measures in section 5 of the Preliminary Ecological Appraisal and Bat Roost Assessment report produced by Gerald Longley Ecological Consultants dated November 2017 shall be adhered to and implemented in full and maintained thereafter.
21. Prior to the commencement of development a Tree and Hedgerow Protection and Replacement Plan in accordance with BS:5837:2012 shall be submitted to and agreed in writing by the Local Planning Authority and implemented as approved and maintained thereafter.
22. Prior to the first use of any external lighting a detailed lighting design scheme to take into account any impacts on nocturnal wildlife shall be submitted to and agreed in writing by the Local Planning Authority and shall be implemented as approved and maintained thereafter.
23. Prior to the commencement of development full engineered drawings and drainage calculations for the surface water drainage of the site shall be submitted to and approved in writing by the Local Planning Authority. The approved scheme shall be completed before any dwellings are occupied.

## **Reasons**

1. To enable the Local Planning Authority to exercise proper control over the development in accordance with Section 92 of the Town and Country Planning Act 1990.
2. Required to be imposed by Section 92 of the Town and Country Planning Act 1990.
3. Required to be imposed by Section 92 of the Town and Country Planning Act 1990.
4. To ensure adherence to the plans stamped as approved in the interests of clarity and a satisfactory development.



5. In order to ensure the provision of affordable housing in accordance with policies HP5, HP7 and HP10 of the Powys Unitary Development Plan (2010), Technical Advice Note 2 – Planning and Affordable Housing (2006) and Planning Policy Wales (2016).
6. In order to ensure the provision of affordable housing in accordance with policies HP5, HP7 and HP10 of the Powys Unitary Development Plan (2010), Technical Advice Note 2 – Planning and Affordable Housing (2006) and Planning Policy Wales (2016).
7. To safeguard the character and appearance of the area in accordance with policy ENV2 of the Powys Unitary Development Plan.
8. In the interests of highway safety and in accordance with the provisions of Powys UDP Policy GP1 and GP4.
9. In the interests of highway safety and in accordance with the provisions of Powys UDP Policy GP1 and GP4.
10. In the interests of highway safety and in accordance with the provisions of Powys UDP Policy GP1 and GP4.
11. In the interests of highway safety and in accordance with the provisions of Powys UDP Policy GP1 and GP4.
12. In the interests of highway safety and in accordance with the provisions of Powys UDP Policy GP1 and GP4.
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15. In the interests of highway safety and in accordance with the provisions of Powys UDP Policy GP1 and GP4.
16. In the interests of highway safety and in accordance with the provisions of Powys UDP Policy GP1 and GP4.
17. In the interests of highway safety and in accordance with the provisions of Powys UDP Policy GP1 and GP4.
18. To ensure that the proposed drainage systems for the site follow best practice sustainable drainage designs and are fully compliant with regulations and are of robust design.
19. To safeguard the amenities of the locality in accordance with policy GP1 of the Powys Unitary Development Plan.
20. To comply with Powys County Council's UDP Policies SP3, ENV2 and ENV7 in relation to The Natural Environment and to meet the requirements of Planning Policy Wales (Edition 9, November 2016), TAN 5: Nature Conservation and Planning and Part 1 Section 6 of the Environment (Wales) Act 2016.
21. To comply with Powys County Council's UDP policies SP3, ENV2, ENV3 and ENV6 in relation to The Natural Environment and to meet the requirements of TAN 5: Nature Conservation and Planning, Welsh government strategies, and Part 1 Section 6 of the Environment (Wales) Act.
22. To comply with Powys County Council's UDP Policies SP3, ENV3 and ENV7 in relation to The Natural Environment and to meet the requirements of Planning Policy Wales (Edition 9, November 2016), TAN 5: Nature Conservation and Planning and Part 1 Section 6 of the Environment (Wales) Act.
23. To ensure that the proposed drainage systems for the site follow best practice sustainable drainage designs and are fully compliant with regulations and are of robust design.

## **Informative Notes**

A Building regulations application will be required for this development, please contact Building Regulations on 01874 612290.

#### Birds - Wildlife and Countryside Act 1981 (as amended)

All nesting birds, their nests, eggs and young are protected by law and it is an offence to:

- Intentionally kill, injure or take any wild bird
- Intentionally take, damage or destroy the nest of any wild bird whilst it is in use or being built
- Intentionally take or destroy the egg of any wild bird
- Intentionally (or recklessly in England and Wales) disturb any wild bird listed on Schedule 1 while it is nest building, or at a nest containing eggs or young, or disturb the dependent young of such a bird.

The maximum penalty that can be imposed - in respect of a single bird, nest or egg - is a fine of up to 5,000 pounds, six months imprisonment or both.

The applicant is therefore reminded that it is an offence under the Wildlife and Countryside Act 1981 (as amended) to remove or work on any hedge, tree or building where that work involves the taking, damaging or destruction of any nest of any wild bird while the nest is in use or being built, (usually between late February and late August or late September in the case of swifts, swallows or house martins). If a nest is discovered while work is being undertaken, all work must stop and advice sought from Natural Resources Wales and the Council's Ecologist.

#### Bats - Wildlife & Countryside Act 1981 (as amended) and The Conservation of Habitats and Species Regulations 2010 (as amended)

It is an offence for any person to:

- Intentionally kill, injure or take any bats.
- Intentionally or recklessly damage, destroy or obstruct access to any place that a bat uses for shelter or protection. This is taken to mean all bat roosts whether bats are present or not.

Under the Habitats Regulations it is an offence to:

- Damage or destroy a breeding site or resting place of any bat. This is an absolute offence - in other words, intent or recklessness does not have to be proved.

The applicant is therefore reminded that it is an offence under the Wildlife and Countryside Act 1981 (as amended) and The Conservation of Habitats and Species Regulations 2010 (as amended) that works to trees or buildings where that work involves the disturbance of a bat is an offence if a licence has not been obtained from Natural Resources Wales. If a bat is discovered while work is being undertaken, all work must stop and advice sought from Natural Resources Wales and the Council's Ecologist. You can also call the National Bat helpline on 0845 1300 228 or email [enquiries@bats.org.uk](mailto:enquiries@bats.org.uk).

Safe digging practices, in accordance with HS(G)47, must be used to verify and establish the actual position of mains, pipes, services and other apparatus on site before any mechanical

plant is used. It is your responsibility to ensure that this information is provided to all persons (either direct labour or contractors) working for you on or near gas apparatus.

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Case Officer: Rachel Mulholland- Planning Officer  
Tel: 01597 827517 E-mail:rachel.mulholland@powys.gov.uk

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Additional clarification from Powys Highways Department in respect of additional 3<sup>rd</sup> party comments;

*Thank you for letting me know about these comments. As you will be aware the plans submitted are indicative only and are not detailed engineering drawings. However, one thing that is certain is that the existing Class III highway is narrow without any passing places and has no footways for pedestrians. The proposal to widen the carriageway and provide a footway is a significant benefit to highway safety.*

*Since the proposals will need to be considered fully at the detailed application stage a full assessment will be carried out at that time once the detailed drawings have been submitted. The assessment will include footway and carriageway widths, drainage on the carriageway together with the means for accommodating the mobility needs of all that may use the infrastructure.*

*You will note that our first two conditions (10 & 11) are directly related to the submission of detailed drawings and the construction of the improvements. Overall, I consider that these improvements will be a benefit to the community at large that use this section of highway.*

## **RECOMMENDATION**

Having carefully considered the proposed development, Officers consider that the proposal broadly complies with planning policy. Whilst a departure from the development plan, in this instance, the provision of housing is considered to outweigh the plan and therefore justifies the grant of consent as an exception to normal housing policies. The recommendation is therefore one of conditional approval subject to conditions.

1. Details of the access, appearance, landscaping, layout, and scale, (hereinafter called "the reserved matters") shall be submitted to and approved in writing by the local planning authority before any development begins and the development shall be carried out as approved.
2. Any application for approval of the reserved matters shall be made to the local planning authority not later than three years from the date of this permission.
3. The development shall begin either before the expiration of five years from the date of this permission or before the expiration of two years from the date of approval of the last of the reserved matters to be approved, whichever is the later.
4. The development shall be carried out in accordance with the plans stamped as approved on xxxx in so far as the extent of the application site is drawn and the access point onto the unclassified highway (drawing no: RPP/RC-JOB58-03 Rev C).
5. Prior to commencement of development the development shall not begin until a scheme for the provision of affordable housing as part of the development has been submitted to and approved in writing by the local planning authority. The affordable housing shall be provided in accordance with the approved scheme and shall meet the definition of

affordable housing in Annex B of TAN 2 or any future guidance that replaces it. The scheme shall include:

- i) the numbers, type, tenure and location on the site of the affordable housing provision to be made which shall consist of not less than 20% affordable dwellings;
- ii) the timing of the construction of the affordable housing and its phasing in relation to the occupancy of the market housing;
- iii) the arrangements for the transfer of the affordable housing to an affordable housing provider [or the management of the affordable housing (if no RSL involved)];
- iv) the arrangements to ensure that such provision is affordable for both first and subsequent occupiers of the affordable housing; and
- v) the occupancy criteria to be used for determining the identity of occupiers of the affordable housing and the means by which such occupancy criteria shall be enforced.

6. The affordable dwelling shall have a maximum gross floor area of 130 square metres (measured internally and including garages where designed as an integral part of the dwelling) and notwithstanding the provisions of schedule 2, part 1, classes A, B, C and E of the Town and Country Planning (General Permitted Development) Order 1995 (as amended for Wales) (or any order revoking and re-enacting that order with or without modification), the affordable dwelling shall not be subject to extensions, roof alterations and buildings other than those expressly authorised by the reserved matters approval.

7. Upon the submission of the reserved matters referred to within Conditions 1 and 2, the landscaping details shall include indications of all existing trees (including spread and species) and hedgerows on the land, identify those to be retained and set out measures for their protection throughout the course of development.

8. All planting, seeding or turfing comprised in the approved details of landscaping shall be carried out in the first planting and seeding seasons following the occupation of the buildings or the completion of the development, whichever is the sooner, and any trees or plants which within a period of 5 years from the completion of the development die, are removed or become seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species, unless the Local Planning Authority gives written consent to any variation. If any plants fail more than once they shall continue to be replaced on an annual basis until the end of the 5 year defects period.

9. Prior to the construction of the dwellings hereby approved details and/or samples of the materials to be used in the construction of the external surfaces of the dwellings shall be submitted to and approved in writing by the local planning authority. The development shall be carried out in accordance with the approved details.

10. Prior to the commencement of development detailed engineering drawings for a footway link along the Class III C2205 & B4580, and widening along the Class III C2205 and associated works, shall be submitted to and approved in writing by the Local Planning Authority.

11. Prior to any works commencing on the development site, all Highway Improvements, referred to in condition 10, shall be fully completed and approved in writing by the Local Planning Authority. The approved works shall be retained for their designated use for as long as the development hereby permitted remains in existence.

12. Prior to the occupation of the dwelling any entrance gates shall be set constructed so as to be incapable of opening towards the highway and shall be retained in this position and form of construction for as long as the dwelling/development hereby permitted remains in existence.

14. The gradient of the access shall be constructed so as not to exceed 1 in 15 for the first 10 metres measured from edge of the adjoining carriageway along the centre line of the access and shall be retained at this gradient for as long as the development remains in existence.

13. The centre line of the first 10 metres of the access road measured from the edge of the adjoining carriageway shall be constructed at right angles to that edge of the said carriageway and be retained at that angle for as long as the development remains in existence.

14. Before any other development commences the access shall be constructed so that there is clear visibility from a point 1.05 metres above ground level at the centre of the access and 2.4 metres distant from the edge of the adjoining carriageway, to points 0.6 metres above ground level at the edge of the adjoining carriageway and 43 metres distant in each direction measured from the centre of the access along the edge of the adjoining carriageway. Nothing shall be planted, erected or allowed to grow on the area(s) of land so formed that would obstruct the visibility and the visibility shall be maintained free from obstruction for as long as the development hereby permitted remains in existence.

15. Before any other development commences the access shall be constructed so that there is clear visibility from a point 1.05 metres above ground level at the centre of the access and 2.4 metres distant from the edge of the adjoining carriageway, to points 0.6 metres above ground level at the edge of the adjoining carriageway and 43 metres distant in each direction measured from the centre of the access along the edge of the adjoining carriageway. Nothing shall be planted, erected or allowed to grow on the area(s) of land so formed that would obstruct the visibility and the visibility shall be maintained free from obstruction for as long as the development hereby permitted remains in existence.

16. Prior to the occupation of any dwelling, provision shall be made within the curtilage of the site for the parking of not less than one car per bedroom excluding any garage space provided together with a turning space such that all vehicles serving the site may both enter and leave the site in a forward gear. The parking and turning areas shall be retained for their designated use for as long as the development hereby permitted remains in existence.

17. Before any other development commences provision shall be made within the curtilage of the site for the parking of all construction vehicles together with a vehicle turning area. This parking and turning area shall be constructed to a depth of 0.4 metres in crusher run or sub-base and maintained free from obstruction at all times such that all vehicles serving the site shall park within the site and both enter and leave the site in a forward gear for the duration of the construction of the development.

18. The width of the access carriageway, constructed as per above conditions, shall be not less than 5.5 metres for a minimum distance of 10 metres along the access measured



from the adjoining edge of carriageway of the county highway and shall be maintained at this width for as long as the development remains in existence.

19. Prior to the occupation of the development a radius of 6 metres shall be provided from the carriageway of the county highway on each side of the access to the development site and shall be maintained for as long as the development remains in existence.

20. All surface water run-off is to be collected and discharged via a piped system to a soakaway located within the site no less than 6 metres from the highway. This system shall be retained and maintained for as long as the development remains in existence.

21. Upon formation of the visibility splays as detailed in the above conditions the centreline of any new or relocated hedge should be positioned not less than 1.0 metre to the rear of the visibility splay and retained in this position as long as the development remains in existence.

22. No storm water drainage from the site shall be allowed to discharge onto the county highway.

#### Reasons

1. To enable the Local Planning Authority to exercise proper control over the development in accordance with Section 92 of the Town and Country Planning Act 1990.

2. Required to be imposed by Section 92 of the Town and Country Planning Act 1990.

3. Required to be imposed by Section 92 of the Town and Country Planning Act 1990.

4. To ensure adherence to the plans stamped as approved in the interests of clarity and a satisfactory development.

5. In order to ensure the provision of affordable housing in accordance with Policy HP7 of the Powys Unitary Development Plan (2010) and the Affordable Housing for Local Needs Supplementary Planning Guidance (2011).

6. In order to ensure the provision of affordable housing in accordance with Policy HP7 of the Powys Unitary Development Plan (2010) and the Affordable Housing for Local Needs Supplementary Planning Guidance (2011).

7. To ensure a satisfactory and well planned development, to ensure protection is afforded to mature trees on the southern boundary of the site and to preserve and enhance the quality of the environment, visual amenity and privacy in accordance with Policies GP1 and ENV2 of the Powys Unitary Development Plan (2010).

8. To ensure a satisfactory and well planned development and to preserve and enhance the quality of the environment, visual amenity and privacy in accordance with Policies GP1 and ENV2 of the Powys Unitary Development Plan (2010).

9. In the interests of the visual amenity of the area and to ensure the satisfactory appearance of the buildings in accordance with policies GP1 and GP3 of the Powys Unitary Development Plan and the Councils Residential Design Guide.

10. In the interests of highway safety and in accordance with the provisions of Powys UDP Policy GP1 and GP4.

11. In the interests of highway safety and in accordance with the provisions of Powys UDP Policy GP1 and GP4.

12. In the interests of highway safety and in accordance with the provisions of Powys UDP Policy GP1 and GP4.

13. In the interests of highway safety and in accordance with the provisions of Powys UDP Policy GP1 and GP4.
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21. In the interests of highway safety and in accordance with the provisions of Powys UDP Policy GP1 and GP4.
22. In the interests of highway safety and in accordance with the provisions of Powys UDP Policy GP1 and GP4.

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Case Officer: Eddie Hrustanovic- Swyddog Cynllunio / Planning Officer  
Tel: 01938 551231 E-mail:edin@powys.gov.uk

## Planning, Taxi Licensing and Rights of Way Committee Report

<b>Application No:</b>	P/2017/0620	<b>Grid Ref:</b>	318438.86 247398.05
<b>Community Council:</b>	Painscastle	<b>Valid Date:</b>	<b>Officer:</b> 05/06/2017 Kevin Straw
<b>Applicant:</b>	Mr & Mrs Richard & Kym Hicks-Williams, Colburn, 86 Forest Drive, Catterick, Garrison, North Yorkshire, DL9 4UT.		
<b>Location:</b>	Land adjacent to Moorhays, Rhosgoch, Builth Wells, Powys, LD2 3JY.		
<b>Proposal:</b>	Full: Erection of 2 detached dwellings, formation of new access and parking, landscaping, and all other associated works.		
<b>Application Type:</b>	Application for Full Planning Permission.		

### REPORT UPDATE

Following my previous report circulated to Members additional information has been made available to further consider the above proposal in specific regard to the agricultural land classification of the proposed site. Please note that the recommendation remains one as per my previous report.

### Officer Appraisal

#### Agricultural Land Classification

Following consideration of information supplied by Welsh Government through the Provision of Agricultural Land Classification due regard has been given to the classification afforded to the application site. The site in question has been indicated as category 3a agricultural land; this is defined as good to moderate quality agricultural land.

Planning Policy Wales (PPW) paragraph 4.10 outlines national policy towards conserving Wales' Best and Most Versatile (BMV) agricultural land. PPW states that;

"In the case of agricultural land, land of grades 1, 2 and 3a of the Department for Environment, Food and Rural Affairs (DEFRA) Agricultural Land Classification system (ALC) is the best and most versatile, and should be conserved as a finite resource for the future. In development plan policies and development management decisions considerable weight should be given to protecting such land from development, because of its special importance. Land in grades 1, 2 and 3a should only be developed if there is an overriding need for the development, and either previously developed land or land in lower agricultural grades is unavailable, or available lower grade land has an environmental value recognised by a landscape, wildlife, historic or archaeological designation which outweighs the agricultural considerations. If land in grades 1, 2 or 3a does need to be developed, and there is a choice between sites of different grades, development should be directed to land of the lowest grade."

Taking this statement into consideration the classification of land in question is 3a and as such is considered to be the lowest value of land within this category. As such its use is being proposed in light of the current housing land supply shortage within Powys and therefore this argument is being utilised as a sound planning reason to allow development of this category of agricultural land.

Having given this matter due consideration it is considered that the proposed development on this agricultural land is justified in respect of the current housing land supply shortage within the county.

## **Recommendation**

Having carefully considered the proposed development, Officers consider that the proposal on balance, broadly complies with planning policy. Whilst a departure from the development plan, in this instance, the provision of housing is considered to outweigh the plan and therefore justifies the grant of consent as an exception to normal housing policies. The recommendation is therefore one of conditional approval.

## **Conditions**

1. The development to which this permission relates shall be begun no later than the expiration of five years from the date of this permission.
2. The development shall be carried out strictly in accordance with the plans stamped as approved on XXXXXX (drawing no's: 99591.P11, 99591.P21A, 99591.P100C, 99591.P101C, 99591.P102B and 99591.P110A).
3. Prior to the occupation of the dwelling any entrance gates shall be set back at least 10 metres distant from the edge of the adjoining carriageway and shall be constructed so as to be incapable of opening towards the highway and shall be retained in this position and form of construction for as long as the dwelling/development hereby permitted remains in existence.
4. The gradient of the access shall be constructed so as not to exceed 1 in 15 for the first 5 metres measured from edge of the adjoining carriageway along the centre line of the access and shall be retained at this gradient for as long as the development remains in existence.
5. The centre line of the first 5.5 metres of the access road measured from the edge of the adjoining carriageway shall be constructed at right angles to that edge of the said carriageway and be retained at that angle for as long as the development remains in existence.
6. Prior to the commencement of the development the access shall be constructed so that there is clear visibility from a point 1.05 metres above ground level at the centre of the access and 2.4 metres distant from the edge of the adjoining carriageway, to points 0.6 metres above ground level at the edge of the adjoining carriageway and 120 metres distant in a westerly direction and 85 metres distant in an easterly direction measured from the centre of the access along the edge of the adjoining carriageway. Nothing shall be planted, erected or allowed to grow on the area(s) of land so formed that would obstruct the visibility and the

visibility shall be maintained free from obstruction for as long as the development hereby permitted remains in existence.

7. Prior to the commencement of the development the area of the access to be used by vehicles is to be constructed to a minimum of 410mm depth, comprising a minimum of 250mm of sub-base material, 100mm of bituminous macadam base course material and 60mm of bituminous macadam binder course material for a distance of 5.5 metres from the edge of the adjoining carriageway. Any use of alternative materials is to be agreed in writing by the Local Planning Authority prior to the access being constructed.

8. Prior to the occupation of the dwelling, provision shall be made within the curtilage of the site for the parking of not less than 3 cars per dwelling together with a turning space such that all vehicles serving the site may both enter and leave the site in a forward gear. The parking and turning areas shall be retained for their designated use for as long as the development hereby permitted remains in existence.

9. Prior to the commencement of the development provision shall be made within the curtilage of the site for the parking of all construction vehicles together with a vehicle turning area. This parking and turning area shall be constructed to a depth of 0.35 metres in crusher run or sub-base and maintained free from obstruction at all times such that all vehicles serving the site shall park within the site and both enter and leave the site in a forward gear for the duration of the construction of the development.

10. The width of the access carriageway, constructed as Condition 7 above, shall be not less than 5 metres for a minimum distance of 5.5 metres along the access measured from the adjoining edge of carriageway of the county highway and shall be maintained at this width for as long as the development remains in existence.

11. Prior to the occupation of the dwelling the area of the access to be used by vehicles is to be finished in a 40mm bituminous surface course for a distance of 5.5 metres from the edge of the adjoining carriageway. This area will be maintained to this standard for as long as the development remains in existence.

12. Upon formation of the visibility splays as detailed in Condition 6 above the centreline of any new or relocated hedge should be positioned not less than 1.0 metre to the rear of the visibility splay and retained in this position as long as the development remains in existence.

13. No storm water drainage from the site shall be allowed to discharge onto the county highway.

14. No development shall commence until a scheme for the surface water drainage of the site has been submitted to and approved in writing by the local planning authority. The approved scheme shall be completed before any dwellings are occupied.

15. If non permeable surfacing is used on the new driveway and parking area and/or the driveway slopes toward the highway, the applicant should submit for approval a drainage system to intercept water prior to flowing on to the public highway.

16. Notwithstanding the provisions of Article 3 and Part 1 of the second Schedule to the

Town and Country Planning (General Permitted Development) (Amendment) (Wales) 2013, (or any Order revoking and re-enacting that Order), no development as specified in Part 1, Classes A,B,C,D and E within the curtilage of the unit hereby approved shall be carried out without planning permission.

17. The development shall be carried out strictly in accordance with the measures identified in Sections 2.1 – 2.7 of the Reasonable Avoidance Method Statement In Respect Of Great Crested Newts Report produced by Celtic Energy dated October 2017. The identified measures shall be adhered to and implemented in full.

18. Prior to the commencement of the development a Landscaping and Management Plan shall be submitted to and agreed with the Local Planning Authority and shall be implemented in the first planting season of the following occupation of the development. The Plan shall include the use of native species, details of the planting specification – the species, sizes and planting densities – and a timetable for implementation and future management to ensure good establishment and long-term retention

19. No external lighting shall be installed unless a detailed external lighting design scheme has been submitted to and approved in writing by the Local Planning Authority. The external lighting scheme shall identify measures to avoid impacts on nocturnal wildlife. The development shall be carried out in accordance with the approved details.

## **Reasons**

1. Required to be imposed by Section 91 of the Town and Country Planning Act 1990.
2. To ensure adherence to the plans stamped as approved in the interests of clarity and a satisfactory development.
3. In the interests of highway safety and in accordance with the provisions of Powys UDP Policy GP1 and GP4.
4. In the interests of highway safety and in accordance with the provisions of Powys UDP Policy GP1 and GP4.
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12. In the interests of highway safety and in accordance with the provisions of Powys UDP Policy GP1 and GP4.
13. In the interests of highway safety and in accordance with the provisions of Powys UDP Policy GP1 and GP4.
14. To ensure that the proposed drainage systems for the site follow best practice sustainable drainage designs and are fully compliant with regulations and are of robust design.
15. To ensure that no surface water runoff from the new driveway runs onto the highway.
16. In order to control further development which has the potential to have adverse effects on privacy and/or amenity in contradiction to policy GP1 of the Powys Unitary Development Plan.
17. To comply with Powys County Council's UDP Policies SP3, ENV2, ENV3, ENV6 and ENV7 in relation to The Natural Environment and to meet the requirements of Planning Policy Wales (Edition 9, November 2016), TAN 5: Nature Conservation and Planning and Part 1 Section 6 of the Environment (Wales) Act 2016.
18. To comply with Powys County Council's UDP Policies SP3 and ENV2 in relation to The Natural Environment and to meet the requirements of Planning Policy Wales (Edition 9, November 2016), TAN 5: Nature Conservation and Planning and Part 1 Section 6 of the Environment (Wales) Act 2016.
19. To comply with Powys County Council's UDP Policies SP3, ENV3, ENV5 and ENV7 in relation to The Natural Environment and to meet the requirements of Planning Policy Wales (Edition 9, November 2016), TAN 5: Nature Conservation and Planning and Part 1 Section 6 of the Environment (Wales) Act 2016.

## **Informative Notes**

### NRW

The applicant should be advised that, in addition to planning permission, it is their responsibility to ensure that they secure all other permits/consents relevant to their development.

### Foul Drainage

The drainage system must comply with document H2 of the Building Regulations relating to design and installation of the foul drainage system.

## Biodiversity

### Birds - Wildlife and Countryside Act 1981 (as amended)

The site of the proposed tree works is considered to have potential to support nesting birds during the breeding season. All nesting birds, their nests, eggs and young are protected under the Wildlife and Countryside Act 1981 (as amended).

It is therefore an offence to:

- intentionally kill, injure or take any wild bird
- intentionally take, damage or destroy the nest of any wild bird whilst it is in use or being built
- intentionally take or destroy the egg of any wild bird
- intentionally (or recklessly in England and Wales) disturb any wild bird listed on Schedule 1 while it is nest building, or at a nest containing eggs or young, or disturb the dependent young of such a bird.

The maximum penalty that can be imposed - in respect of a single bird, nest or egg - is a fine of up to 5,000 pounds, six months imprisonment or both.

The applicant is therefore reminded that it is an offence under the Wildlife and Countryside Act 1981 (as amended) to remove or work on any hedge, tree or building where that work involves the taking, damaging or destruction of any nest of any wild bird while the nest is in use or being built, (usually between late February and late August or late September in the case of swifts, swallows or house martins). If a nest is discovered while work is being undertaken, all work must stop and advice sought from Natural Resources Wales and the Council's Ecologist.

### Great Crested Newts – Wildlife & Countryside Act 1981 (as amended) and The Conservation of Habitats and Species Regulations 2010 (as amended)

Great Crested Newts are known to be present in the vicinity of the proposed development site. The great crested newt is fully protected under schedule 5 of the Wildlife and Countryside Act 1981 (as amended) and Schedule 2 of The Conservation of Habitats and Species Regulations 2010 (as amended).

It is therefore an offence to:

- Deliberately capture, injure or kill a great crested newt;
- Deliberately disturb a great crested newt in such a way as to be likely to significantly affect the local distribution, abundance or the ability of any significant group of great crested newts to survive, breed, rear or nurture their young;
- Damage or destroy a great crested newt breeding site or resting place;
- Intentionally or recklessly disturb a great crested newt; or
- Intentionally or recklessly obstruct access to a breeding site or resting place.

If a great crested newt is discovered while work is being undertaken, all work must stop and advice sought from Natural Resources Wales and the Council's Ecologist. This advice may include that a European protected species licence is sought.



## Emergency planning

### Flood Warning Direct (FWD) Messages

Property holders who believe that their properties are likely to flood should register for free NRW 'Flood Warning Direct' messages. Further information on this and registration details can be found on the NRW website at the following link:

<https://naturalresources.wales/flooding/sign-up-to-receive-flood-warnings/?lang=en>

Please note that the (UK) Environment Agency provides FWD services to customers in Wales on behalf of NRW.

During heavy and persistent rainfall individuals should remain alert and not be fully reliant on the above warnings. Where safe to do so they should pro-actively monitor river and stream levels in their immediate area and take appropriate action (including evacuation).

### Community & Personal Flood Plans

Any Community or private individual that believes they are at risk of flood are strongly encouraged to complete a 'Community Flood Plan' or 'Personal Flood Plan' and templates and guidance instructions can be found on the GOV.UK website:

<https://www.gov.uk/government/publications/community-flood-plan-template>

<https://www.gov.uk/government/publications/personal-flood-plan>

### Specific Observations

The following Specific Observations are made:

a. Evacuation from a property is not always the best option and could endanger the occupants. It is sometimes (dependant on predicted flood depths) safer to move to a higher floor within a building and wait for the floodwater to dissipate. This decision should be made after a Dynamic Risk Assessment has been undertaken. This information should be included within any Flood Warning and Evacuation Plan produced.

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Case Officer: Kevin Straw - Planning Officer  
Tel: 01597 827092 E-mail: kevin.straw@powys.gov.uk

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# Planning, Taxi Licensing and Rights of Way Committee Report

## UPDATE REPORT

**Application No:** P/2017/1184                      **Grid Ref:** 321547.42, 298114.85

**Community Council:** Montgomery                      **Valid Date:** 13/10/2017     **Officer:** Bryn Pryce

**Applicant:** Miss H Broxton Edderton Hall, Forden, Welshpool Powys SY21 8RZ

**Location:** Land near Tyffos, Hendomen, Montgomery Powys SY15 6EZ

**Proposal:** Outline application (with some matters reserved) for erection of a dwelling, detached garage and all associated works

**Application Type:** Application for Outline Planning Permission

### Consultee Response

Cllr Stephen Hayes

*Correspondence received 25<sup>th</sup> November 2017*

'Whilst the principle of development on this site is accepted, my understanding was that the property constructed would be an affordable dwelling. There is a real need for such affordable dwellings in Montgomery and its immediate environs, and I should like to think this site can continue to be designated for that purpose.'

### Officer Appraisal

Further to the original officers report comments have been received from the local member. This application was submitted in outline form for an open market dwelling within the rural settlement of Hendomen. Given the lack of five year housing land supply officers have considered this site for an open market dwelling. In this case officers consider the site to be a sustainable location for a development of this scale and is appropriate for an open market dwelling given the current lack of five year housing land supply.

### Recommendation

The recommendation remains one of conditional consent in line with the conditions as set out in the original officer's report to committee.

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Case Officer: Bryn Pryce- Planning Officer  
Tel: 01597 82 7126 E-mail:bryn.pryce@powys.gov.uk

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## Planning, Taxi Licensing and Rights of Way Committee Report

### UPDATE REPORT

<b>Application No:</b>	P/2017/1071	<b>Grid Ref:</b>	309311.61 306337.57
<b>Community Council:</b>	Llanfair C	<b>Valid Date:</b>	<b>Officer:</b> 18/09/2017 Tamsin Law
<b>Applicant:</b>	S.M. & G.D. Jones, Rhiwhiriaeth Isaf, Llanfair Caereinion, Welshpool, Powys, SY21 0DU		
<b>Location:</b>	Land at Rhiwhiriaeth Isaf, Llanfair Caereinion, Welshpool, Powys, SY21 0DU		
<b>Proposal:</b>	Full: Erection of a poultry unit, silos, formation of vehicular access and roadway together with all associated works		
<b>Application Type:</b>	Application for Full Planning Permission		

#### **The reason for the update**

To provide clarification on points in the original report and to provide comments made by the Built Heritage Officer.

#### **Consultee Response**

##### Built Heritage Officer

I note the location of the proposed poultry unit some distance out of Llanfair Caereinion and its conservation area that contains a number of listed buildings.

I can confirm that there are no listed buildings close to the site however given the topography it is possible that views of the proposed building could be visible over a wide area however I note the existing woodland that exists around the site.

I can confirm that I have no objection to the proposal on built heritage grounds.

#### **Report clarification**

In the Officer report it is noted that the description states that the application is for a broiler unit, this is incorrect and the application is for a free range unit.

The residential amenity section also makes reference to an Environmental Statement, the application was screened as not being EIA development and this is a typo in the report.

#### **Conclusion**

The application is recommended for approval subject to the reasons and conditions outlined in the original committee report.

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## Planning, Taxi Licensing and Rights of Way Committee Report

### UPDATE REPORT

<b>Application No:</b>	P/2017/1083	<b>Grid Ref:</b>	304552.43 251819.55
<b>Community Council:</b>	Llanelwedd	<b>Valid Date:</b>	<b>Officer:</b> 27/09/2017 Thomas Goodman
<b>Applicant:</b>	Powys County Council		
<b>Location:</b>	Ysgol Gynradd, Wirfoddel A Reolir, Llanelwedd, Disserseth, Builth Wells, Powys, LD2 3TY		
<b>Proposal:</b>	Full: Installation of refurbished mobile classroom and associated works		
<b>Application Type:</b>	Application for Full Planning Permission		

#### The reason for the update

The application was deferred at Planning Committee on the 7<sup>th</sup> December 2017. This report should be read in conjunction with the original report.

#### Officer Appraisal

Following the deferral of the application at Committee on the 7<sup>th</sup> December 2017 additional information has been received from the applicant and is appended to this report.

Whilst the information provided details a critical incident and emergency evacuation plan the details provided detail that a safe emergency access in line with table A 1.15 of Technical Advice Note 15 would not be currently available. The emergency access would therefore have flood depths and velocities of the flood water would that would exceed that deemed acceptable in TAN15.

#### Recommendation

It is therefore considered that the proposed development would result in highly vulnerable development within a flood zone, contrary to policy SP14 and Technical Advice Note 15 – Development and Flood Risk. This policy objection in addition concerns regarding the flooding depth at the property access, is considered to justify the refusal of the proposed development. The recommendation is therefore one of refusal.

#### Conditions

1. The proposal will lead to an increase in highly vulnerable development within Zone C2 as defined by the development advice maps referred to under TAN15 Development and Flood Risk (2004). The development is contrary to policy SP14 of the Powys Unitary Development Plan (2010), Technical Advice Note 15 (TAN 15) Development and Flood Risk (2004) and Planning Policy Wales (2016).

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Case Officer: Thomas Goodman- Planning Officer  
Tel: 01597 827655 E-mail:thomas.goodman@powys.gov.uk



## **Carol Johnson (CSP - Board Business)**

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**From:** Gareth Jones (CSP - Schools Service)  
**Sent:** 14 December 2017 13:02  
**To:** Gwilym Davies (CSP - Development Control); Tamsin Law (CSP - Development Control); Tom Goodman (CSP - Development Control)  
**Cc:** Maureen Mackenzie (CSP - County Councillor); Mills, Tom  
**Subject:** Llanelwedd C in W School Planning Application  
**Attachments:** Critical Incident final.doc; Fire\_Emergency\_File 2017.doc

All,

Further to the agreement to defer the consideration of the above planning application the service would like to provide the following clarification in respect to application submitted and proposed actions that we would include as amendments to the schools emergency and critical and flood plans. The schools current plans are attached.

1. For clarification the proposed mobile is a 3 bay mobile for the provision of a single teaching space with associated toilets and a small kitchenette
2. There is already a pedestrian evacuation route through the top end of the school site, through the main school building and the service has identified space between the School and the Old School House at a higher elevation which will be used to create a second pedestrian access.
3. The service is also committed to explore the options for an emergency vehicular access with both the owners of the school house and the Royal Welsh Agricultural Society, who own the land to the north east of the school site.
4. The provision of a removable fence or a second gateway at the front of the school in the area close to the current pedestrian access gate.

If approved the service would obviously provide you any required updated emergency, flood and any other plans.

thanks

Gareth Jones,  
Interim Head of Schools Service, Pennaeth Dros Dro Gwasanaethau Ysgolion  
Ffon/ Tel :01597 826422  
E-bost / E-mail: Gareth.jones@powys.gov.uk

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# **Llanelwedd Church in Wales Primary School**



## **CRITICAL INCIDENT POLICY**

### **INTRODUCTION**

In responding to an incident the aim should always be to ensure:

- rapid and appropriate action is taken;
- accurate information is provided;
- normal school routines are maintained as far as possible, giving continuity to pupils;
- immediate, sensitive and non-intrusive support is offered.

### **DEFINITION OF A CRITICAL INCIDENT**

An incident becomes a critical incident when it constitutes a serious disruption arising with little or no warning on a scale beyond the coping capacity of the school operating under normal conditions, and requiring the assistance of the Emergency Services and/or Powys County Council and others.

Examples of such incidents impacting on schools could include

- death or serious injury as a result of violence, accident, self harm and/or sudden/traumatic illness;
- major fire;
- building collapse;
- riot and/or civil disorder;
- natural and/or man-made disaster;
- terrorism;
- missing person(s)/abductions.

These incidents might occur:

- on the school site during school hours;
- on school transport;
- whilst the pupils are taking part in activities away from the school site;
- on school premises as part of after school activities;
- within the local community involving pupils from the school.

Using this definition as a basis for decision making, an incident is declared to be a critical incident following consultation between the person(s) managing the incident within the school (normally the Headteacher) and the senior officer for Health and safety at Powys County Council. If there is doubt it is always better to consult and err on the side of caution and declare an incident critical.

### **GOOD PREVENTATIVE PRACTICE**

Curriculum

We will address sensitive issues such as death, bereavement and serious injury as appropriate within the general curriculum. Therefore, pupils will not have to address these issues for the

first time following a critical incident. These issues may be covered through studies in R.E., geography, history and PSHE.

#### Pastoral support

We will develop an atmosphere of support and trust amongst our pupils and parents, and provide opportunities for them to talk and share their feelings.

#### Behaviour policy

As a positive measure to ensure our pupils' safety, our well-established behaviour policy applies off-site as well as within the school boundaries.

Whilst careful pre-planning and effective risk management will minimise our pupils' exposure to dangerous situations, unforeseen hazards may well occur. In these situations, we will immediately brief children about how to proceed and require their compliance with any rulings we make.

#### Training

We will, from time to time, brief or train all relevant staff groups on their role in the prevention, management and response to incidents.

#### Security

We will employ effective security measures to prevent unwelcome visitors entering the school; and out of hours security systems to reduce the potential for damage and vandalism.

#### Administrative practices

- We will maintain a list of all pupils and staff with next of kin contact details held centrally at the school both on computer and as hard copy. Back-up discs and additional hard copy will be kept at an alternative site (School Secretary).
- We will complete registers promptly at the beginning of each morning and afternoon session. Names of pupils who are late or leave school early will be recorded.
- We will maintain an inventory of equipment held on site in accordance with the LEA guidelines.
- We will operate a signing in and out procedure for all visitors and volunteers in school.
- We will display details of emergency evacuation procedures in all areas of the school site.

#### Planning for Trips and Visits

- We will follow Powys guidance when planning and organising school visits
- All supervising adults will carry details of the members of the party and a list of contact numbers (including the other adults' mobile phones and school/LEA emergency contact numbers).

#### Health and Safety

- We will follow Powys County Council Compliance management guidelines on the testing and maintenance of equipment, fixtures and fittings. All electrical, PE and fire fighting equipment will be inspected and tested annually.
- We will follow regulations for the storage and security of potentially hazardous substances and chemicals.
- We will conduct regular health and safety checks on the buildings and site, with any potential dangers being reported and dealt with.

#### **DEALING WITH AN INCIDENT**

- The emergency services should be contacted immediately.

- At this stage, it may be most appropriate to take whatever urgent action is needed to ensure the safety of others.

- As soon as possible, the Headteacher (or next-most senior person) will start to keep a simple log of all events and actions.
- The Headteacher should communicate with the Education Directorate, emergency services, etc. via the School's additional telephone line. This will leave the school's main phone line free for incoming calls from parents, etc. (The same procedure should be used for keeping contact with off-site parties if they have been involved in a critical incident.)
- The Headteacher (or next-most senior person) will deploy staff as necessary to manage the situation and ensure the safety of all concerned.
- The Chair of Governors will be informed as quickly as possible.
- In many cases, the Education Directorate Senior Education Officer and his/her team will take over much of the management of the incident, leaving the Headteacher free to deal with pupils, parents and colleagues.
- The School Secretary will generally answer all calls from anxious parents. She should keep a log of callers and check this against school records to determine who might still need to be contacted.
- Parents will need to be contacted promptly, but the way in which this is done will depend on the nature and scale of the incident. Contact may be made in person or by phone. In very serious circumstances, it may be appropriate for the police to make the initial contact.

Before making contact with parents:

- The Headteacher will confer with those who will be making contact about what to say, possibly rehearsing the message first. We will limit our comments to the known facts, and not speculate on the causes or responsibility for the crisis.
- The Secretary or other colleagues will keep a strict log of those parents who have been contacted, noting date and time of call, the number called and the person who was spoken to (or if there was no answer). This list should be cross-referenced with those who have contacted us.
- We will ascertain if there are any colleagues who might offer help with transport to the school if required.
- We will endeavour to delegate these calls to those not actually involved in managing the incident.

When calling:

- We will check that parents are not left alone in distress, perhaps making suggestions for making contact with relatives or neighbours.
  - We will offer any important phone numbers such as hospitals.
- An important task is to protect children, parents and staff from publicity. Press and television will not be given permission to enter the school premises or be given access to staff or children. One of the Headteacher's first tasks on hearing of a crisis will be to contact the County Council. All enquiries by the media will be directed to the duty officer, who will give factual information to the media whilst maintaining the privacy of staff, children and their families. In any event, the only other persons to speak to the media would be the Headteacher or Chair of Governors.
- Pupils should be told simply and without fabrication what has happened, in the smallest group possible - usually within their class. Questions should be answered as straightforwardly as possible. Children and parents should be informed (preferably by letter) by the end of the day if the school has to be closed. As far as possible the school's normal routine should be followed to maintain security and continuity for the children.

- In the event of deaths or serious injuries, the Headteacher will maintain close contact with the families involved and make arrangements for the school's representation at funerals, respecting the view, customs and wishes of parents.

- If an incident happens off-site, the Headteacher will arrange for all contact with the party to go via the school. Therefore, we will contact parents, on behalf of the party leader. It is also highly probably that the best course of action will be for children to be re-united with their families as soon as possible. The Headteacher, with advice and help from the police and the Education Directorate, will arrange to bring the children home. In some instances it may be appropriate to arrange for parents to be taken to the children.

- The leader of an off-site party may need to act 'in loco parentis' to authorise emergency medical treatment. However, they may only do this if every reasonable effort has been made to contact the parents.

- The whole school will be affected by a tragedy. The Headteacher will arrange de-briefing sessions for directly-affected staff, check that procedures are in place for monitoring staff and pupils, and activate strategies for allowing all involved to express their feelings if they wish. In the case of prolonged absences of anyone injured in an incident, the Headteacher will ensure that a member of staff makes contact with the child or colleague at home or in hospital, and subsequently make sensitive arrangements for their return to school, and thereafter check that monitoring procedures are in place. Consideration must also be given to arrangements for a special assembly or memorial service. In the longer term, the Headteacher may need to introduce strategies to continue to monitor vulnerable pupils and staff, consult and decide on whether, and how, to mark anniversaries, and to ensure that new staff are aware of which pupils/staff were affected and in what way.

Consultation has taken place	Staff Date	Autumn 2010	Governors Date	Spring 2011
Date formally approved by Governors				
Date Policy became effective	Spring 2011			
Review Date	Spring 2014			
Person(s) Responsible for Implementation & Monitoring	Headteacher			
Other Relevant Policies			Health and Safety	Safeguarding Policy
	Compliance management folder			

Signed..... Headteacher

Signed..... Chair of Governors

Date.....



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